

CAREER TRAINING PROGRAMS



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.

- 6-18 Month Format
- All materials included
- Prepare for certification
- Student advisors

Certified Bookkeeper

This Online Training Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Human Resources Professional

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

OMCA Email Marketing Associate

Master the art of reaching people by email and building an ongoing relationship using marketing automation. Voucher Included.

Professional Bookkeeping

This program teaches students how to master professional bookkeeping using the QuickBooks 2015 software. Software Included.

Personal Fitness Trainer

Learn how to apply your client's health history, goals, and abilities, as well as integrating exercise science curriculum and practical training techniques, into a systematic model you can use to progress your clients through different training levels and phases.

Video Game Design and Development

this program teaches you how to effectively design and develop games using a comprehensive and analytical approach.

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.

Administrative Professional with Microsoft Office Specialist

Learn key skills for becoming an Administrative Professional and prepares you to sit for the Microsoft Office Specialist Certification exams.

Mobile and Desktop Web Developer

Develop a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the very end of the program, students will be able to build traditional and mobile websites.

Veterinary Assistant

This program will prepare you to become a productive member of a veterinary team.

ONLINE COURSE BUNDLES

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our **online courses** are informative, fun, convenient, and highly interactive. New course sessions monthly.

- 6 Week Format
- 24-Hour Access
- Discussion Areas
- Monthly start sessions
- Expert Instructor

Accounting Fundamentals Series

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Creating Wordpress Website Series

This series of courses will take you from having zero experience and knowledge of web design to more advanced techniques.

Grant Writing Suite

Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations.

Java Programming Series

Learn Java programming, one of the most widely used computer languages, in this discounted series of courses.

Microsoft Word 2016 Series

Learn the ins and outs of Microsoft's newest release of Microsoft Word. This discounted bundle teaches you everything you need to know about the 2016 release.

PHP and MySQL Series

Learn how to create interactive websites, including how to create an interactive online store complete with an online catalog of products.

Supervision and Management Series

These courses will help you brush up on your leadership and interpersonal communications skills, to help you lean your team to success.

SAVE!

Learn from the comfort of home!

Learn More!