ONLINE COURSES

Online Courses

- Instructor-Facilitated
- Online Discussion Areas
- 24-Hour Access
- 6 Weeks of Instruction

Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office, any time of the day or night.

Features:

- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

Popular Courses:

Project Management Fundamentals
Gain the skills you'll need to succeed in the fast-growing field of project management.

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

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns and prepare proposals.

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

GRE Preparation-Part 1 (Verbal and Analytical)
Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE® revised General Test (course 1 of 2).

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

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

More programs available at:
WWW.ED2GO.COM/MIDDLESEX

ONLINE COURSES

ENROLL IN THREE & SAVE
Microsoft Office 2016 Value Suite

Whether you need or want to learn Microsoft's newest Office release, we have the online courses for you. When you purchase these 3 titles together, you'll receive discounted pricing.

Introduction to Microsoft Word 2016

Introduction to Microsoft Excel 2016

Introduction to Microsoft PowerPoint 2016

$324
for three

– Or Purchase Individual Online Courses –

Introduction to Microsoft Word 2016
Learn how to create and edit documents within Microsoft's newest version of Word.

Introduction to Microsoft Excel 2016
Learn how to create spreadsheets and add data to analyze within Microsoft's newest release of Excel.

$129
each

Introduction to Microsoft PowerPoint 2016
Prepare presentations within PowerPoint2016. Learn all of the new features in Microsoft's newest software release.

Introduction to Microsoft Access 2016
Learn how to create and edit databases in Microsoft's newest release of Access.

www.ed2go.com/Middlesex