

School Name here

# WORKFORCE TRAINING ONLINE COURSES



**We offer over 500 online courses** taught by industry experts and designed to quickly deliver in-demand and transferable workplace skills.

## FEATURES INCLUDE:



Learn from experts  
in the field



24/7 Course access



Interactive  
online classroom



Available 6-Week  
instructor-  
moderated format



Receive a  
certificate of  
completion

### **Talent and Performance Management**

Learn key issues facing organizations and their ability to attract and retain top talent.

### **Project Management Applications**

Become proficient at recruiting and empowering your project's team members and maximize success.

### **A to Z Grant Writing**

Get the hands-on experience and knowledge to successfully write grant proposals.

### **Fundamentals of Technical Writing**

Master the fundamental techniques to explain complex subjects in a way that makes them easy to understand.

### **Advanced Microsoft Excel 2019**

Learn the advanced functions and often overlooked features of Microsoft Excel 2019.

### **Accounting Fundamentals II**

Explore the world of corporate accounting and increase your financial know-how.

### **Intermediate QuickBooks Online**

Learn how to manage inventory, projects, classes, and locations to better track and report on your business operations.

### **Medical Terminology: A Word Association Approach**

This course will teach you to understand medical terminology as it pertains to each body system.

### **Discover Sign Language**

This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired, and teaches you how to make signs.

### **Speed Spanish**

Learn six easy recipes to glue Spanish words together and engage in conversational Spanish.

To enroll or to learn more, visit:

**ed2go.com/webname**