

Online Courses



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- Expert Instructors

- 24-Hour Access

- Online Discussion Areas

- 6 Weeks of Instruction

Intro to Microsoft Word

Learn how to create and modify documents in Word, the most popular word-processing program available.

Intro to Microsoft Excel

Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, and much more!

Intro to Microsoft PowerPoint

Learn to create impressive slide presentations filled with visually stimulating elements.

Intro to Microsoft Access

Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home, or community.

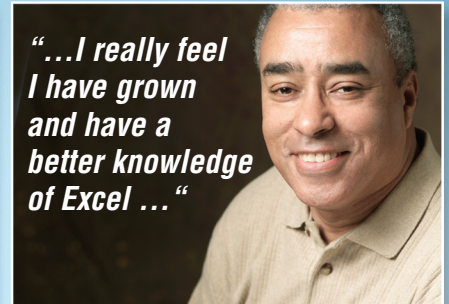
Intro to Microsoft Outlook

Learn the essentials of Microsoft Outlook 2007 from an expert instructor. Get up and running quickly with the most important aspects of the program.

Intro to Windows Vista

Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

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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.

All 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. You can complete any course entirely from your home or office. Any time of the day or night.

New course sessions begin monthly.

Please visit our Online Instruction

Center to see exact start dates for the courses that interest you.