

COURSE FEATURES:



100% Online



24/7 Course access



6-Week format



Learn from Industry experts



Receive a certificate of completion

A to Z Grant Writing

Gain the hands-on experience and knowledge needed to successfully begin writing grant proposals, including real-world scenarios.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Creating Web Pages

Learn the basics of HTML as you design, create, and post your very own website.

Effective Business Writing

Learn how to develop powerful written documents that draw readers in and keep them motivated.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Grammar Refresher

Develop your English grammar skills and take your writing and speaking to the next level of excellence.

Intermediate Microsoft Excel 2019

Take your Excel skills to the next level. Learn to use the powerful features in the 2019 version of Excel.

Introduction to CSS3 and HTML5

Learn to create state-of-the-art websites using modern CSS3 and HTML5 techniques.

Introduction to Microsoft Excel 2019

This course will introduce you to Microsoft Excel 2019 and teach you how to use this powerful software.

Introduction to SQL

Learn the key concepts of SQL (Structured Query Language) the powerful and standard database management query language for relational databases.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Introduction to QuickBooksOnline

Learn to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables: and much more.

Writing Essentials

Master the essentials of writing to can excel at business communications, express yourself clearly online, and take your creative literacy talents to a new level.