

LEARN FROM HOME!

# Don't just find a job...Start a Career!



**1-on-1 Instructor**  
assistance from  
expert instructors



**Externship**  
opportunities available  
for many programs



**Flexible Schedule**  
study anytime, anywhere  
Complete in 3-6 Months!



**Affordable**  
Payment plans  
available



**Books Included**  
All materials are  
included in cost



**Certification**  
Most programs lead to  
industry certifications



# ONLINE CAREER TRAINING PROGRAMS

## START YOUR CAREER NOW!

Online Learning offers both convenience and flexibility. Students can access their course at anytime, anywhere. For parents, working students, and professionals access to the classroom can be managed around your schedule. Online Learning is a cost effective choice. Choosing online courses may help individuals cut down or eliminate costs of transportation, babysitting, and other expenses incurred by attending a traditional classroom setting.

Online Career Certificate Programs Feature:

- One-On-One Instructor Assistance
- 24-Hour Access
- Certificate upon successful completion
- 3-6 months completion time
- All Materials and Books are Included!
- Payment plans available

## COURSES START ANYTIME Begin at Your Convenience!

### How To Get Started

1. Find your course or view a demo at:
2. To register contact us at

or email us at:

**REQUIREMENTS:** must have Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer, and word processing software such as Microsoft Word. Some courses may have additional requirements.

## CAREER TRAINING PROGRAM CATEGORIES

Arts and Design . . . . .	2	Hospitality . . . . .	12
Business . . . . .	3	Information Technology . . . . .	12
Career Online High School . . . . .	6	Language . . . . .	15
Computer Applications . . . . .	7	Legal . . . . .	15
Computer Programming . . . . .	8	Teacher Professional Development . . . . .	15
Construction and Trades . . . . .	9	Writing . . . . .	15
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## ARTS AND DESIGN

### 3ds max 300 HRS

Learn to use 3ds Max to design, develop, and create 3D animation.

### Adobe Certified Associate (3 Vouchers Included) 220 HRS

The Adobe Certified Associate program is designed for students who want to learn Adobe software programs and prepare for the Adobe Certified Associate (ACA) exams.

### Adobe Certified Associate (5 Vouchers Included) 220 HRS

The Adobe Certified Associate program is designed for students who want to learn Adobe software programs and prepare for the Adobe Certified Associate (ACA) exams.

### Certified Residential Interior Designer 120 HRS

Prepare for a career as a residential interior designer by learning the basics of good design, getting familiar with design styles and movements, exploring the materials that interior designers use, and putting your knowledge to work as you create your own design concept for a family room.

### Digital Arts Certificate 360 HRS

The Digital Arts Online Training Program will help you develop technical skills and creative artistry in digital photography, imaging, and illustration. This program covers Adobe Photoshop and Illustrator and more.

### Graphic Design with Photoshop 200 HRS

Students will develop graphic design skills while learning the gold standard in photo editing and design software.

### Graphic Design with Photoshop, Software Included 200 HRS

Students will develop graphic design skills while learning the gold standard in photo editing and design software.

### Marketing Design Certificate 360 HRS

This program focuses on design for marketing and business creating logos, advertisements, communications, and more. You'll learn Photoshop, Illustrator, and Microsoft PowerPoint while gaining fundamental technical and aesthetic skills.

### Multimedia Arts Certificate 360 HRS

The Multimedia Arts Online Training Program gives you the conceptual, technical, and visual design skills required to create multimedia applications and environments. You'll explore Adobe Photoshop, Flash, and After Effects, as well as digital video editing.

### Video Game Design and Development 500 HRS

Using a comprehensive and analytical approach to game engine architectures, this program teaches you how to effectively design and develop games.

### Web Design Professional 330 HRS

Upon completion, students can expect to have a solid grounding in the skills and knowledge needed to become a Web Designer.

## BUSINESS

### Administrative Dental Assistant

150 HRS

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

### Administrative Professional

120 HRS

The Administrative Professional program teaches the skills you need to become a successful administrative professional.



*"Being able to do the Administrative Professional course at home at my own*

*pace was great! Being a stay at home mom of 3 kids, I really don't have time to fit in classroom learning into my schedule."*

### Administrative Professional with Microsoft Office 2010 Master

380 HRS

Get the training to become an administrative professional, and prepare to become a certified Microsoft Office 2010 Master at the same time.

### Administrative Professional with Microsoft Office 2013 Master

445 HRS

The Administrative Professional with Microsoft Office 2013 Master program teaches the skills students need to become a successful administrative professional and prepares students to use Microsoft Office 2013 programs: Excel, Word, PowerPoint, and Outlook.

### Administrative Professional with Microsoft Office 2016 Master

365 HRS

This program teaches the skills you need to become a successful administrative professional and prepares you to sit for the Microsoft Office 2016 Master Certification exams.

### Administrative Professional with Microsoft Office 2016 Master (Vouchers Included)

365 HRS

This program teaches the skills you need to become a successful administrative professional and prepares you to sit for the Microsoft Office 2016 Master Certification exams.

### Administrative Professional with Microsoft Office Specialist 2010

460 HRS

Get the training to become an administrative professional, and prepare to become a certified Microsoft Office Specialist 2010 (MOS) at the same time.

### Administrative Professional with Microsoft Office Specialist 2013

455 HRS

The Administrative Professional with Microsoft Office Specialist 2013 training program teaches the skills required to become a successful administrative professional and prepares students for the Microsoft Office Specialist Certification Exams 77-418, 77-425, and 77-426 (Word), 77-420, 77-427, and 77-428 (Excel), 77-422 (PowerPoint), 77-423 (Outlook), and 77-424 (Access).

### Administrative Professional with Microsoft Office Specialist 2016

455 HRS

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

### Administrative Professional with Microsoft Office Specialist 2016 (Vouchers Included)

455 HRS

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

### CCBA Certification Training

35 HRS

You'll hone your skills in system development and evolve as a business analyst in this CCBA course, built on IIBA guidelines.

### Certified Bookkeeper

140 HRS

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

### Certified Global Business Professional

160 HRS

The Certified Global Business Professional Online Training Program prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

### Certified Green Supply Chain Professional

60 HRS

Help your company achieve its environmental goals with the Certified Green Supply Chain Professional Online Training Program. Gain the skills you'll need to make a green impact on global sourcing, material management, procurement and buying, transportation and logistics, and new product development.

### Certified Internal Auditor

300 HRS

The Certified Internal Auditor Exam Review course is built around an adaptive learning platform that focuses your study to your weaker areas and reduces your overall study time.

### Certified Six Sigma Green Belt (Exam Cost Included)

120 HRS

Prepare for Six Sigma Green Belt certification by mastering the contents of the American Society for Quality (ASQ) Six Sigma Green Belt body of knowledge.

### Certified Wedding Planner

340 HRS

This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

### Chartered Tax Professional

180 HRS

Learn to prepare individual tax returns for almost all U.S. taxpayers! With this innovative program, you can start working and earning money while completing your program.

### Chartered Tax Professional for California Residents

200 HRS

With this innovative online California Chartered Tax Professional Certificate Program, you can become qualified as a California Tax Preparer through the California Tax Education Council (CTEC), and start working and earning money while completing your program.

### Court Interpreter (Spanish/English)

200 HRS

This program teaches the skills needed to prepare you to sit for the Oral Component of any State Court Interpreting Certification exams.

### Customs Broker

100 HRS

Prepare and learn how to take and pass the Customs Broker License Exam.

### Dental Office Manager

410 HRS

Master the skills you need for a successful career as a dental assistant and obtain the skills to effectively manage a dentists office.

### Entrepreneurship: Start-Up and Business Owner Management

360 HRS

This program covers everything from financing to leadership. You'll learn the keys to business planning, communication skills, marketing, and management. If you've ever thought about owning your own business, this program can help make that dream come true!

