

# 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

- |   |   |
|---|---|
| A to Z Grant Writing                          | Introduction to                                     |
| Accounting Fundamentals                       | Natural Health and Healing                          |
| Achieving Success<br>with Difficult People    | Introduction to SQL                                 |
| Administrative Assistant<br>Fundamentals      | Keyboarding   |
| Certificate in Food,<br>Nutrition, and Health | Keys to Effective Communication                     |
| Certificate in Gerontology                    | Medical Math  |
| Computer Skills for the Workplace             | Medical Terminology:<br>A Word Association Approach |
| Creating WordPress Websites                   | Project Management<br>Fundamentals                  |
| Discover Sign Language                        | Real Estate Investing                               |
| Explore a Career in Medical Coding            | Spanish For Medical Professionals                   |
| Explore a Career as a Paralegal               | Speed Spanish                                       |
| Fundamentals of<br>Supervision and Management | Stocks, Bonds,<br>and Investing: Oh, My!            |
| Grammar Refresher                             | Twelve Steps to a<br>Successful Job Search          |
| Human Anatomy and Physiology                  | Understanding Adolescents                           |
| Intermediate Microsoft Excel 2019             | Using Social Media in Business                      |
| Introduction to<br>Microsoft Excel 2019       | Write Fiction Like a Pro                            |

### COURSE FEATURES:



100% Online



24/7 Course access



6-Week instructor-moderated  
or self-guided formats



Receive a  
certificate of completion

Instructor-moderated versions of some courses are available.  
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