

ONLINE COURSES

Online Career Training Programs

- One-On-One Instructor Assistance
- 24/7 Access
- All Materials and Books are Included!

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace, any time of the day or night.

Features:

- Courses start anytime – begin when you wish.
- A typical program takes 3-6 months to complete.
- Receive a certificate upon successful completion.

Popular Programs:

Project Management

This program will help you improve your project management skills and prepare you for certification as a project management professional.

CompTiaA+ Certification

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians.

Human Resources Professional

Master the skills to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

Certified Wedding Planner

This program covers everything you need to know to get started in the business. It provides all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

Medical Transcriptionist and Medical Terminology

Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.

Travel Agent Training

Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotels or as a home-based agent!

Six Sigma Blackbelt

Take an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

Event Management & Design

From planning to pyrotechnics, this program will teach you everything you need to know to create events that are truly special.

More programs available at:

[HTTP://CAREERTRAINING.ED2GO.COM/MCC](http://CAREERTRAINING.ED2GO.COM/MCC)

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.

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.

\$129

each

www.ed2go.com/Middlesex

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