



**\$AVE!**

# Quick. Affordable. Effective.

# Online Courses

## Bundled to Save You \$\$!

[www.communityedclasses.org](http://www.communityedclasses.org)

## SUITE & SERIES DISCOUNTED BUNDLES

Suite and Series Bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area.

### SUITES

#### Administrative Assistant Suite

Become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

#### Basic Computer Skills Suite

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

#### Computer Networking Suite

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

#### Grant Writing Suite

Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations.

#### 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.

#### Project Management Suite

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

#### Web Design Value Suite

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

#### Writing and Editing Value Suite

Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!

### SERIES

#### 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.

#### Grammar Refresher Series

By the time you're done with the series, you'll not only have the advanced grammar skills you need, you'll also understand how to use those skills in practical ways.

#### HTML and CSS Series

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

#### Medical Terminology Series

Prepare for a career in the health services industry by learning medical terminology.

#### Microsoft Excel 2016 Series

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

#### 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.

#### PMP Series

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

#### 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.

#### Speed Spanish Series

Learn shortcuts to help you engage in conversational Spanish, as you build your language skills and develop fluency.

#### 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.

#### Vet Assistant Series

Practicing veterinarian prepares you to work in a veterinary office or hospital.

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.

#### Course Features:

- 24-Hour Access
- Online Discussion Areas
- 6 Week Format
- Expert Instructor
- Monthly start sessions

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