### Fitness Business Management

200 HRS

Learn how to manage a personal training program, department, or facility as a strategic business with this innovative program.

## Freight Broker/Agent Training

180 HRS

Prepare to enter the freight/logistics industry. This program will prepare you to start your own freight broker business or become a freight agent.

## Grant Writing

300 HRS

Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

## Grant Writing + Non-Profit Management

600 HRS

In this program, you will learn how to write a grant proposal, how to supervise employees, as well as the liabilities that non-profits encounter.

## Help Desk Analyst: Tier 1 Support Specialist

120 HRS

Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

## Human Resources Professional

120 HRS

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

## Lean Mastery

60 HRS

Eliminate waste from your business by learning and implementing the principles of lean business.

## Lean Six Sigma Black Belt (Exam Cost Included)

75 HRS

Learn the principles of Lean Six Sigma and prepare to take the Lean Six Sigma Black Belt certification exam.

## Lean Six Sigma Black Belt with 1-on-1 Project Coaching (Exam Cost Included)

75 HRS

Learn the principles of Lean Six Sigma and prepare to take the Lean Six Sigma Black Belt certification exam.

## Lean Six Sigma Green Belt (Exam Cost Included)

50 HRS

Learn Green Belt Training Certification in this is an online, in-depth program that enables you to complete Lean Six Sigma process improvement online, and prepare to sit for your Lean Six Sigma Green Belt Certification exam.

## Lean Six Sigma Green Belt and Black Belt (Exam Cost Included)

125 HRS

In this online program you will learn the principles of both Lean Six Sigma Green Belt and Lean Six Sigma Black Belt, before sitting for the certification exams.

## Lean Six Sigma Green Belt with Black Belt with 1-on-1 Project Coaching (Exam Cost Included)

125 HRS

In this online program you will learn the principles of both Lean Six Sigma Green Belt and Lean Six Sigma Black Belt, before sitting for the certification exams.

## Lean Six Sigma Yellow Belt (Exam Cost Included)

10 HRS

Lean Six Sigma Yellow Belt is an online, high-level, awareness course that teaches you the fundamentals of Lean Six Sigma process improvement.

## Management Training

360 HRS

If you're thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.

## Marketing Design Certificate

360 HRS

This program focuses on design for marketing and businesscreating logos, advertisements, communications, and more. You'll learn Photoshop, Illustrator, and Microsoft PowerPoint while gaining fundamental technical and aesthetic skills.

## Mastering Project Management with Microsoft Project 2010

130 HRS

In this intermediate/advanced level program, you'll translate your knowledge into skills by exploring key project management topics in depth and prepare for the Project Management Professional (PMP) certification. You will also learn how to use Microsoft Project 2010 to assist you in project management.

## Mastering Project Management with Microsoft Project 2016

130 HRS

In this intermediate/advanced level program, you'll translate your knowledge into skills by exploring key project management topics in depth and prepare for the Project Management Professional (PMP) certification. You will also learn how to use Microsoft Project 2016 to assist you in project management.

## Mastering Project Management with Microsoft Project 2016 (Software Included)

130 HRS

In this intermediate/advanced level program, you'll translate your knowledge into skills by exploring key project management topics in depth and prepare for the Project Management Professional (PMP) certification. You will also learn how to use Microsoft Project 2016 to assist you in project management.

## Mastering Project Management with PMP Prep

70 HRS

This program takes you beyond the basics of project management. In this intermediate/advanced level program, you'll translate your knowledge into skills by exploring key project management topics in depth.

## Microsoft Excel 2010 Certification Training

95 HRS

Build and validate your business computer skills using Microsoft Excel 2010 software with this comprehensive, performance-based certification preparation program.

## MSP Foundation and Practitioner Certification Training

50 HRS

Learn to create a framework that organizes large, complex programs into manageable, interrelated projects with this Program Management course.

## Non-Profit Management

300 HRS

Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process.

## OMCA Content Marketing Associate (Voucher Included)

70 HRS

Learn the hottest role in digital marketing and prepare for the nationally recognized OMCA content marketing certification.

## OMCA Conversion Optimization Associate (Voucher Included)

105 HRS

Become a valuable asset to your existing or future marketing team. Get conversion optimization training, and prepare for the OMCA certification exam.

## OMCA Display Advertising Associate (Voucher Included)

60 HRS

Prepare for your OMCA display advertising certification to start or improve your digital marketing career.

## OMCA Email Marketing Associate (Voucher Included)

70 HRS

Want to learn email marketing? Make the most of your company's email efforts and prepare for the OMCA certification exam.

## OMCA Mobile Marketing Associate (Voucher Included)

105 HRS

Prepare for the nationally recognized OMCA mobile marketing certification to start or improve your career in digital marketing.

## **OMCA PPC Associate (Voucher Included)**

110 HRS

Learn PPC marketing and how to bid on keywords that get your company noticed, all while preparing for the OMCA certification exam.

## **OMCA SEO Associate (Voucher Included)**

110 HRS

Learn search optimization, one of the most talked about aspects of digital marketing. Train with industry experts and prepare for the OMCA certification exam.

## **OMCA Social Media Associate (Voucher Included)**

110 HRS

Prepare for the nationally recognized OMCA social media marketing certification to start or improve your career in digital marketing.

## **OMCA Web Analytics Associate (Voucher Included)**

145 HRS

Want to make sense of all your marketing data? Get web analytics training while simultaneously preparing for the OMCA certification exam.

## **OMCP Digital Analytics and Conversion Professional**

200 HRS

The Market Motive OMCP digital marketing courses prepare students to launch into or improve a career in digital marketing.

## **OMCP Digital Analytics and Conversion Professional (Voucher Included)**

200 HRS

The Market Motive OMCP digital marketing courses prepare students to launch into or improve a career in digital marketing.

## **OMCP Email Marketing and Automation Professional**

150 HRS

The Market Motive OMCP digital marketing courses prepare students to launch into or improve a career in digital marketing.

## **OMCP Email Marketing and Automation Professional (Voucher Included)**

150 HRS

The Market Motive OMCP digital marketing courses prepare students to launch into or improve a career in digital marketing.

## **OMCP Paid Search Professional**

180 HRS

The Market Motive OMCP digital marketing courses prepare students to launch into or improve a career in digital marketing.

## **OMCP Paid Search Professional (Voucher Included)**

180 HRS

The Market Motive OMCP digital marketing courses prepare students to launch into or improve a career in digital marketing.

## **OMCP Search Marketing Professional**

180 HRS

The Market Motive OMCP digital marketing courses prepare students to launch into or improve a career in digital marketing.

## **OMCP Search Marketing Professional (Voucher Included)**

180 HRS

The Market Motive OMCP digital marketing courses prepare students to launch into or improve a career in digital marketing.

## **OMCP Social and Mobile Marketing Professional**

190 HRS

The Market Motive OMCP digital marketing courses prepare students to launch into or improve a career in digital marketing.

## **OMCP Social and Mobile Marketing Professional (Voucher Included)**

190 HRS

The Market Motive OMCP digital marketing courses prepare students to launch into or improve a career in digital marketing.

## **Optical Manager**

410 HRS

Master the skills you need for a successful career as an optician and obtain the skills to effectively manage an optometrists office.

## **Oracle SQL and PL/SQL Developer**

120 HRS

This Oracle SQL Developer program teaches students how to use SQL to build applications, generate business reports, master SQL in Oracle, and learn PL/SQL to work within an Oracle database.

## **Payroll Practice and Management**

100 HRS

Become knowledgeable in all facets of payroll rules and regulations, and join one of the fastest-growing career fields today.

## **PMI Risk Management Professional**

30 HRS

PMI's Risk Management Professional (PMI-RMP) credential is a solution to project management's increasing growth, complexity and diversity.

## **PMI Risk Management Professional (Exam Cost Included)**

30 HRS

PMI's Risk Management Professional (PMI-RMP) credential is a solution to project management's increasing growth, complexity and diversity.

## **PMI-PgMP Certification Training**

25 HRS

Designed for Mid- or Senior-Level professionals in Project Management, this program will give you the skills to handle multiple projects.

## **PRINCE2 Foundation and Practitioner Certification Training**

60 HRS

Master the PRINCE2 principles, themes, and processes that will help you ensure success with each of the projects that you handle with this PRINCE2 Foundation and Practitioner program.

## **PRINCE2 Foundation Certification Training**

50 HRS

Master the PRINCE2 principles, themes, and processes that will help you ensure success with each of the projects that you handle with this PRINCE2 foundation course.



*"My facilitator was awesome. She always answered my questions in a timely manner, and she was also very helpful in anything that I did not understand. Any time that I called for support, I was able to get any questions answered immediately."*

## **Professional Bookkeeping with QuickBooks 2017**

120 HRS

Prepare for a career in the high-demand field of bookkeeping and accounting as you master QuickBooks 2017 the leading financial software tool for small businesses.

## **Professional Bookkeeping with QuickBooks 2017 (Software Included)**

120 HRS

Prepare for a career in the high-demand field of bookkeeping and accounting as you master QuickBooks 2017 the leading financial software tool for small businesses.

## Professional Interpreter

40 HRS

Master the skills and knowledge you need to begin a career as a professional interpreter.

## Project Management Essentials with CAPM Prep

60 HRS

This program is designed for those who are new to project management and will provide you with a solid foundation of the most common terms and concepts you'll need and help you prepare for the Certified Associate In Project Management (CAPM) certification exam. CAPM and PMP are registered marks of Project Management Institute, Inc.

## Purchasing and Supply Chain Management

300 HRS

Develop essential managerial skills, and learn how to effectively manage all aspects of the purchasing process, including procurement, distribution, supply chain management, and more, with the skills you'll learn in this online program.

## Purchasing and Supply Chain Management + Freight Broker/Agent Training

480 HRS

In this online training program, you will learn the agility and precision needed to be successful within purchasing, logistics, and supply chain management professions.

## Records Management Certificate

180 HRS

This comprehensive program will help you establish a successful records management program, including electronic, magnetic, and paper media.



*"I really enjoyed comparing what we were learning to my real life experiences and as I learned different things I really felt like I became a better employee and future management in the business world. It was a great experience."*

## Sage 50 Certificate (Voucher Included)

25 HRS

Sage 50 is the perfect program for those trying to expand their knowledge in accounting, or those looking for an entry level position in the field.

## Senior Certified Sustainability Professional

110 HRS

Are you prepared for an exciting career as a leader in the green collar economy? The Senior Certified Sustainability Professional Online Training Program will prepare you to set the course and coordinate an enterprise's sustainability strategy.

## Senior Professional In Human Resources

120 HRS

This online, self-paced program is for people who want to learn more about HR so they can achieve higher positions and make more money. Also, help the student study for the Senior Professional in Human Resources certification offered by the HR Certification Institute.

## Six Sigma Black Belt

200 HRS

The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

## Start Your Own Business

200 HRS

This program is designed to take you from the idea of owning a business to the reality of owning a successful business.

## The Complete Project Manager with CAPM and PMP Prep

130 HRS

This is a comprehensive project management program for those who want to expand their knowledge and application of project management concepts. It is designed to create skills for today's project practitioners and prepare them for either the CAPM or PMP certifications.

## The Complete Project Manager with Microsoft Project 2010

190 HRS

This is a comprehensive project management program for those who want to expand their knowledge and application of project management concepts. It is designed to prepare students for either the CAPM or PMP certifications. You will also learn how to use Microsoft Project 2010 to assist you in project management.

## The Complete Project Manager with Microsoft Project 2016

190 HRS

This is a comprehensive project management program for those who want to expand their knowledge and application of project management concepts. It is designed to prepare students for either the CAPM or PMP certifications. You will also learn how to use Microsoft Project 2016 to assist you in project management.

## The Complete Project Manager with Microsoft Project 2016 (Software Included)

190 HRS

This is a comprehensive project management program for those who want to expand their knowledge and application of project management concepts. It is designed to prepare students for either the CAPM or PMP certifications. You will also learn how to use Microsoft Project 2016 to assist you in project management.

## CAREER ONLINE HIGH SCHOOL

### High School Diploma With Certified Protection Officer Training

750

Earn your high school diploma and CPO certification as you prepare for a career as a security guard or protection officer.

### High School Diploma With Child Care Training

750 HRS

Earn your high school diploma as you prepare for Child Development Associate (CDA) certification and a career in early childhood education.

### High School Diploma With Commercial Driving Training

750 HRS

Earn your high school diploma as you prepare for a career in the high-demand field of transportation services.

### High School Diploma with Food and Hospitality Training

750 HRS

The High School Diploma with Food and Customer Service Skills Training Certificate Program prepares students for careers in food services, restaurants, and the hospitality industry, while they earn their high school diplomas.

### High School Diploma With General Career Preparation

750 HRS

Earn your high school diploma and prepare to enter the job market as you master skills valued by today's employers.

### High School Diploma With Homeland Security Training

750 HRS

Earn your high school diploma as you prepare for a career in the high-demand field of criminal justice and homeland security.

### High School Diploma With Office Management Training

750 HRS

Earn your high school diploma online as you prepare for a career as an office manager, receptionist, data input specialist, or customer service representative.

## High School Diploma with Retail Customer Service Skills Training

750 HRS

The High School Diploma with Retail Customer Service Skills Training Certificate Program prepares students with the skills and knowledge needed for successful careers in today's retail world, while they earn High School credits.

## COMPUTER APPLICATIONS

### Android App Developer

25 HRS

Learn and master the necessary skillsets for professional Android application development by developing six trending applications during this course authorized by Google.

### AutoCAD 2015 Certified User

155 HRS

In this program you will learn basic and advanced 2D functionality for AutoCAD 2015. You will also learn the necessary tools to prepare for the Autodesk AutoCAD 2015 Certified Professional and User exams.

### AutoCAD 2015 with AutoCAD 3D

235 HRS

You will learn basic and advanced 2D and 3D functionalities for AutoCAD 2015. You will also have all the necessary tools to prepare for the Autodesk AutoCAD 2015 Certified Professional Exam.

### AutoCAD 3D 2015

80 HRS

Once you successfully complete the Training Program you will have learned AutoCAD's 3D tools and will be able to design three-dimensional models using AutoCAD 2015 software.

### Microsoft Access 2010 Certification Training

120 HRS

The Microsoft Access 2010 course will prepare you to take your Microsoft Certification Exam and familiarize you with various tasks within Microsoft Access.

### Microsoft Access 2013 Certification Training

90 HRS

The Microsoft Access 2013 (MOS) training program prepares students for the Microsoft Office Specialist Certification Exam 77-424.

### Microsoft Access 2016 Certification Training

90 HRS

The Microsoft Access 2016 (MOS) training program prepares you for the Microsoft Office Specialist Certification Exam 77-730.

### Microsoft Access 2016 Certification Training (Voucher Included)

90 HRS

The Microsoft Access 2016 (MOS) training program prepares students for the Microsoft Office Specialist Certification Exam 77-730.

### Microsoft Excel 2010 Certification Training

95 HRS

Build and validate your business computer skills using Microsoft Excel 2010 software with this comprehensive, performance-based certification preparation program.

### Microsoft Excel 2013 Certification Training

70 HRS

The Microsoft Excel 2013 Certification Training program prepares students for the Microsoft Office Specialist (MOS) Certification Exam 77-420.

### Microsoft Excel 2016 Certification Training

70 HRS

The Microsoft Excel 2016 (MOS) training program prepares students for the Microsoft Office Specialist Certification Exams 77-727 and 77-728.

