

# SELF-GUIDED

## ONLINE COURSES

Learn **online at your own pace**, and gain specific skills and knowledge to advance your professional or personal development.



## School Name here

### COURSE FEATURES



100% Online



24/7 Course Access



6-Week instructor-moderated  
or self-guided formats



Learn from industry experts



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certificate of completion

A to Z Grant Writing

Accounting Fundamentals

Achieving Success with Difficult People

Administrative Assistant Fundamentals

Certificate in Food, Nutrition, and Health

Certificate in Gerontology

Computer Skills for the Workplace

Creating WordPress Websites

Discover Sign Language

Explore a Career in Medical Coding

Explore a Career as a Paralegal

Fundamentals of  
Supervision and Management

Grammar Refresher

Human Anatomy and Physiology

Intermediate Microsoft Excel 2019

Introduction to Microsoft Excel 2019

Introduction to  
Natural Health and Healing

Introduction to SQL

Keyboarding

Keys to Effective Communication

Medical Math

Medical Terminology:

A Word Association Approach

Project Management Fundamentals

Real Estate Investing

Spanish For Medical Professionals

Speed Spanish

Stocks, Bonds,  
and Investing: Oh, My!

Twelve Steps to a  
Successful Job Search

Understanding Adolescents

Using Social Media in Business

Write Fiction Like a Pro

Instructor-moderated versions of some courses are available.

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