

# Instructor-Led **Online Course** Bundles



## Instructor-Led 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-led 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. Visit our website to view start dates for the courses that interest you.

### Features:

- **Expert Instructor**
- **24-Hour Access**
- **Online Discussion Areas**
- **6 Weeks of Instruction Per Course**
- **Hundreds of courses to choose from**
- **Monthly start sessions**

**Complete any of these courses entirely from your home or office and at any time of the day or night.**

### **Microsoft Office 2016 Value Suite**

Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

### **Microsoft Excel 2016 Series**

Learn to use basic, intermediate, and advanced features of Microsoft Excel 2016.

### **Web Design Value Suite**

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

### **Basic Computer Skills Suite**

Learn essential computer skills for the 21st century workplace, including how to troubleshoot PC issues!

### **Project Management Suite**

Learn the fundamentals of project management in this discounted suite of online courses.

### **HTML and CSS Series**

Learn to use CSS3 and HTML5 to create professional-quality websites for desktops, laptops, and mobile devices.

### **Computer Networking Suite**

Learn the fundamentals of networking and prepare for a career in an exciting and fast-growing field.

### **PMP Series**

Learn how to prepare for the Project Management Institute's prestigious PMP certification exam.

### **Microsoft Word 2016 Series**

Learn the ins and outs of Microsoft's newest release of Microsoft Word. This discounted bundle teaches you everything you need to know about the 2016 release.

### **QuickBooks 2016 Series**

Master the fundamentals and more advanced functions of QuickBooks 2016. Learn everything from creating statements to using batch invoicing and managing journal entries.

### **Supervision and Management Series**

Whether you're new to managing employees or are a seasoned pro, these courses will help you brush up on your leadership and interpersonal communications skills, to help you lean your team to success.

### **Accounting Fundamentals Series**

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

### **PHP and MySQL Series**

Learn how to create interactive websites, including how to create an interactive online store complete with an online catalog of products.

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**To Enroll or learn more, visit or call us at:**

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