### Microsoft Excel 2016 Certification Training (Vouchers Included)

70 HRS

The Microsoft Excel 2016 (MOS) training program prepares students for the Microsoft Office Specialist Certification Exams 77-727 and 77-728.

### Microsoft Office 2010 Master Certification Training

300 HRS

Learn basic to advanced skills in Microsoft Word, Excel, PowerPoint and Outlook 2010 while you prepare for Microsoft Office Specialist (MOS) certification.

### Microsoft Office 2013 Master

245 HRS

The Microsoft Office 2013 Master training program prepares students for the Microsoft Office Specialist (MOS) Certification Exams 77-418, 77-425, and 77-426 (Word), 77-420, 77-427, and 77-428 (Excel), 77-422 (PowerPoint), and 77-423 (Outlook).

### Microsoft Office 2016 Master Certification Training

245 HRS

This program teaches the skills needed to prepare you to sit for the Microsoft Office Master 2016 Certification exams.

### Microsoft Office 2016 Master Certification Training (Vouchers Included)

245 HRS

This program teaches the skills needed to prepare you to sit for the Microsoft Office Master 2016 Certification exams.

### Microsoft Office Specialist 2010 (MOS) Certification Training

380 HRS

Participate in the Microsoft Office Specialist 2010 (MOS) Certification Training program to improve your level of knowledge with Microsoft Office functions in preparation for taking the Microsoft Certification Exam.

### Microsoft Office Specialist 2013

335 HRS

The Microsoft Office Specialist 2013 training program prepares students for the Microsoft Office Specialist Certification Exams 77-418, 77-425, and 77-426 (Word), 77-420, 77-427, and 77-428 (Excel), 77-422 (PowerPoint), 77-423 (Outlook), and 77-424 (Access).

### Microsoft Office Specialist 2016 (MOS) Certification Training

335 HRS

This program teaches the skills needed to prepare you to sit for the Microsoft Office Specialist 2016 Certification exams.

### Microsoft Office Specialist 2016 (MOS) Certification Training (Vouchers Included)

335 HRS

This program teaches the skills needed to prepare you to sit for the Microsoft Office Specialist 2016 Certification exams.

### Microsoft Outlook 2010 Certification Training

45 HRS

Master the basic to advanced Microsoft Outlook 2010 skills you need to prepare for Microsoft Office Specialist (MOS) certification.

### Microsoft Outlook 2013 Certification Training

45 HRS

The Microsoft Outlook 2013 (MOS) training program prepares students for the Microsoft Office Specialist (MOS) Certification Exam 77-423.

### Microsoft Outlook 2016 Certification Training

45 HRS

The Microsoft Outlook 2016 (MOS) training program prepares students for the Microsoft Office Specialist Certification Exam 77-731 (Outlook).

### Microsoft Outlook 2016 Certification Training (Voucher Included)

45 HRS

The Microsoft Outlook 2016 (MOS) training program prepares students for the Microsoft Office Specialist Certification Exam 77-731.

### Microsoft PowerPoint 2010 Certification Training

65 HRS

Learn basic to advanced skills in Microsoft PowerPoint 2010 while you prepare for Microsoft Office Specialist (MOS) certification.

### Microsoft PowerPoint 2013 Certification Training

60 HRS

The Microsoft PowerPoint 2013 Certification Training program prepares students for the Microsoft Office Specialist (MOS) Certification Exam 77-422.

## Microsoft PowerPoint 2016 Certification Training

60 HRS

The Microsoft PowerPoint 2016 MOS Certification Training course prepares students to take the Microsoft Office Specialist PowerPoint 2016 Exam 77-729.

## Microsoft PowerPoint 2016 Certification Training (Voucher Included)

60 HRS

This Microsoft PowerPoint 2016 MOS Certification Training course prepares students to take the Microsoft Office Specialist PowerPoint 2016 Exam 77-729.

## Microsoft Project 2010

60 HRS

This program combines knowledge of project management scheduling disciplines with the use of the Microsoft Project 2010 software.

## Microsoft Project 2016

60 HRS

This program combines knowledge of project management scheduling disciplines with the use of the Microsoft Project 2016 software.

## Microsoft SharePoint 2010 Certification Training

82 HRS

This SharePoint 2010 training program prepares you to take the Microsoft Certification Exam 77-886 in order to achieve a certification as a Microsoft Office Specialist.

## Microsoft SharePoint 2013 Certification Training

82 HRS

Engage in the Microsoft SharePoint 2013 Certification Training program if you are either new to or experienced in working with SharePoint 2013.

## Microsoft SharePoint 2016

80 HRS

This SharePoint 2016 training program will provide you with the skills you need to work within and manage SharePoint sites.

## Microsoft Word 2010 Certification Training

95 HRS

Prepare for certification in Microsoft Word 2010 as you learn how to create, format, and secure professional and creative documents

## Microsoft Word 2013 Certification Training

70 HRS

The Microsoft Word 2013 Certification training program prepares students for the Microsoft Office Specialist (MOS) Certification Exam 77-418.

## Microsoft Word 2016 Certification Training

70 HRS

This Microsoft Word 2016 MOS Certification Training course helps prepare students to take the following Microsoft Office 2016 MOS and Expert certification exams: 77-725 Microsoft Office Specialist Word 2016 and 77-726 Microsoft Office Specialist Word Expert 2016.

## Microsoft Word 2016 Certification Training (Vouchers Included)

70 HRS

This Microsoft Word 2016 MOS Certification Training course helps prepare students to take the following Microsoft Office 2016 MOS and Expert certification exams: 77-725 Microsoft Office Specialist Word 2016 and 77-726 Microsoft Office Specialist Word Expert 2016.

## Oracle SQL and PL/SQL Developer

120 HRS

This Oracle SQL Developer program teaches students how to use SQL to build applications, generate business reports, master SQL in Oracle, and learn PL/SQL to work within an Oracle database.

## Professional Bookkeeping with QuickBooks 2013

140 HRS

This program teaches students how to master professional bookkeeping using QuickBooks 2013 software.

## Professional Bookkeeping with QuickBooks 2015

140 HRS

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

## Professional Bookkeeping with QuickBooks 2015, Software Included

140 HRS

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

## Professional Bookkeeping with QuickBooks 2017

120 HRS

Prepare for a career in the high-demand field of bookkeeping and accounting as you master QuickBooks 2017 the leading financial software tool for small businesses.

## Professional Bookkeeping with QuickBooks 2017 (Software Included)

120 HRS

Prepare for a career in the high-demand field of bookkeeping and accounting as you master QuickBooks 2017 the leading financial software tool for small businesses.

## Salesforce Administrator

24 HRS

Learn the core administrative features of Salesforce to tailor the system for your specific implementation and prepare for the Salesforce Administrator Certification Exam.

## Salesforce: Power User

30 HRS

With Salesforce being the most popular CRM in the world, having a strong base of knowledge in Sales Force not only enhances your marketability but also gives you skills that will allow you to be more efficient in day to day use of the software.

## Web Applications Developer

360 HRS

Master the skills you need to create dynamic database-driven websites using the latest technologies.

## Webmaster

150 HRS

The Webmaster course prepares students with the skills and knowledge needed for successful careers in the Web development. Web applications are a vital part of communication on the Internet, and Web developers are in high demand in large and small companies and organizations.

# COMPUTER PROGRAMMING

## Apache Cassandra Training

30 HRS

The Apache Cassandra Training program helps IT professionals add weight to their profile, and typically earn more compared to their non-certified peers.

## Certified SAS Base Programmer Certification Training

20 HRS

The program will help you gain an in-depth understanding of SAS programming language and the SAS tool. You will master different techniques in SAS to access and manage data, create data structures, generate reports, and handle errors

## CompTIA Linux+ and Unix Training (Vouchers Included)

130 HRS

Linux and UNIX products have become a leading infrastructure, both for large corporations as well as government entities. Having these credentials gives students tremendous marketability they can use to obtain positions in the IT field.

## CTFL Certification Training

20 HRS

Confirm your proficiency in Software Development and Testing with this CTFL Certification training course, accredited by ASTQB.

## Java Programmer

100 HRS

Learn Java programming in this online training program that covers fundamental Java syntax elements and more advanced concepts.



## Microsoft Web Developer

200 HRS

In this program you will learn web development, C Sharp, HTML, CSS, SQL Server, JavaScript, Object based JavaScript, Model View and Controller and jQuery.

## Mobile and Desktop Web Developer

460 HRS

Students who successfully complete this career course will have developed 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.

## Mobile Web Developer

280 HRS

In this course, learn to develop websites for mobile devices, such as Androids and iPhones.



*"These classes far exceeded my expectations in terms of quality and quantity. I truly feel ready to start my new career as a mobile and desktop developer!"*

## Oracle SQL and PL/SQL + Python Developer + Java Programmer

375 HRS

Master Oracle Programming in this combined online training that teaches. As the perfect starting point for those wanting to learn SQL, PL/SQL, Java, and Python programming, this online program will teach you everything from the basics to advanced practices.

## Oracle SQL and PL/SQL Developer

120 HRS

This Oracle SQL Developer program teaches students how to use SQL to build applications, generate business reports, master SQL in Oracle, and learn PL/SQL to work within an Oracle database.

## Oracle SQL and PL/SQL Developer + Java Programmer

220 HRS

As the perfect starting point for those wanting to learn SQL and Java programming, this online program will teach you everything from the basics to advanced practices

## Python Developer

155 HRS

This program is aimed at those new to the Python programming language who may or may not have experience with other programming languages. You will learn all about Python programming in this comprehensive program that covers introductory through advanced methods of Python.

## UNIX Administration Basics

35 HRS

The Unix Administration program covers the fundamental concepts of Unix including basic commands, filesystem structure, back-up compression and much more.

## Web Applications Developer

360 HRS

Master the skills you need to create dynamic database-driven websites using the latest technologies.

## Webmaster

150 HRS

The Webmaster course prepares students with the skills and knowledge needed for successful careers in the Web development. Web applications are a vital part of communication on the Internet, and Web developers are in high demand in large and small companies and organizations.

## CONSTRUCTION AND TRADES

### Biofuel Production Operations

400 HRS

The Biofuel Production Operations Online Training Program will give you the education you need to work as a biofuel production operator, inspecting and repairing equipment, operating computer systems, and handling lab equipment.

### Building Analyst Quick Start

60 HRS

This program will teach you about the principles of green buildings from insulation to indoor air quality as well as how to perform comprehensive building assessments.

### Carpentry

80 HRS

Prepare for a career as a carpenter as you master basic residential construction skills, learn to read blueprints and do jobsite math, and get hands-on practice in three workshop projects.

### Certified Indoor Air Quality Manager

16 HRS

Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? If so, the Certified Indoor Air Quality Manager Program is just for you.

### Certified Indoor Environmentalist Prep

32 HRS

Would you like to become an indoor air quality or green building consultant? Would you like to better understand how to create a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems? The Certified Indoor Environmentalist Program will help you take the next step in your career.

### Chemical Plant Operations

400 HRS

Prepare for an entry-level position in a chemical plant with the Chemical Plant Operations Online Training Program.

## CNC Machinist

195 HRS

Accelerated training packages for common manufacturing roles allow you to identify the required knowledge and skills for each worker and provide a pathway to upskill and validate workers competences.

## Composites Technician

100 HRS

Accelerated training packages for common manufacturing roles allow you to identify the required knowledge and skills for each worker and provide a pathway to upskill and validate workers competences.

## Die Setter

100 HRS

Accelerated training packages for common manufacturing roles allow you to identify the required knowledge and skills for each worker and provide a pathway to upskill and validate workers competences.

## Electrical Technician

120 HRS

Accelerated training packages for common manufacturing roles allow you to identify the required knowledge and skills for each worker and provide a pathway to upskill and validate workers competences.

## Engineering Technician

330 HRS

Accelerated training packages for common manufacturing roles allow you to identify the required knowledge and skills for each worker and provide a pathway to upskill and validate workers competences.

## Freight Broker/Agent Training

180 HRS

Prepare to enter the freight/logistics industry. This program will prepare you to start your own freight broker business or become a freight agent.

## Home Inspection Certificate

200 HRS

Learn about standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management as you prepare to become a home inspector.

## HVACR Certified Technician

265 HRS

The HVACR Certified Technician program is a comprehensive online training that encompasses heating, ventilation, air conditioning, and refrigeration.

## HVACR Controls/Building Automation Systems

90 HRS

The program will build on your existing knowledge of HVACR fundamentals and equipment and help you learn HVACR Controls and Building Automation Systems.

## **HVACR Technician - NATE Service Core (Voucher Included)**

90 HRS

An HVACR Introductory program designed to address the CORE knowledge areas of Heating, Ventilation, Air Conditioning and Refrigeration.

## **Maintenance Technician**

250 HRS

This Maintenance Technician training program allows you to identify the required knowledge and skills that provide a pathway to upskill and validate worker competences.

## **Manual Machinist**

125 HRS

Accelerated training packages for common manufacturing roles allow you to identify the required knowledge and skills for each worker and provide a pathway to upskill and validate workers competences.

## **Mechatronics**

180 HRS

Accelerated training packages for common manufacturing roles allow you to identify the required knowledge and skills for each worker and provide a pathway to upskill and validate workers competences.

## **Natural Gas Plant Operations**

400 HRS

For decades to come, natural gas will be produced and consumed in the United States, creating an ongoing demand for natural gas plant operators. This online program provides the fundamental technical background you need to get started in this field.

## **Oil Refinery Operations**

400 HRS

Learn the skills you need to start work as an in-demand oil refinery operator.

## **Performing Comprehensive Building Assessments**

30 HRS

This program will give you a thorough understanding of the building assessment process, focusing on the skills you need to professionally conduct visual building inspections, perform diagnostic testing, determine improvement opportunities, and prepare a work scope that will guide the homeowners decision-making process for making the improvements.

## **Power Plant Operations**

400 HRS

Learn the skills you need to gain entry-level employment as a power plant operator.

## **Press Operator: Cold Stamping**

100 HRS

This Press Operator: Cold Stamping training program allows you to identify the required knowledge and skills that provide a pathway to upskill and validated worker competence.

## **Press Operator: Hot Stamping**

100 HRS

Accelerated training packages for common manufacturing roles allow you to identify the required knowledge and skills for each worker and provide a pathway to upskill and validate workers competences.

## **Principles of Green Buildings**

30 HRS

The Principles of Green Buildings (PGB) program explains the science that individuals in the building, remodeling, or trade industries need to know in order to make buildings perform more efficiently.

## **Process Technician**

165 HRS

## **Quality Inspector**

100 HRS

Accelerated training packages for common manufacturing roles allow you to identify the required knowledge and skills for each worker and provide a pathway to upskill and validate workers competences.

## **Robotics Technician**

155 HRS

Accelerated training packages for common manufacturing roles allow you to identify the required knowledge and skills for each worker and provide a pathway to upskill and validate workers competences.

## **Solar Power Professional**

120 HRS

Learn the fundamentals of photovoltaic solar powered energy systems and gain the knowledge you'll need for an entry level position with a dealer, installer, or other photovoltaic industry company.

## **Tool and Die Maker**

160 HRS

Accelerated training packages for common manufacturing roles allow you to identify the required knowledge and skills for each worker and provide a pathway to upskill and validate workers competences.

## **Toolmaker**

160 HRS

Accelerated training packages for common manufacturing roles allow you to identify the required knowledge and skills for each worker and provide a pathway to upskill and validate workers competences.

## **Welder Technician**

125 HRS

This Welder Technician training program is an accelerated training that allow you to identify the required knowledge and skills for each worker and provide a pathway to upskill and validate workers competences.

## **Wind Energy Professional**

240 HRS

This entry-level Wind Energy Professional program prepares you for a career in the wind energy industry.

## **HEALTH AND FITNESS**

### **Activity Director**

70 HRS

This course is designed to give you the training and insight in working with the activity programs in nursing homes.

### **Administrative Dental Assistant**

150 HRS

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

### **Advanced Coding for the Physician's Office**

100 HRS

Take the next step in your career and prepare for the Certified Procedural Coding national certification exam with the help of this online training program.

### **Advanced Hospital Coding and CCS Prep**

80 HRS

This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the official certification exam to become a Certified Coding Specialist.

### **Advanced Personal Fitness Trainer**

400 HRS

This advanced certificate program will further your personal training education by teaching you to incorporate specialized resistance training, functional movements, and nutritional programs for your clients.

### **CBCS Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)**

500 HRS

This program will train students to handle the increasing complexities of healthcare management and medical billing and coding will give you a competitive edge in the healthcare field.

### **CBCS Medical Billing and Coding (Voucher Included)**

340 HRS

This nationally recognized program combines the Medical Billing and Coding program with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

### **Certified Electronic Health Records Specialist**

134 HRS

Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist.

### **Certified Electronic Health Records Specialist + Medical Terminology**

194 HRS

Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

## **Certified Health Unit Coordinator (Voucher Included)**

120 HRS

This program teaches the skills needed to prepare you to sit for the NAHUC certification exam.

## **Certified Medical Administrative Assistant (CMAA) (Voucher Included)**

160 HRS

This program will train students to handle the increasing complexities of healthcare management and patient care in offices of physicians and other providers.

## **Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist + Medical Terminology (Vouchers Included)**

354 HRS

This program combines the Certified Medical Administrative Assistant program with training in electronic health records and medical terminology to give you a competitive edge in the healthcare field.

## **Certified National Pharmaceutical Representative**

90 HRS

Learn the skills necessary to become a certified pharmaceutical sales representative. The program covers pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals.

## **Certified Outpatient Coder**

200 HRS

This program teaches the competencies needed to prepare you to sit for the AAPC Certified Outpatient Coder (COC) certification exam.

## **Certified Outpatient Coder (Voucher Included)**

200 HRS

This program teaches the competencies needed to prepare you to sit for the AAPC Certified Outpatient Coder (COC) certification exam.

## **Certified Professional Medical Auditor (Voucher Included)**

80 HRS

CPMA teaches principles of medical auditing and prepares you for the CPMA certification exam.

## **Certified Risk Adjustment Coder (Voucher Included)**

160 HRS

You will learn principles of risk adjustment and accurate diagnosis coding.

## **Clinical Dental Assistant**

240 HRS

The Clinical Dental Assistant Online Training Program will provide you with the skills you need to become a dental assistant. After you've completed this program, you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

## **CPC Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)**

500 HRS

This program will train students to handle the increasing complexities of healthcare management and medical billing and coding will give you a competitive edge in the healthcare field.

## **CPC Medical Billing and Coding (Voucher Included)**

340 HRS

This Medical Billing and Coding program with 60 hours of medical terminology training, gives you a competitive edge in entering the healthcare field.

## **Fitness Business Management**

200 HRS

Learn how to manage a personal training program, department, or facility as a strategic business with this innovative program.

## **ICD-10 Medical Coding**

200 HRS

Prepare for the future of medical coding by mastering the steps for using the ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures.

## **Medical Interpreter (Spanish/English)**

200 HRS

This program teaches the skills needed to prepare you to work as a Medical Interpreter and to sit in any of the Medical Interpreting examinations available in the country.

## **Medical Office Manager (CPM) (Vouchers Included)**

555 HRS

This program teaches the skills needed to prepare you for a career as a Medical Office Manager.

## **Medical Terminology**

60 HRS

Get the education you need to get started in the medical field. This program will teach you proper medical terminology and spelling.

## **Medical Transcription**

240 HRS

Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

## **Medical Transcription + Medical Terminology**

300 HRS

Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.

## **NASM Certified Personal Trainer + Corrective Exercise (Vouchers Included)**

140 HRS

This online program will help you pass and earn your NASM Certified Personal Trainer certification, one of the most respected certifications in the fitness industry with the addition of the NASM Corrective Exercise Specialist (CES).

## **NASM Certified Personal Trainer + Performance Enhancement (Vouchers Included)**

140 HRS

This online program will prepare you to pass and earn your NASM Certified Personal Trainer certification, one of the most respected certifications in the fitness industry with the addition of the NASM Performance Enhancement Specialist (PES).

## **NASM Certified Personal Trainer and Exam Preparation (Voucher Included)**

80 HRS

This online program will help you pass the NASM exam and earn your NASM Certified Personal Trainer certification, one of the most respected certifications in the fitness industry.

## **NASM Corrective Exercise Specialist (CES) (Exam Included)**

60 HRS

With the NASM- Corrective Exercise Specialist (CES), you'll learn the knowledge, skills and abilities to help clients at any fitness level address muscular imbalances and faulty movements.

## **NASM Performance Enhancement Specialist (PES) (Exam Included)**

60 HRS

Behind every top athlete, there's a great trainer. Get your NASM Performance Enhancement Specialization and get the opportunity to train the best.

## **NCSF Certified Strength Coach**

70 HRS

This program is designed to provide students with the necessary knowledge, skills, and abilities to successfully pass the NCSF Certified Strength Coach (CSC) Exam and work safely and effectively as a Certified Strength Coach.

## **NCSF Sports Nutrition Specialist**

70 HRS

This program is designed to provide students with the necessary knowledge, skills, and abilities to successfully pass the NCSF Sport Nutrition Specialist (SNS) Exam and work safely and effectively as a Sport Nutrition Specialist.

## **Nutrition for Optimal Health, Wellness, and Sports**

200 HRS

Learn to develop individual nutrition programs for clients, patients, or personal use.

## **Optician Certification Training**

150 HRS

Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam.

## **Personal Fitness Trainer**

250 HRS

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.

## Personal Training and Group Exercise Training for Older Adults

200 HRS

Gain the knowledge you need to develop safe and effective exercise programs for older adults.

## Pharmacy Technician (Voucher Included)

400 HRS

Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

## Physical Therapy Aide

150 HRS

Master the skills you need to begin a career as a physical therapy aide.

## Social Service Assistant

70 HRS

This course is designed to give you the training and insight in working with the Social Service programs in nursing homes.

## Veterinary Assistant

225 HRS

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

## Veterinary Office Manager

485 HRS

Those looking to gain basic knowledge and start a career on the non-clinical side of dentistry veterinary and preparation for ascending into office management.

## HOSPITALITY

### Certified Protection Officer

50 HRS

Master the skills you need to obtain certification as a Protection Officer, and prepare yourself for employment in this high-demand field.

### Certified Wedding Planner

340 HRS

This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

### El Curso Especializado de Diseo de Bodas y Eventos de Preston Bailey

240 HRS

La firma de Diseo de Bodas y Eventos de Preston Bailey le permite a los estudiantes experimentar paso a paso los procesos y las tcnicas utilizadas por uno de los lderes y expertos a nivel mundial del campo de las bodas y eventos: Preston Bailey.

### Event Management and Design

300 HRS

From planning to pyrotechnics, the Event Management and Design Online Training Program will teach you everything you need to know to create events that are truly special.

## Food and Customer Service Skills Training

120 HRS

The Food and Customer Service Skills Training Certificate Program prepares students for careers in food services, restaurants, and the hospitality industry.

## Plan de Estudios del Curso de Certificacin de Organizacin de Bodas y Eventos

340 HRS

Los Planificadores de Bodas combinan creatividad y organizacin para ayudar a las parejas a celebrar el da ms importante de sus vidas. Entrenados para una carrera rodeada de eventos de celebracin!

## Preston Bailey's Fundamentals of Floral Design

240 HRS

The Preston Bailey Floral Design course is an opportunity for students to learn the fundamentals of floral design from Preston Bailey, the industry's most highly regarded floral design expert.

## Preston Bailey's Intermediate Floral Design

240 HRS

From designing table tops to creating floral sculptures and room transformations, Preston guides students through his design techniques and processes.

## Preston Bailey's Signature Wedding Event Design

240 HRS

Preston Baileys Signature Wedding Event Design course allows students to experience the step-by-step processes and techniques utilized by one of the globe's leading wedding and event experts, industry pioneer Preston Bailey.

## Retail Customer Service Skills Training

120 HRS

The Retail Customer Service Skills Training Program prepares students with the skills and knowledge needed for successful careers in today's retail world.

## Travel Agent Training

250 HRS

Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotels, or as a home-based agent, and get started in a career in the travel industry!

## INFORMATION TECHNOLOGY

### Android App Developer

25 HRS

Learn and master the necessary skillsets for professional Android application development by developing six trending applications during this course authorized by Google.

## CCNA: Collaboration (Voucher Included)

75 HRS

Learn how to become an expert in all areas of Cisco telephony from call routing basics to advanced Cisco telephony architecture.

## CCNA: Routing and Switching

180 HRS

The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 200-125 CCNA exam or the 100-105 ICND1 and 200-105 ICND2 exams.

## CCNA: Routing and Switching (Voucher Included)

180 HRS

The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 200-125 CCNA exam or the 100-105 ICND1 and 200-105 ICND2 exams.

## CCNA: Security (Voucher Included)

105 HRS

With a CCNA Security certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats.

## CCNA: Wireless (Voucher Included)

85 HRS

Learn to support a basic wireless network on a Cisco WLAN in a SMB to enterprise network in CCNA Wireless.

## Certified Ethical Hacker (Voucher Included)

100 HRS

The Certified Ethical Hacker (CEH) program is the core of the most desired information security training system any information security professional will ever want to be in.

## Certified in Risk and Information Systems Control (CRISC)

40 HRS

The Certified in Risk and Information Systems Control (CRISC) training program is designed to excel you in tasks such as managing the IT risks, design, implementation, monitoring and maintenance of IS controls.

## Certified Information Security Manager (CISM)

120 HRS

CISM is one of the most valued certifications in the IT security industry. This online program will prepare you to sit for the CISM certification exam.

## Certified Information Security Manager (CISM) (Voucher Included)

120 HRS

CISM is one of the most valued certifications in the IT security industry. This online program will prepare you to sit for the CISM certification exam, and the exam cost is included.

## **Certified Information Systems Auditor (CISA)**

120 HRS

The CISA certification is an internationally recognized IT certification for senior IT professionals needing to know security and auditing principles.

## **Certified Information Systems Auditor (CISA) (Voucher Included)**

120 HRS

The CISA certification is an internationally recognized IT certification for senior IT professionals needing to know security and auditing principles. This online CISA training includes the cost of the CISA certification exam.

## **Certified Information Systems Security Professional (CISSP)**

150 HRS

This engaging, hands-on program covers the key areas of information security and helps prepare individuals for the CISSP exam.

## **Cisco Certified Network Professional (CCNP)**

260 HRS

The CCNP Certification is highly regarded in the IT industry as one of the most valuable credentials in the market for IT networking security.

## **Cisco Certified Network Professional (CCNP) (Voucher Included)**

260 HRS

The CCNP Certification is highly regarded in the IT industry as one of the most valuable credentials in the market for IT networking security.

## **COBIT 5 Certification Training**

20 HRS

The COBIT 5 Certification Training program helps you understand COBIT 5 framework for management and governance of Enterprise IT. It covers COBIT 5 principles, enablers, COBIT implementation phases, and process capability assessment model.

## **CompTIA A+ Certification Training**

290 HRS

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2gos online program makes training convenient and interactive.

## **CompTIA A+ Certification Training (Vouchers Included)**

290 HRS

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2gos online program makes training convenient and interactive.

## **CompTIA A+ with ITIL Foundation (Vouchers Included)**

310 HRS

This online training program is perfect for students wanting to enter a career in Information Technology. You will learn CompTIA A+ and ITIL principles and prepare for certification.

## **CompTIA Advanced Security Practitioner (CASP) (Voucher Included)**

50 HRS

The CASP certification is one of the most valuable vendor neutral certification in the security field, allowing students to become proficient in a variety of areas of technology, all while allowing them to stay vendor neutral and not tied to any one particular infrastructure.

## **CompTIA Certification Training: A+, Network+, Security+ (Vouchers Included)**

480 HRS

CompTIA Certification Training: A+, Network+, Security+ provides a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

## **CompTIA Certification Training: A+, Network+, Security+**

480 HRS

CompTIA Certification Training: A+, Network+, Security+ provides a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

## **CompTIA Cloud+ Certification Training**

75 HRS

Cloud computing is how technology is done today, and ed2gos CompTIA Cloud+ certification training course teaches key skills while preparing students for the Cloud+ industry credential.

## **CompTIA Cloud+ Certification Training (Voucher Included)**

75 HRS

Cloud computing is how technology is done today, and ed2gos CompTIA Cloud+ certification training course teaches key skills while preparing students for the Cloud+ industry credential.

## **CompTIA Linux+ (Vouchers Included)**

95 HRS

Learn the necessary skill-sets to perform maintenance tasks with the command line, install and configure a workstation, and be able to configure a basic network in Linux.

## **CompTIA Mobility+ (Voucher Included)**

30 HRS

In CompTIA Mobility+ learn to deploy, integrate, support and manage a mobile environment while ensuring proper security measures are maintained for devices and platforms to mitigate risks and threats.

## **CompTIA Network+ Certification Training**

110 HRS

Prepare for a career as a network technician and qualify to take the CompTIA Network+ certification exam as you master basic networking concepts and gain a fundamental knowledge of network design, security, routing, and switching.

## **CompTIA Network+ Certification Training (Voucher Included)**

110 HRS

Prepare for a career as a network technician and qualify to take the CompTIA Network+ certification exam as you master basic networking concepts and gain a fundamental knowledge of network design, security, routing, and switching.

## **CompTIA Security+ Certification Training**

80 HRS

Take your first step toward a career as a security professional and prepare yourself for the CompTIA Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

## **CompTIA Security+ Certification Training (Voucher Included)**

80 HRS

Take your first step toward a career as a security professional and prepare yourself for the CompTIA Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

## **EXIN Cloud Computing**

25 HRS

In this EXIN Cloud Foundations program you will become proficient in all areas of cloud technology.

## **Forensic Computer Examiner**

80 HRS

The Forensic Computer Examiner Online Training Program will train you to thoroughly examine digital media and to clearly document, control, prepare, and present examination results. This program will prepare you for the Certified Computer Examiner test.

## **Full Stack Software Developer**

600 HRS

Learn to become an industry ready software developer at your own speed, in your own time, with your own mentor.

## **Help Desk Analyst: Tier 1 Support Specialist**

120 HRS

Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

## **Information Security Master Certification Training**

330 HRS

This training bundle covers all crucial areas of security; from network security, cloud security, database security and even project management security procedures.

## **Information Security Master Certification Training (Vouchers Included)**

330 HRS

This training program covers all crucial areas of security; from network security, cloud security, database security and even project management security procedures.

## Information Security Training

165 HRS

This training program includes 3 of the most valuable certifications in IT Security. These credentials command some of the most lucrative salaries available in the IT field.

## Information Security Training (Vouchers Included)

165 HRS

This training program includes 3 of the most valuable certifications in IT Security. These credentials command some of the most lucrative salaries available in the IT field.

## IT Foundations Bundle

60 HRS

This introductory program is suitable for delegates who are new to IT and those with ITSM experience looking to achieve a globally recognized certificate.

## IT Foundations Bundle (Vouchers Included)

60 HRS

This introductory program is suitable for delegates who are new to IT and those with ITSM experience looking to achieve a globally recognized certificate.

## ITIL Capability Expert

150 HRS

The online ITIL Capability Expert training is the perfect way for seasoned IT professionals to prepare for the ITIL Expert certification exam.

## ITIL Capability Expert (Vouchers Included)

150 HRS

The online ITIL Capability Expert training is the perfect way for seasoned IT professionals to prepare for the ITIL Expert certification exam.

## ITIL Foundation (Voucher Included)

20 HRS

This online training program is geared towards students who are new to ITIL and those with ITIL experience looking to achieve a globally recognized certification.

## ITIL Lifecycle Expert

150 HRS

This online ITIL Lifecycle Expert training program prepares you for the Lifecycle Expert certification exam and guarantees all the required number of credits for an ITIL Expert status.

## ITIL Lifecycle Expert (Vouchers Included)

150 HRS

This online ITIL Lifecycle Expert training program prepares you for the Lifecycle Expert certification exam and guarantees all the required number of credits for an ITIL Expert status.

## ITSecurity Survival Training

225 HRS

This training bundle includes a core group of training courses needed to acquire the certifications necessary to compete for many of the positions available in IT security.

## ITSecurity Survival Training(Vouchers Included)

225 HRS

This training program includes a core group of training courses needed to acquire the certifications necessary to compete for many of the positions available in IT security.

## Management for IT Professionals

390 HRS

Learn leadership skills that will help you succeed as a manager in the IT field.

## Microsoft Certified Solutions Associate (MCSA): Server 2012

230 HRS

In the Microsoft Certified Solutions Associate (MCSA): Server 2012 program prepares students to install, configure, and manage a Server 2012 network.

## Microsoft Certified Solutions Associate (MCSA): Server 2012 (Voucher Included)

230 HRS

In the Microsoft Certified Solutions Associate (MCSA): Server 2012 program prepares students to install, configure, and manage a Server 2012 network.

## Microsoft Certified Solutions Associate (MCSA): Server 2012 with Private Cloud

350 HRS

This program combines two premier ed2go Microsoft certification training programs into a single offering. Comprised of five individual courses, the program covers both the Microsoft Certified Solutions Associate (MCSA) for Windows Server 2012, and Microsoft Private Cloud. The program also provides significant savings when compared to the cost of the two programs taken separately.

## Microsoft Certified Solutions Associate (MCSA): Server 2012 with Private Cloud (Voucher Included)

350 HRS

This program combines two premier ed2go Microsoft certification training programs into a single offering. Comprised of five individual courses, the program covers both the Microsoft Certified Solutions Associate (MCSA) for Windows Server 2012, and Microsoft Private Cloud. The program also provides significant savings when compared to the cost of the two programs taken separately.

## Microsoft Certified Solutions Associate (MCSA): SQL Server 2008

220 HRS

This online training program prepares students to take the Microsoft Certified Solutions Associate (MCSA): SQL Server 2008 certification exams.

## Microsoft Certified Solutions Associate (MCSA): SQL Server 2008 (Voucher Included)

220 HRS

This online training program prepares students to take the Microsoft Certified Solutions Associate (MCSA): SQL Server 2008 certification exams.

## Microsoft Certified Solutions Associate (MCSA): SQL Server 2012

360 HRS

The Microsoft Certified Solutions Associate (MCSA): SQL Server 2012 program prepares students to administer, query, and implement data warehouses with SQL Server 2012.

## Microsoft Certified Solutions Associate (MCSA): SQL Server 2012 (Voucher Included)

360 HRS

The Microsoft Certified Solutions Associate (MCSA): SQL Server 2012 program prepares students to administer, query, and implement data warehouses with SQL Server 2012.

## Microsoft Certified Solutions Associate (MCSA): Windows 7

200 HRS

This online training program will prepare students for the Microsoft Certified Solutions Associate (MCSA) Windows 7 certification and will train them to identify the cause and resolution of desktop application, network, and security issues.

## Microsoft Certified Solutions Expert (MCSE): Private Cloud

120 HRS

Microsoft Private Cloud is the quintessential industry certification for IT professionals. This hands-on program provides a thorough understanding of Microsoft cloud environments while building critical skills need to design, deploy and manage Private Cloud.

## Microsoft Certified Solutions Expert (MCSE): Private Cloud (Voucher Included)

120 HRS

Microsoft Private Cloud is the quintessential industry certification for IT professionals. This hands-on program provides a thorough understanding of Microsoft cloud environments while building critical skills need to design, deploy and manage Private Cloud.

## Professional Certificate in Tech Fundamentals

50 HRS

Learn to speak the language of coding, without having to become a software developer to do so. Closing the gap between Code and Communication.

## SSCPSystems Security Certified Practitioner (Voucher Included)

80 HRS

The Systems Security Certified Practitioner Training program is an ideal course for individuals interested in advancing their knowledge of information and systems security.

## Systems Security Certified Practitioner (SSCP) Training

80 HRS

The Systems Security Certified Practitioner Training program is an ideal course for individuals interested in advancing their knowledge of information and systems security.

## LANGUAGE

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### Professional Translator

100 HRS

This program teaches the skills to become a professional translator into both languages English and Spanish. This program also prepares you to sit for the American Translators Association (ATA) certification exam.

## LEGAL

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### Certified Family Mediator

240 HRS

This program provides comprehensive training in the InAccord model of mediation with a special focus on a wide range of family disputes.

### Certified Healthcare and Eldercare Mediator

240 HRS

This program provides comprehensive training in the InAccord model of mediation with a special focus on Healthcare and Eldercare disputes.

### Certified Mediator and Arbitrator

200 HRS

The Certified Mediator and Arbitrator Program provides students with the skills and knowledge needed to practice mediation and arbitration in their current careers or private practices.

### Certified Mediator and Restorative Justice Practitioner

240 HRS

This program provides comprehensive training in the InAccord model of mediation and restorative justice.

### Certified Workplace Mediator

200 HRS

The Certified Mediator and Conflict Resolution Specialist Program provides students with the skills and knowledge needed to practice mediation.

### Federal Court Interpreter

200 HRS

This program teaches the skills needed to prepare you to sit for the Oral Component of any State and Federal Court Interpreting Certification exams.

### Legal Secretary

350 HRS

Master the skills you need to be a legal secretary and prepare for the National Association of Legal Professionals (NALS) Accredited Legal Secretary (ALS) exam.

### Paralegal

300 HRS

The Paralegal Online Training Program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam.

### Paralegal (Voucher Included)

300 HRS

In this program you will prepare you to become a legal secretary or paralegal and to take the Certified Paralegal certification exam.

## TEACHER PROFESSIONAL DEVELOPMENT

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### Child Development Associate Training

120 HRS

With the certificate program in Childcare Education offered at Smart Horizons Career Online High School, you can pursue your Child Development Associate (CDA) certification and launch your career in childcare.

### Child Development Associate Training Renewal

45 HRS

Fulfill your renewal requirement for Child Development Associate (CDA) certification as you work at your own pace in a flexible, self-directed online learning environment.

## WRITING

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### Grant Writing

300 HRS

Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

### Grant Writing + Non-Profit Management

600 HRS

In this program, you will learn how to write a grant proposal, how to supervise employees, as well as the liabilities that non-profits encounter.

### Technical Writing

80 HRS

This program is designed for anyone who wishes to develop their technical writing abilities to a professional level. You'll learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more.



## ONLINE CAREER TRAINING PROGRAMS