# ONLINE LEARNING

## DISCOVER THE BENEFITS!

**Discover the benefits of Online Learning!** We offer more than 800 online courses, geared to accelerate your present role, or prepare you to find a new career in an in-demand field.

## Benefits of Online Learning:

- Learn anywhere, anytime
- Learn at your own pace
- Online learning is cost-effective
- Interactive classroom
- No geographic limitations
- Earn while you learn: no conflicts with your work schedule
- No travel time or commuting expenses
- Learn the skills for a new career or develop a personal interest

## Course Features:

- 100% Online
- 24/7 Course access
- 6-Week instructor-moderated or 3-month self-guided formats
- Learn from industry experts
- Receive a certificate of completion

## Popular Online Courses:

### Administrative Assistant Fundamentals
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

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

### Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

### Project Management Suite
In this suite, learn the essentials of project management as you learn to plan, implement, control, and close any type of project along with essential quantitative and qualitative project management applications.

### Homeschool with Success
Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

### Photography Suite
Learn everything from photography fundamentals to advanced portrait techniques to advance your photography hobby or turn it into a business.

### Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

**View our full catalog of courses and course bundles on our website:**