



Provide employee training no matter the size of your organization

Our **6 week instructor led courses** and **career training programs** cover:

- IT and Software Development
- Management and Corporate
- Media and Design
- Soft Skills for the Workplace

Benefits of Online Training for Employees

- ▶ There's no need to hire a trainer. Each online course is facilitated by an expert instructor.
- ▶ Our virtual classroom eliminates the need for a physical training space.
- ▶ Employees nationwide can participate. Students can access the courses anywhere there is an internet connection.



Instructor Led Courses

- 6 week courses
- 300 + courses available
- New sessions begin monthly



Career Training Programs

- 6-12 month programs
- 100 + programs available
- Many are approved by national certifying bodies and prepare students for national certifying exams
- Helpful student support staff to help with program completion.



Contact us for more information

Top Training Courses and Programs



Instructor Led Courses

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

What's New in Microsoft Office 2013

Get up to speed on the exciting new features of Microsoft Office 2013, including Word, Excel, PowerPoint, Access, Outlook, OneNote, and Publisher.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Creating WordPress Websites

Learn how to use WordPress, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive websites.

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Introduction to CSS3 and HTML5

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Using Social Media in Business

Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—to grow and promote your business.

Basic CompTIA A+ Certification Prep

Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment.

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

Individual Excellence

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.



Career Training Programs

Cisco® CCNA® Certification Training | 150 Hrs

This Program will give you the essential knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 100-101 ICND1 and 200-101 ICND2 Cisco exams or the single 200-120 CCNA exam.

CompTIA™ A+ Certification Training | 230 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 ed2go's online program makes training convenient and interactive.

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.

Microsoft Certified Solutions Associate (MCSA): Server 2012 | 230 Hrs

This program prepares students to install, configure, and manage a Server 2012 network.

Microsoft Office Specialist 2013 | 335 Hrs

This online 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).

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.

Six Sigma Black Belt | 200 Hrs

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

Project Management Essentials with CAPM® Prep | 60 Hrs

This program is designed for those 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.

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.

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.

MORE COURSES AND PROGRAMS AVAILABLE AT: