ONYX ONLINE EDUCATION & TRAINING CLASSES

Our online classes are ready for you to access. No waiting. The classes listed below are available for group or corporate training. The streamlined curriculum allows for effective, self-paced learning within a 3-day time-frame. Our flat-rate, per person pricing is highly affordable for businesses or other organizations of any size with a minimum of 5 participants.

Our Classes

- Workplace Grammar and Style
- Business Grammar Essentials
- Proofreading Power Workshop
- Smarty Pants Vocabulary Builders
- Grant Writing Essentials
- Public Speaking Skills
- Beyond Basic Grammar
- Grammar Essentials Jumpstart

Group Enrollment Packet

What's Inside:

1. Description of Classes
2. Enrollment Procedures
3. Registration Form
4. Class Participant Form
5. Contract for Services
6. Additional Books

Description of Classes

Workplace Grammar & Style **Price per person TBD.**	**"Workplace Grammar & Style"** combines the most important fundamentals of grammar and writing style needed to write error-free sentences.	• Grammar Pre-test • Verbs • Subject-Verb Agreement • Fragments • Run-on Sentences • Comma Splice • Prepositions • Avoid Sexist Language • Avoid Wordiness
Business Grammar Essentials **Price per person TBD.**	**"Business Grammar Essentials"** shows you how to correct style and usage concerns. With a combination of grammar, mechanics and usage, you can boost your writing skills.	• Abbreviations • Common Usage Errors • Numbers • Capitalization • Comma Usage • Avoid Biased Language • Active/Passive Voice • Business Grammar Quiz
Proofreading Power Basics **Price per person TBD.**	**"The Proofreading Power Basics"** is a unique online class for business groups, staff teams and corporations. Learn fundamental proofreading skills with practical, hands-on exercises.	• Proofreader Expectations • Grammar Assessment • Proofreading Pre-Test • Proofreading Prep • Proofreading Tips • Proofreading Strategies • Proofreading Rules • Proofreading Scenario • Proofreading Marks
Smarty Pants Vocabulary **Price per person TBD.**	**"Smarty Pants Vocabulary"** upgrades your business writing vocabulary with French, Latin, German and Italian words and phrases.	• Popular French Phrases • Popular Latin Phrases • Popular German Phrases • Popular Italian Phrases • Vocabulary Lessons #1-5 • Lesson Quizzes #1-5 • Final Vocabulary Quiz

Grant Writing Essentials **Price per person TBD.**	**"Grant Writing Essentials"** is an excellent beginner's guide to grant proposals. Learn about the overall grant writing process.	• Understanding Grants • Grant Lifecycle • Grant Process Overview • Grant Vocabulary • Parts of a Grant • 10 Common Mistakes • Sample Proposal Letter • Sample Full Proposal
Public Speaking Skills **Price per person TBD.**	**"Public Speaking Skills & Drills"** offers valuable tips and techniques on how to deliver effective speeches and oral presentations.	• Speeches vs. Presentations • Calming Anxiety • Speaking Styles • Delivery Skills • Diction Exercises • Speech Critiques
Beyond Basic Grammar **Price per person TBD.**	**"Beyond Basic Grammar"** focuses on the art of writing complex sentences by using advanced grammar and style techniques.	• Sentence Structure • Fixing Choppy Sentences • Combining Sentences • Sentence Variety • Shifts in Person • Shifts in Tense
Grammar Essentials Jumpstart **Price per person TBD.**	In **"Grammar Essentials Jump-Start,"** learn to Identify and correct common grammar errors. This low-cost introductory class gives you a good feel for the high-quality instruction you receive at such affordable prices.	• Grammar Pre-test • Sentence Fragments • Run-on Sentences • Subject-Verb Agreement • Prepositions

What You Need to Get Started

- Registration Form
- Contract for Services
- Invoice for Payment
- Your Enrollment Info: (login name, password, company code, class link)

Group Online Course Enrollment

Terms of Service

GROUP ENROLLMENT PROCEDURES:

Scheduling:

1. Choose a class or multiple classes. **Call or email** with a start date in mind for your class sessions. Online access to classes is available 24/7 for 3 days. Minimum of **5** and maximum of **45 participants** per class.

