

# SELF-PACED ONLINE COURSES



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



- 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
- 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

## COURSE FEATURES:



100% Online



24/7 Course access



6-Week instructor-led  
OR self-paced formats



Receive a  
certificate of completion

Instructor-led versions of some courses are available.

**Explore many more self-paced tutorials at our site, below.**

To learn more and enroll, visit: