



## LEARN ONLINE!

Pick up a new skill or brush up on an old one. Experience learning the way it was meant to be: enjoyable, clear, uncomplicated, and convenient.

### COURSE CATEGORIES:



Arts and Design



Information Technology



Business



Language



Computer Apps



Legal



Construction



Programming



Health and Fitness



Teacher Professional Development



Hospitality



Writing

## School Name here

We offer more than 300 online courses that you can take on from the comfort of your home.

Study weekly lessons on your schedule, 24 hours a day, 7 days a week.

Our instructor-moderated online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners.

New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

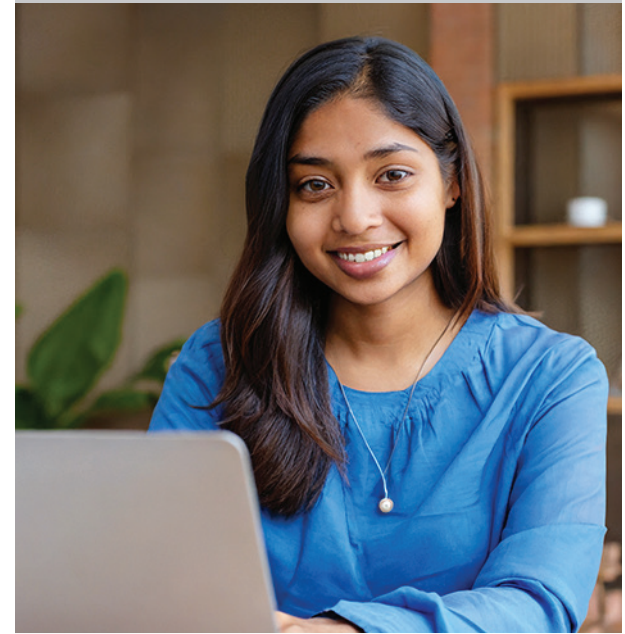
### BENEFITS OF ONLINE LEARNING:

- 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
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## ONLINE COURSES

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24/7 Course access



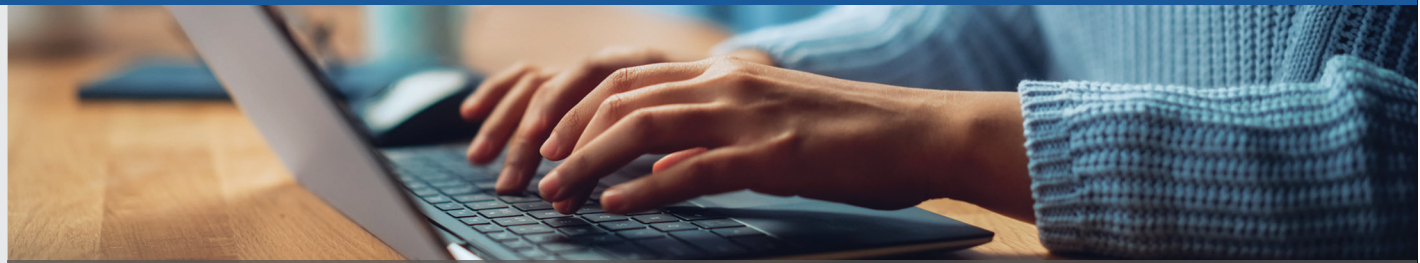
6-Week instructor-moderated format



Learn from industry experts



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# ONLINE COURSES

### A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

### Accounting Fundamentals

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

### 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 so you can design, create, and post your very own site on the Web.

### Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

### Fundamentals of Supervision and Management

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

### Getting Started with Google Workspace

Get started with Google Workspace by learning the basics of nine key Google apps: Gmail, Docs, Sheets, Slides, Drive, Contacts, Calendar, Meet, and Chat.

### Grammar Refresher

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

### Introduction to CSS3 and HTML5

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

### Introduction to Microsoft Excel 2019

Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

### Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

### Leadership

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

School Name here

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