2. Use the **registration form** to submit a list of participants. Please include valid email addresses. The certificate of completion will be sent to the email addresses provided. Each class requires a separate contract.

3. A **contract** stating the terms and responsibilities for the instructor and sponsoring organization will be emailed to the designated contact person. Dates and times for classes can only be secured with a signed contract, registration form, and payment of deposit or administrative fee.

4. Group enrollments are assessed a one-time **$75 administrative fee** to cover processing for registration and certificates of completion.

5. An **invoice** for payment will be emailed to the group contact person.

Payment:

- **Pricing varies by course.** See our **group pitch PDF** for current group rates.

3:

- **Payment calculation:** The total payment equals the **price of the class** per person multiplied by the **total number of participants, plus the administrative fee**. For example: $107 x 15 + $75= $1680.

- **Group payment option #1 (online):** You will be given one total amount. On the **class website**, the group contact person will create login information, and make the payment. After payment is received, your contact person will receive the following **registration information** for each participant: 1) user login name, 2) password, 3) a company coupon code that gives each participant free access to the course, and 4) a web link to the class. The coupon code will also be used to track your group's progress. Certificates will be released based on individual progress throughout the class.

- **Group payment option #2 (online):** A **PayPal invoice** will be sent to the group contact person. Credit card payment for the total amount due will be submitted through PayPal. After payment is received, your contact person will receive the following registration information for each participant: 1) user login name, 2) password, 3) a company coupon code that gives each participant free access to the course, and 4) a web link to the class. The coupon code will also be used to track your group's progress. Certificates will be released based on individual progress throughout the class.

- **Group payment option #3 (mail):** A **check or money order** will be mailed to the instructor—DBA: Cornerstone Communications. After payment is received, your contact person will receive the following registration information for each participant: 1) user login name, 2) password, 3) a company coupon code that gives each participant free access to the course, and 4) a web link to the class. The coupon code will also be used to track your group's progress. Certificates will be released based on individual progress throughout the class.

Class Progress:

- Your group has **3-day, 24/7 access** to each online class. However, the sponsoring organization can require participants to finish sooner than the allotted time. If you want to adjust the timeframe for less time, please let us know. No extra time beyond 3 days will be provided.

- Each participant must maintain his or her own unique, individual class account. Logins cannot be shared. Progress will only be tracked for one person.

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- Each participant must complete every lesson to receive a certificate of completion.

- Your company code will be used to track your group's progress throughout the course.

Certificates of Completion:

- After your class session closes, progress for each participant in your group will be tallied. Certificates will be generated for those who have successfully completed the course.

- Each certificate will bear the participant's name, and will be emailed to each participant—as a PDF document—to the address listed on the registration form.

- As an alternative, one single PDF file that contains the certificates for all participants can be downloaded by the group contact person. In this way, the certificates can be printed and distributed by the designee for the sponsoring organization.

- Certificates are generally sent 24-48 hours after class completion. However, please allow extra time for holidays and high enrollment volumes, not to exceed 7 days after course completion.

Additional Questions?

Email: ashan@onyxonlineedu.com or call (901) 264-9409.
Website: www.onyxonlineedu.com

About the Instructor: Ashan R. Hampton is a University of Arkansas at Little Rock **Donaghey Scholars Graduate**, college English Instructor, and published author with an M.A. in English. With her doctoral studies on hold, Ashan develops, produces and instructs original online writing courses for global audiences. In recent years, Udemy.com recognized her as a top instructor based on student feedback and class ratings. Currently, Ashan owns and operates Onyx Online Education & Training. Visit her websites at **www.arhampton.com** and **www.onyxonlineedu.com.**

Group Online Class Registration Form

Onyx Online Education & Training

Please fill in the form below. Submit this along with the contract and payment.

*All information required for processing.

*Contact First Name: _____   **Last Name:** _____

*Company Name: _____

*Business Address: _____

*City: _____   **State:** _____   **Zip Code:** _____

*Contact Phone Number: _____

*Contact Email: _____

*Registration Fee (Online) _____   **(Mail)** _____

*Class Participants: Please use the chart on the next page to list all participant information.

Make check or money order payable to:

Ashan R. Hampton / Onyx Online Education & Training
8509 W. Markham St. #56835
Little Rock, AR 72205

Group payments will incur a **$75** administrative fee.

Class Participants

First Name	Last Name	Email Address
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Letter of Agreement for Independent Contractor Services
Onyx Online Education & Training Classes

AGREEMENT entered into as of this_____day of_____, 2020 between

_____

(hereinafter referred to as the "Sponsoring Organization or Client") and **Ashan R. Hampton**, (hereinafter referred to as the "Facilitator"). The Parties hereto agree as follows:

Sponsoring Organization: _____

Representative:_____

Street Address: _____

City, State, Zip: _____

Contact phone: _____

Contact email: _____

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Online Education
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All fees must be paid before the scheduled online class as outlined in contract items #9 & #10.

Sponsoring organization making payments?___yes ____no

Participants paying own fees online?___yes ___no

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1. **Services to be Rendered.** The Contractor agrees to perform the following services for the Client:

_____

Name of Class: _____

2.   Duration: _____

3.   Number of Participants: _____

4.   **Materials to be Submitted by Sponsoring Organization:** Completed registration form listing each participant, contract, invoice, payment.

5.   **Class Fee:** Price per person, plus a one-time $75 administrative fee.

6.   **Duration:** 3 days, 24/7 access.

7.   A one-time $75 pre-registration administrative fee is required to cover production costs.

8.   Each class **requires 5 people** and limited to **45 maximum** participants.

9.   **Organization's Advance Registration:** Completed registration forms, contract, invoice, and a check, money order or credit card payment covering the total amount due must be submitted before the online class session begins.

10.   **Payment Calculations:** The total amount due for payment equals the price of the class per person multiplied by the total number of participants, plus the administrative fee. For example: $107 x 15 + $75= $1680.

11.   **Cancellation:** Due to the asynchronous nature of online classes, cancellation is not required. Class sessions can simply be rescheduled at the request and convenience of the sponsoring organization. However, if cancellation is absolutely necessary, then **cancellation must occu**r **BEFORE** any participants have been enrolled in the course(s). The sponsoring organization cannot cancel a class once participants have been enrolled, the fees have been paid, and the class session has begun. The $75 administrative fee will not be refunded, if it has already been paid.

12.   **Rescheduling:** The sponsoring organization is allowed to reschedule class sessions to fit its needs. However, rescheduling **must occu**r **BEFORE** any participants have been enrolled in the course(s). The sponsoring organization cannot reschedule a class once participants have been enrolled. If payment has already been received, no money will be refunded. The number of participants must match the original payment for the reschedule. For example, if the sponsoring organization paid for 25 participants, only 25 people will be allowed to access the class when it is rescheduled. If one participant drops out, another can be swapped in that person's place, not to exceed the original number of participants. If a participant is replaced, the contact person for the sponsoring organization must submit registration information for the new person to the facilitator before the class session begins. If additional participants want to join the rescheduled class, additional registration fees equaling the price per person for the online course must be paid for these new enrollees before class begins. No additional administrative fee will be assessed.

13.   **No refunds:** The facilitator and the sponsoring organization agree that payment signifies the due intentions of both parties to fully deliver and participate in the scheduled online class sessions. No money will be refunded once payment has been received and processed. Instead, best efforts will be made to reschedule and deliver the contracted services.

Warranties. The Facilitator warrants as follows:

(A) Facilitator is fully able to enter into and perform its obligations pursuant to this Agreement.

(B) All services shall be performed in a professional manner.

(C) If employees or subcontractors are to be hired by Facilitator they shall be competent professionals.

(D) Facilitator shall pay all necessary local, state, or federal taxes, including but not limited to withholding taxes, workers' compensation, F.I.C.A. and unemployment taxes for Facilitator and its employees.

Relationship of Parties. Both parties agree that the Facilitator is an independent contractor. This Agreement is not an employment agreement, nor does it constitute a joint venture or partnership between the Client and Facilitator. Nothing contained herein shall be construed to be inconsistent with this independent contractor relationship.

THE ABOVE IS SIGNED AND AGREED TO BY THE SPONSORING ORGANIZATION (CLIENT) AND THE FACILITATOR (Ashan R. Hampton) as of the date first set forth below:

Client Designee _____   Date Signed: _____

Facilitator _____

Date Signed: _____