

**Comprehensive
online courses
with assignments
and final exams**

**Certificate of
Completion awarded
with a passing score**

**Monthly
classes that
run for six weeks**

Enroll Today!



Grant Writing Online Courses

**Courses
start as low as**

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include 12 lessons. Lessons are supplemented with 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.**

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

A to Z Grant Writing

This is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package.

Become a Grant Writing Consultant

Good grant writing consultants are always in demand. Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant consulting field. This is one field where your creative writing skills can touch thousands of people and literally make a difference in their quality of life!

Advanced Grant Proposal Writing

Do you know the best way to present information in a grant proposal? In this course, an experienced grant writer will show you how to research and write winning proposals that get funded. You'll learn what to do—and, more importantly, what not to do—on every part of your proposal. You'll gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. You'll become expert at ferreting out corporate, foundation, and government grantmakers, and you'll find out how to tailor your responses to information found in the peer review criteria. You'll also discover a number of significant finishing touches that can give your project the edge over others. You'll also learn the best type of paper to use, which buzzwords to include, which fonts work best, and which types of graphics and formatting techniques will make your proposal more competitive.

(over)

How to get started:

1. Visit our Online Instruction Center:
2. Click the **Courses** link, choose the department and course title you are interested in, and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center, and click the **Classroom** link. To begin your studies, simply log in with the username and password you selected during enrollment.

**New course sessions
begin each month.**

To learn more call:

Visit our Online Instruction Center to ENROLL TODAY!

Grant Writing Online Courses

Get Grants

Learn how to develop successful, fundable grants from experts whose proposals have garnered millions in funded projects. This course will give you the skills you'll need to prepare professional, competitive, and compelling grant proposals. You'll understand what funding agencies are looking for and how best to approach them. Your proposals will help you and your organization successfully Get Grants!

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. Over \$200 billion annually is available for worthy causes, and most people don't know how to prepare the application that will deliver needed funding. Avoid the mistakes that get applications for wonderful projects tossed into the wastebasket! Learn how to write professional proposals that actually succeed.

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You'll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena!

Creating Your Own Nonprofit

Do you dream of starting and running your very own nonprofit? This unique course carefully details the many aspects of taking a nonprofit start-up from vision to reality. Filled with savvy advice and plenty of assistance from an industry veteran, this is the perfect how-to course for anyone interested in building a thriving nonprofit organization up from the grassroots.

Marketing Your Nonprofit

Discover marketing practices that will help you further the ideals and goals of your nonprofit. In the face of stiff competition, an increase in the number of worthwhile causes, new regulations, more oversight, and fewer funding opportunities, you need to work smarter—not longer. This course, packed with practical strategies that you can put to immediate use, will help you compete more effectively for members, media attention, donors, clients, and volunteers.

Wow, What a Great Event

Learn how to create and coordinate successful special events. Develop skills, find resources, and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event.

Accounting Fundamentals

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. We'll discuss accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

Introduction to Microsoft Excel 2007

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

Research Methods for Writers

Attention all writers! Learn how to efficiently and effectively conduct research for any writing project. Research has progressed far beyond a visit to the library. Today, myriad sources provide almost anything a writer might need to know on any subject. Learn how to identify and access every information source imaginable.

Requirements: All courses require Internet access, e-mail, and a Web browser. Some courses may have additional requirements.

For a complete list of available courses, detailed course descriptions, requirements, demonstrations, and additional information visit: