#### **Patron Support**

#### Have Questions?

Email the Universal Class support team at rbdigitalsupport@recordedbooks.com.

> Patron support is available from 7:30 a.m. to 6:30 p.m. EST, Monday through Friday.

Learn anything.

Learn **anytime**. Learn **anywhere**.



Visit our library's website or information desk for more details.

#### **Overview Guide**





Online Continuing Education and Personal Development Courses

## Welcome!

Universal Class offers the highest quality online courses for patrons interested in the lifelong pursuit of knowledge for either personal or professional reasons.

#### **Program Features:**

- Over 500 courses, both self-paced and instructor-led
- Can be enrolled in up to 5 classes at a time
- 24/7 access to courses through the library's website
- Certified instructors available to answer your questions and assess your performance
- Opportunities to connect with other students for an authentic classroom experience
- Accredited as an authorized provider by the International Association for Continuing Education Training (IACET), offering continuing education units on all qualifying courses

### LEARN AT HOME— ON YOUR OWN SCHEDULE!

#### **Career Benefits:**

Resume writing Interview skills Master sales skills Payroll management Computer basics

### Personal Benefits:

Personal finance Self-improvement Cooking Arts and crafts





# A Sampling of Popular Courses:

Dog Psychology Accounting and Bookkeeping Excel Digital Photography Caring for Seniors Adobe Photoshop Nutrition ABCs of English Grammar How to Draw Yoga **and so much more!** 

Learn Something New Today!