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ANYTIME!

200+ BUNDLES  
TO CHOOSE FROM!

# Instructor-Moderated ONLINE COURSE BUNDLES



These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-moderated online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new course sessions monthly.

## COURSE FEATURES:



100% Online



24/7 Course access



6-Week instructor-  
moderated format



Learn from industry experts



Receive a  
certificate of completion

### Accounting Fundamentals Series

Learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period.

### Administrative Assistant Suite

Learn the skills you need to excel as an administrative professional or executive assistant.

### Microsoft Office 2019 Value Suite

This course bundle will teach you how to use Word 2019, Excel 2019, and PowerPoint 2019, Office's top business productivity programs.

### Presentation Skills Suite

Learn everything you need to know to master public speaking, create PowerPoint presentations, and incorporate humor into your presentation delivery.

### QuickBooks Online Series

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

### SQL Series

SQL is one of the most requested skills from today's data-driven employers. Learn the coding language in these easy-to-follow online courses.

### Web Design Value Suite

Create your own webpages and websites after learning everything from web design layout to CSS3/HTML5 and JavaScript.

### Writing and Editing Value Series

Brush up on your grammar, writing, and editing skills with this discounted bundle on online courses!

To view all course bundles, learn more and enroll, visit: