

UNIVERSITY OF NORTH GEORGIA | OFFICE OF PROFESSIONAL & CONTINUING EDUCATION

# SUCCESS

## Online



**UNG** | UNIVERSITY of  
NORTH GEORGIA™  
Office of Professional and Continuing Education

If you need this document in another format, please email Derek Powers at [derek.powers@ung.edu](mailto:derek.powers@ung.edu) or call 678-717-3921.



# TEACHER TRAINING

Earn Your Continuing Education Units (CEUs)

## As a teacher, you are influential in shaping future generations.

We believe the role you play is paramount to the success of children, and we're committed to providing you with tools that will help you create success.

Professional & Continuing Education at UNG offers a variety of CEU approved classes online. Regardless of your schedule or location, you can earn continuing education units when it's convenient for you, and in topics that will increase your skills.

## CEUs for Teachers:

If you are taking our courses for CEUs, please be certain to carefully read our guidelines, so that we can be sure you receive your paperwork in a timely manner.

- [View All Teacher CEU Courses](#)
- [Steps and Information](#)
- [Approved Grant Writing Certificate](#)

[GO.UNG.EDU/CEUS-FOR-TEACHERS](https://go.ung.edu/ceus-for-teachers)

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## General Information

We offer a wide range of highly interactive online courses that allow for flexible and independent learning wherever you are. Our online courses are affordable, fun, fast, convenient, and geared just for you.

**Notice for Georgia Educators:** Some of our online courses afford CEU credit. For a listing of teacher CEU-approved courses see: [CEU Information](#) or contact [continuinged@ung.edu](mailto:continuinged@ung.edu).

Our online certificate programs are open enrollment and designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Programs are designed by professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

## Contact Us

[www.ung.edu/ce](http://www.ung.edu/ce) | [ContinuingEd@ung.edu](mailto:ContinuingEd@ung.edu) | 678-717-2377

## Payment Information

We accept Discover, MasterCard, and Visa.

# SUCCESS Online



## Do you need training, but can't meet in person? We have you covered!

We offer hundreds of instructor-led and self-paced online learning opportunities so you can gain the skills necessary to advance your career. Our online programs are informative, convenient, and highly interactive. You can complete any course wherever you may be, any time of the day or night.

## Don't see the course you are looking for in the catalog?

For a full list of short courses, visit [www.ed2go.com/ung](http://www.ed2go.com/ung)

For a full list of certificate programs, visit [careertraining.ed2go.com/ung](http://careertraining.ed2go.com/ung)



## Handling Medical Emergencies

Learn how to help family, friends, and anyone in an emergency when every second counts. This course will help you recognize the early signs and symptoms of common medical conditions and emergencies, so you can provide appropriate treatment while waiting for the EMS to arrive.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$159**

## HIPAA Compliance

If you are just starting your career in the health care field, HIPAA Compliance training is a priceless addition to your resume. This course provides an understanding of the compliance requirements of HIPAA, and subsequent rules and laws that affect HIPAA.

**Self-Guided | Hours: 24 | \$149**

## Holistic and Integrative Health: Foundations 1

Gain insights into a unique, person-centered approach to health care. This course focuses on foundational concepts in holistic and integrative health, including stress management, physical activity and movement, nutrition, and healing environments.

**Instructor-Moderated | Hours: 14 | \$149**

## Holistic and Integrative Health: Foundations 2

This course examines the healing systems of Ayurvedic and traditional Chinese medicine, explores the connection between health and the human spirit, and provides information on ancient and diverse practices of meditation.

**Instructor-Moderated | Hours: 10 | \$159**

## Holistic and Integrative Health: Foundations 3

This course will allow you to explore the concepts of four holistic therapeutic modalities as you focus on the use of humor, music and sound, energy healing, and massage and bodywork in healing.

**Instructor-Moderated | Hours: 9 | \$159**

## Human Anatomy and Physiology - Level I

This course explains the nature of matter and the principles of chemistry that are important to human physiology. You will learn principles of genetics and gain an understanding of how traits are passed from one generation to the next.

**Self-Guided | Hours: 24 | \$149**

## Human Anatomy and Physiology - Level II

In this course, you'll cover some more advanced topics that weren't covered in Human Anatomy and Physiology I. You'll start with basic histology—the study of the different tissues in the body. From there, you'll move on to a discussion of the different senses. You'll also delve into the important topic of cellular metabolism—the chemical reactions that occur in cells.

**Self-Guided | Hours: 24 | \$149**

## Pharmacy Technician Certificate

**\$2999 (includes voucher), Hours: 400, twelve months**  
**Course Code: GES117, open enrollment**

This immersive course will train you to work as a pharmacy technician and prepare you for the Pharmacy Technician Certification Exam (PTCE®) to obtain the Certified Pharmacy Technician (CPhT) credential from the Pharmacy Technician Certification Board (PTCB®).

Upon completion of this course, you will be prepared to sit for the PTCE. This course includes a voucher which covers the fee for the exam. You will also have the option to perform a hands-on, 100-hour Practicum Experience.

## Certified EKG Technician

**\$1995 (includes voucher), Hours: 170, twelve months**  
**Course Code: GES1047, open enrollment**

This course will improve your diagnostic and procedural coding skills and increase your knowledge of clinical documentation, reimbursement in inpatient and outpatient settings, and data quality management. You will also be prepared to sit for the official certification exam to become a Certified Coding Specialist (CCS).

## Medical Office Manager (CPPM) Certificate

**\$3899 (includes voucher), Hours: 555, eighteen months**  
**Course Code: GES152, open enrollment**

This in-depth program combines several programs, Medical Terminology, Microsoft Word 2016, Microsoft Excel 2016, Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), and Certified Physician Practice Manager (CPPM), to give you the foundation and training needed to be a Medical Office Manager.

Upon completion of this program, you will be ready to take the Certified Physician Practice Manager (CPPM) exam, offered by the American Academy of Professional Coders (AAPC), the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams offered by National Healthcareer Association (NHA). You will receive the study guide materials, access to practice exams, AAPC membership and a voucher for each exam.

## Veterinary Assistant Certificate

**\$2449, Hours: 225, six months**  
**Course Code: GES118, open enrollment**

The course is designed for people who want to work as veterinary assistants at veterinary hospitals and for those already employed in related positions. Upon completion of the course, you will also have the opportunity to gain access to an Externship Starter Kit.

Are you looking for veterinary assistant schools near you? The course covers all the requirements that hospitals and veterinarians' offices look for, and more! You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs.

### Spanish for Medical Professionals I

Prepare for any situation by bridging the communication gap between you, your patients, and worried family members. This course provides knowledge of basic medical phrases to help you better communicate with the Spanish-speaking community.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Spanish for Medical Professionals II

Continue to focus on providing the best possible care for Spanish-speaking patients and their families. This course provides medical professionals and healthcare providers who already have a good grasp of Spanish with more medical vocabulary to sharpen their skills.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Advanced Hospital Coding and CCS Prep Certificate

**\$1899 (includes voucher), Hours: 100, six months  
Course Code: GES104, open enrollment**

Facility coding (hospital coding) is one of the best-paying sectors of the coding profession. If you're already performing some aspect of facility coding, the Advanced Hospital Coding (AHC) course will fill in the gaps, making you a more marketable employee. If you're currently working in a physician's office or other ambulatory care setting, this course will give you the edge you need to advance in the workplace.

Hospital coding is rarely an entry-level position, and most hospital coders are required to be certified. AHC covers advanced, hospital-specific coding and billing procedures and is designed to help you meet the challenge of today's changing standards. This course utilizes your existing knowledge of medical terminology and healthcare sciences. Upon completion, you will receive a voucher to take the Certified Coding Specialist (CCS) exam

### Certified Outpatient Coder

**\$2899 (includes voucher), Hours: 200, six months  
Course Code: GES153, open enrollment**

Medical coding for outpatient facilities is an important skillset to help outpatient hospitals/facilities receive appropriate reimbursement and maintain compliance with coding guidelines and government/payer regulations. The material is presented in a step-by-step manner, and you will learn by completing readings and completing interactive lectures. The course also includes quizzes and exams, so you can test your skills at regular intervals throughout the material. Through these methods, you will learn essential introductory and advanced medical coding skills for outpatient hospitals/facilities.

You will also receive access to the AAPC Advanced ICD-10-CM Online Code Set Training which will take your ICD-10-CM coding skills to a higher level. You will get hands-on training that includes coding for conditions such as, clinical concepts for comprehensive coding of conditions, insight on chronic and acute conditions, and practical coding exercises. Upon completion of this course you will be prepared for the AAPC Certified Outpatient Coder (COC) exam.

This course offers enrollment with or without a voucher. The voucher is prepaid access to AAPC membership, COC practice exams, access to the Practicode tool, and the AAPC Certified Outpatient Coder (COC™) exam.



### Certified Professional Medical Auditor

**\$1599 (includes voucher), Hours: 80, six months  
Course Code: GES166, open enrollment**

This online training course covers medical record standards and documentation guidelines allowing them to confidently communicate with providers. Coding and documentation compliance are key to a successful practice. This course arms the certified medical auditor with information to assist with improvements in the practice's documentation compliance. Coding and reimbursement concepts assist in a smooth work flow from scheduling the patient visit to the practice being paid for the visit. Understanding these concepts reduce overhead and reduce turnaround time for payment of services, thereby increasing the financial well-being of a practice. Medical record abstraction helps identify risk areas to a practice. Understanding what a provider documents and what will improve the provider's documentation are key to compliance.

Learning how to communicate information back to a provider improves this process. Understanding audit scope and statistical sampling methods and category risk analysis help identify where a compliance office can focus and receive the most benefit from audits. This course prepares an experienced coder to improve the financial well-being as well as the compliance of provider practices. Upon completion of this course you will be prepared for the AAPC Certified Professional Medical Auditor (CPMA®) exam. The registration fee for the exam, AAPC membership, and CPMA practice exams are included with this course.

### Certified Electronic Health Records Specialist (CEHRS)

\$2279, Hours: 134, six months

Course Code: GES136, open enrollment

Electronic health record specialists are critical in today's healthcare environment, where timely access to accurate patient records is vital to the safety and treatment of patients. This course teaches the skills required to become a certified electronic health record specialist (CEHRS) through the National Healthcareers Association (NHA), including charting, HIPAA compliance, electronic health record management, and insurance and billing. You will be prepared to work on a health information management team, auditing records, compiling reports for patient tracking, and coordinating the systems that keep our healthcare facilities operating.

### Certified Health Unit Coordinator

\$1399 (includes voucher), Hours: 120, six months

Course Code: GES170, open enrollment

The Health Unit Coordinator is the central figure in a health unit. Learning management of information, communication, medical terminology, critical thinking, and cultural diversity will prepare you to work in a variety of health care settings.

In Medical Terminology you will learn not only medical terms themselves, but also their application. You'll start by learning the origins of medical words and how to recognize prefixes and suffixes used in medical terminology. Then you'll learn about the body as a whole and how to differentiate cells, tissues, organs, systems, and cavities. Next, you'll learn to define and describe the function of each system of the human body. This knowledge will help you take the next step in your medical career or education.

Upon completion of this course you will be prepared to sit for the NAHUC Certification Exam. This course also includes a voucher which covers the fee of the exam.

### Certified Medical Administrative Assistant (CMAA) + Medical Terminology

\$1995 (includes voucher), Hours: 220, nine months

Course Code: GES1058, open enrollment

Ready to enter an in-demand field? According to the U.S. Bureau of Labor Statistics, the job market for medical assistants will grow by 16% through 2031, which is much faster than the average job. This online Certified Medical Administrative Assistant + Medical Terminology course will teach you medical terminology and how to become a valuable member of the healthcare team as an administrative medical assistant who handles a broad range of duties and is a skilled multitasker who directs the flow of patients through an office.

Upon completing this course, you will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA). This online medical administrative assistant certification course includes a voucher that covers the fee for the exam. The course also includes an opportunity to participate in clinical experience.

### Certified Phlebotomy Technician

\$2295 (includes vouchers and lab), Hours: 200, twelve months

Course Code: GES1045, open enrollment

The asynchronous, online phlebotomy certification course includes simulation experience through the inclusion of a lab kit for assignments and aligned simulations for practice. You will have access to videos outlining procedures and "how to's" that allow for firsthand practice as expected in real-world scenarios. This CPT certification course will also provide you with comprehensive, all-inclusive training, which will assist you in pursuing a new career as a phlebotomy technician and includes a complimentary voucher to sit for the Certified Phlebotomy Technician (CPT) certification exam through the National Healthcareer Association (NHA) upon eligibility.

The course also includes an opportunity to participate in an clinical experience.

### Patient Care Technician

\$2795 (includes voucher), Hours: 325, twelve months

Course Code: GES1049, open enrollment

Patient care technicians (PCTs) are crucial healthcare professionals who play a vital role in assisting nurses and other medical staff in providing care to patients. With the occupation demand at an all-time high, after successfully completing this patient care technician program and certification exam, you can become a technician primarily focused on direct patient care and support within a hospital, clinic, long-term care facility, or home health care.

This patient care technician training course will also provide you with comprehensive, all-inclusive training, which will assist you in pursuing a new career as a patient care technician and includes a complimentary voucher to sit for either the Certified Patient Care Technician/Assistant (CPCT/A) certification exam through the National Healthcareer Association (NHA), or the Patient Care Technician (PCTC) certification exam through American Medical Certification Association (AMCA), upon eligibility.

### Sterile Processing Technician

\$2795 (includes voucher), Hours: 190, twelve months

Course Code: GES1028, open enrollment

PSterile Processing Technicians (SPT), also known as Central Service Technicians, play a critical role in preventing infection by sterilizing, cleaning, processing, assembling, storing, and distributing medical supplies. This online sterile processing technician certification course will train you to work as an SPT and prepares you for the Certified Registered Central Service Technician (CRCST) certification offered by the Healthcare Sterile Processing Association (HSPA). This course also includes a voucher which is prepaid access to sit for the certification exam upon eligibility.

With the support of an instructor, you will learn all the necessary steps required to perform the duties and tasks of an SPT. In this sterile processing technician training course, you will learn the details and expectations within the concepts of the role and gain proficiency in understanding the step-by-step requirements of the sterilization process.

The course also includes an opportunity to participate in an clinical experience.



## QUICKBOOKS

### Quickbooks 2019 I

Take control of accounting for your business. This course provides hands-on experience in QuickBooks 2019 as you set up a chart of accounts; reconcile your bank accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; create estimates; and generate reports.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$159**

### Quickbooks 2019 II

Confidently use of QuickBooks 2019 for all your business accounting needs. This hands-on course allows for mastery of more advanced skills such as setting up a chart of accounts, creating and printing invoices and statements, tracking inventory, creating estimates, and generating reports.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$159**

## MICROSOFT

### Microsoft Access 2019 I

Build, edit, and maintain databases in Microsoft Access 2019/Office 365 using tables, reports, forms, and queries to give you fast access to all your important information. This hands-on course for beginners provides the skills to create an effective database for any type of information at home or on the job.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$199**

### Microsoft Access 2019 II

Develop a fully functional database in this hands-on Microsoft Access 2019/Office 365 course. Master advanced techniques for presenting data, automating common tasks, and building navigation as you work to create a database project from scratch.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$199**



### Microsoft Access 2019 Certification Training

**\$999 (includes voucher), Hours: 90, six months**  
**Course Code: GES892, open enrollment**

This course will prepare you for the Microsoft Office Specialist Access 2019 certification exam. By course completion, you will be able to design, customize, and fully optimize an Access database. These key skills are fundamental to passing the MOS exam and earning your certification.

### Microsoft Outlook 2019 Certification Training

**\$999 (includes voucher), Hours: 45, six months**  
**Course Code: GES893, open enrollment**

Across industries, Microsoft Outlook is one of the most widely used desktop email clients. Businesses of all sizes rely on Outlook to communicate internally and externally, schedule meetings and manage contacts. If you use Outlook, becoming a Microsoft Office Specialist (MOS) in Outlook 2019 is an important step in your career.

Upon completion of this course, you will be fully prepared to sit for and pass the Microsoft Office Specialist Outlook 2019 Certification exam. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility. Proctor fees may apply, which are not included.

### Microsoft Outlook 2019

Gain the core skills you need to work smarter and faster. This course will help you get up to speed with the latest developments in Microsoft Outlook 2013, including how to manage your email, calendar, and contacts and how to get the most out of tools such as Search Folders and Quick Steps.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Microsoft Excel 2019 I

Learn to quickly and efficiently use Microsoft Excel 2019/Office 365 as you discover dozens of shortcuts and tricks for setting up fully formatted worksheets. This course, taught by an experience Microsoft Excel instructor, provides in-depth knowledge for beginners that will have you using Excel like a pro.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$169**

### Microsoft Excel 2019 II

Master new skills and harness the power of Excel to become a power user. This hands-on course provides in-depth knowledge of charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Microsoft Excel 2019/Office 365 functions.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$169**

### Microsoft Excel 2019 III

In this hands-on course, you will learn Microsoft Excel 2019/Office 365's advanced functions and often-overlooked features, including data analysis tools, data tables and databases, custom controls, and PivotTables.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$169**

### Microsoft Excel - Pivot Tables

Maximize your investment in Microsoft Excel by mastering its pivot table features. In this practical hands-on course, you will discover how to use different layout, subtotaling, and filtering options and discover a variety of advanced techniques for pivot tables, including Pivot Charts, Timelines, and Slicers. You will also master data analysis by learning how to quickly and easily summarize your data.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$159**

### Microsoft Excel 2019 Certification Training

**\$999 (includes voucher), Hours: 70, six months**  
**Course Code: GES896, open enrollment**

If your organization uses lists of any kind, you need to know how to use Microsoft Excel. Earning Microsoft Office Specialist Expert certification sets your professional skill set apart from other Excel users. This course will prepare you for the Microsoft Office Specialist (MOS) Expert certification exam for Excel 2019.

### Microsoft PowerPoint 2019 Certification Training

**\$999 (includes voucher), Hours: 60, six months**  
**Course Code: GES891, open enrollment**

This course will teach you how to use Microsoft PowerPoint 2019 and prepare you for the Microsoft Office Specialist certification exam. Microsoft PowerPoint 2019 Certification Training. You will learn the to create and modify basic presentations using PowerPoint 2019. You will also explore the PowerPoint environment, create a presentation, format text on slides to enhance clarity, and add graphical objects to a presentation and modify them. These skills are not only applicable to the Microsoft Office Specialist PowerPoint 2019, but strengthen your professional portfolio and workplace productivity.

### Microsoft SharePoint 2019 Certificate

**\$1299, Hours: 80, six months**  
**Course Code: GES886, open enrollment**

This SharePoint 2019 training course will help you build the skills you need to work in a SharePoint environment. SharePoint is the most popular content management system, so understanding how to use its features is valuable at any organization.

You will be equipped with essential SharePoint skills, so you can navigate team sites; manage lists and libraries; and create columns, content types, and views. With these new skills, you will be the go-to user for SharePoint 2019 at your organization.

## Windows 11

File Explorer can help you manage your files and create basic text documents using WordPad. From managing files and editing photos to working with external drives, you will learn everything you need to know about getting the most from this operating system. Additionally, since security is important, you will also learn how to protect your files and protect and update Windows 11.

By the time you finish this course, you will have mastered the basic skills you need to get the most from Windows 11 for both work and play.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Microsoft Word 2019 I

Learn to create professional-looking letters, reports, and documents using Microsoft Word 2019/Office 365. This hands-on course will help you master the basic features of this powerful word-processing program to type, edit, and format text, and spell check and print documents like a pro.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$169**

## Microsoft Word 2019 II

Use Microsoft Word 2019/Office 365 more efficiently by mastering its more advanced features. This hands-on course will teach you how to create an index, build a list of figures, design a table of contents, perform a mail merge, and use timesaving shortcuts to develop professional documents.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$169**

## Microsoft Word 2019 Certification Training

**\$999 (includes voucher), Hours: 70, six months**  
**Course Code: GES895, open enrollment**

Proficiency in Microsoft Word is the one of the most requested workplace skills. Earning Microsoft Office Specialist and Expert certifications for Microsoft Word 2019 sets your professional profile apart from the casual Word user. To add this credential to your resume, you must pass the Microsoft Office Specialist (MOS) and Expert certification exams.

This course will prepare you for the MOS and Expert certification exams for Microsoft Word 2019. You will learn to create, edit, format, and print Microsoft Word documents. You will then move on to learn advanced formatting, use Word 2019 drawing tools, create and manage tables, and work with column layouts. You will also learn more advanced techniques, such as working with tables of contents, footnotes, and endnotes, adding comments, tracking changes, comparing and combining documents, creating envelopes and labels, using Mail Merge, and protecting documents.

## Microsoft Office Master 2019 Certification Training

**\$2199 (includes voucher), Hours: 245, six months**  
**Course Code: GES897, open enrollment**

The Microsoft Office Master 2019 Certification Training course will teach you how to use the Microsoft Office 2019 suite at an advanced level. You will build your expertise through hands-on exercises, in-depth course material, and supplemental video demonstrations. You will also prepare for the certification exams for Word, Excel, PowerPoint, and Outlook. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams.

## Microsoft Office Specialist 2019 (MOS) Certification Training

**\$2949 (includes voucher), Hours: 335, six months**  
**Course Code: GES898, open enrollment**

Microsoft Office is the most widely used business productivity suite. Knowing how to use its products, including Word, Excel, and PowerPoint, is valuable in any professional setting. Earning your Microsoft Office Specialist (MOS) certification demonstrates your knowledge of the Office and proves that you're ready to make an immediate impact at your organization.

This course prepares you for the Microsoft Office Specialist (MOS) 2019 certification exams for Word, Excel, PowerPoint, Access, and Outlook. You will build your expertise in these programs through hands-on exercises, in-depth course material, and supplemental video demonstrations. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams.

## Introduction to Microsoft Project 2019/Office 365

Microsoft Project is a staple for project management and remains the most widely-used project management software across all industries. If you manage projects in your organization, learning how to use this longstanding resource is key to successfully and effectively seeing your projects through to completion.

In this course, you will discover how to effectively plan, implement, and control projects using Microsoft Project 2019. From sequencing tasks, producing a baseline, and assigning resources and costs, to tracking progress and revising your project plan, Microsoft Project can help you organize all your project's details.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## SKILLS TRAINING

### Computer Skills for the Workplace

Confidently apply for jobs knowing that you possess the computer skills needed to perform on the job. This course includes a great introduction to Windows 10 and Office 2016 to provide the fundamental computer competencies you need to prosper in a modern workplace.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Getting Started with Google Workspace

More and more businesses are switching to Google Workspace for their business documents and communications. Are you ready? In this course, you will get experience with nine great Google apps for business and personal use, including Gmail, Docs, Sheets, and Slides, and learn how they all work together in a seamless suite.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Keyboarding

Become faster and more confident at the keyboard. This course will help you learn how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Networking I

Learn to perform basic computer networking tasks such as DSL connectivity, configuring connections to an ISP and creating a private network. This course explains computer networking basics in easy-to-understand terms, using concepts common to everyday, non-computing experience.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Networking II

Gain a full understanding of almost every aspect of networking technology as you prepare for CCNA certification. This course will build your knowledge of networks and networking, with detailed treatments of TCP/IP, how switches and routers operate, DNS, and more with real-world applications for the concepts you learn.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### PC Troubleshooting

Don't spend your hard-earned cash on PC repairs that you can fix yourself with a little troubleshooting knowledge. This course takes you step-by-step through typical hardware and operating system problems and gives you the skills you need to solve them as you learn to maintain and optimize a Windows PC.

**Instructor-Moderated | Hours: 24 | \$149**

### Wireless Networking

Learn how to plan, deploy, and connect wireless networks from an industry expert. This course removes the mystery behind wireless connections and provide a thorough overview of this fascinating and lucrative technology.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**





### CompTIA A+ Certification Exam Prep I

Learn to work on common computer hardware and showcase your skills with a Basic CompTIA A+ Certification. This course teaches the inner workings of the computer as well as how to configure and troubleshoot in real-world environments with hands-on practice.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$169**

### CompTIA A+ Certification Exam Prep II

Take the second step toward becoming a CompTIA A+ certified tech by mastering virtualization, multifunction devices, three flavors of Windows, plus macOS and Linux operating systems.

**Instructor-Moderated | Hours: 24 | \$159**

### CompTIA A+ Certification Exam Prep III

Finish your CompTIA A+ Certification Prep by learning how to select, install, and service video, sound, and portable computers, and how to network, secure, and troubleshoot.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$169**

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

**\$3995 (includes voucher), Hours: 390, twelve months  
Course Code: GES327, open enrollment**

This course will prepare you for three CompTIA IT certifications that are ideal for entry-level and mid-level professionals: A+, Network+ and Security+. The CompTIA certifications are the most-recognized, vendor-neutral credentials in the industry, and will assure employers that you have the skills they need.

Upon successful completion of this course, you will be prepared to sit for the following exams: CompTIA A+ Exams 220-1001 and 220-1002, CompTIA Network+ Exam N10-007, and CompTIA Security+ Exam SY0-501.

At the end of this CompTIA training, you'll also be proficient in basic cyber security concepts such as attacks and mitigation, security applications, risk assessment, disaster recovery and incident response, cloud computing, mobile devices, BYOD and SCADA, in addition to vulnerability assessment.

### Cisco CCNA Certification Training

**\$2399 (includes voucher), Hours: 225, twelve months  
Course Code: GES3023, open enrollment**

This course will prepare you for the Cisco® CCNA 200-301 exam, the top associate-level certification for IT professionals. Most businesses today need daily operation on their systems, making networking a high demand skill set. Becoming a Cisco® Certified Networking Associate (CCNA) proves your knowledge of IT networking technology and boosts your career prospects.

Each section will help you master certification-based topics for Cisco networking. Not only will you be prepared for the CCNA 200-301 exam, you will be able to provide networking solutions to real-world applications.

**Certified Information Systems Auditor (CISA)**

**\$1399 (includes voucher), Hours: 75, six months**  
**Course Code: GES344, open enrollment**

With cyberattacks on the rise, more organizations are investing in data protection and building out their cybersecurity teams. As an IT professional, earning your CISA certification could be the first step to leading IT security at your organization. This online CISA training course will teach you how to identify and evaluate the five Certified Information Systems Auditor certification domains: auditing, governance, implementation, management, and protection.

**Full Stack Software Developer Certificate**

**\$5499, Hours: 650, eighteen months**  
**Course Code: GES375, open enrollment**

Whether you're new to web development or want to build on existing skills, this course will teach you how to create and maintain full-service websites. You will learn all the significant aspects of front-end, back-end, and full-stack development through several milestone exercises and a hands-on project. Throughout the course, you will build a website that hosts learning games. By course completion, your website will allow users to log in, play games, track their progress, see leaderboards, and manage their accounts.

**Information Security Training Certificate**

**\$3199 (includes voucher), Hours: 300, nine months**  
**Course Code: GES359, open enrollment**

It's no question that cybersecurity is necessary for any organization. But in this growing field, how do you show that you're qualified to lead security efforts? Certification. Holding a certification from ISACA or (ISC)2 demonstrates your ability to identify, assess, and mitigate evolving security threats.

This online cybersecurity training course will prepare you for three globally recognized certifications: ISACA's Certified Information Systems Auditor (CISA) and Certified Information Security Manager (CISM), and (ISC)2's Certified Information Security Professional (CISSP).

This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the (CISA) and (CISM) certifying exams upon eligibility. Proctor fees may apply, which are not included. A voucher for the (CISSP) exam is not included.

**Java Programmer + Python Developer Certificate**

**\$1999, Hours: 255, twelve months**  
**Course Code: GES3021, open enrollment**

Whether you're new to programming or just want to learn new languages, this in-depth course will teach you the ins and outs of Python and Java programming. You will start coding quickly while learning from readings, presentations, exercises, and a final project. By course completion, you will have the skills you need to enter the job market as an entry-level Java or Python programmer.

**Java Programmer Certificate**

**\$1499, Hours: 100, six months**  
**Course Code: GES337, open enrollment**

If you're ready to learn Java, this training course is the perfect place to start. Taking an introductory approach, this Java training course covers most Java syntax elements, concentrating on fundamental and universally useful elements, while providing an overview of many more advanced elements. You will learn to write useful Java classes, applying Object-Oriented concepts such as inheritance, and create Java programs that work with these classes. Early in the course, the concept of objects is introduced so that later concepts can be discussed from the perspective of object orientation.

This course prepares you for entry into the job market as an entry-level Java programmer or allows you to continue your education by learning other programming languages. This course is entirely online and is completed at your own pace.

**Management for IT Professionals Certificate**

**\$2499 (includes voucher), Hours: 390, six months**  
**Course Code: GES405, open enrollment**

The Management for IT Professionals Online Training course is particularly well suited for anyone in IT who has recently assumed management responsibilities, anyone who is managing IT professionals, or anyone who wants an introductory perspective on some of the unique issues facing the management of IT professionals. This course explores the developmental process and how to be successful in creating change. Since most business organizations are social systems, the Management for IT Professionals Online Training course will also focus on organizational culture and how it influences the way people work, so as to maximize the long-term health of the organization and its people. This course delivers essential leadership skills, business practices, budgeting strategies, communication skills, and more, all with the goal of helping you run your IT department better than ever before.

**Introduction to Artificial Intelligence**

For decades, artificial intelligence (AI) has been a staple of science fiction stories, but thanks to modern advances in computational capacity and storage capabilities, it's becoming a reality. Today, there are examples of artificial intelligence all around us. The purpose of this course is to provide you with an artificial intelligence practical knowledge foundation.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

**Oracle SQL and PL/SQL Developer + Java Programmer Certificate**

**\$1799, Hours: 220, twelve months**  
**Course Code: GES339, open enrollment**

Oracle SQL is a powerful database programming language that is the standard in the industry. This SQL course provides even more value because it combines Oracle training with sections on PL/SQL Developer and Java Programming, so you learn multiple technologies in one. This course is the best way to learn SQL and is ideal for those looking to get started in each of these coding languages. By the end of the course, you'll be prepared to join the job market as an entry-level Oracle SQL and/or Java Developer, or take on more responsibility within your current role.



### PC Security

Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. In this course, a security expert will teach you the fundamentals of PC and network security as you learn to install and configure a firewall to build an impenetrable moat around your computer or network.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### SSCP Systems Security Certified Practitioner

**\$1799 (includes voucher), Hours: 80, six months**  
**Course Code: GES322, open enrollment**

The world of IT security is fast-paced and exciting, with the potential for high earnings—but it can also be competitive. To stay ahead, you'll need a certification like the Systems Security Certified Practitioner (SSCP), a premier credential that is ideal for those wanting to begin or advance a career in computer networking or security. This online SSCP course will prepare you for this industry-recognized certification, as well as a career in the information technology sector.

The SSCP is one of the best cyber security certifications you can earn, especially as an entry-level professional. An SSCP exam prep course, is a great way to ensure you have the knowledge to succeed—and that you can prove it to your employer. This course will also prepare you for a career as a network administrator or security administrator, and help you stay up-to-date on your skills if you already work in the IT sector. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

### Information Security Training Certificate

**\$3199 (includes voucher), Hours: 300, nine months**  
**Course Code: GES359, open enrollment**

It's no question that cybersecurity is necessary for any organization. But in this growing field, how do you show that you're qualified to lead security efforts? Certification. Holding a certification from ISACA or (ISC)2 demonstrates your ability to identify, assess, and mitigate evolving security threats. This online cybersecurity training course will prepare you for three globally recognized certifications: ISACA's Certified Information Systems Auditor (CISA) and Certified Information Security Manager (CISM), and (ISC)2's Certified Information Security Professional (CISSP).

This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the (CISA) and (CISM) certifying exams upon eligibility. Proctor fees may apply, which are not included. A voucher for the (CISSP) exam is not included.

### Certified Information Security Manager (CISM)

**\$1399 (includes voucher), Hours: 75, six months**  
**Course Code: GES345, open enrollment**

In the InfoSec world, security managers are the driving force behind an organization's cybersecurity policies. These key individuals typically started their IT careers in hands-on roles before earning their CISM certification and taking on managerial duties. If you're ready to earn your next IT certification, this online training course will fully prepare you for the ISACA Certified Information Security Manager (CISM) certification exam. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility. Proctor fees may apply, which are not included.

### Certified Ethical Hacker

**\$2799 (includes voucher), Hours: 100, six months**  
**Course Code: GES338, open enrollment**

To put it one way, "To beat a hacker, you need to think like a hacker." This course will immerse you into the hacker mindset, putting you in the driver's seat of hands-on activities. You will scan, test, hack, and secure your own systems. You will learn the five phases of ethical hacking (reconnaissance, gaining access, enumeration, maintaining access, and covering your tracks) and the ways to approach your target and succeed at breaking in every time.

This accredited course provides you with advanced hacking tools and techniques so that you can assess the security posture of an organization with the same approach these malicious hackers use. You'll be able to identify weaknesses and fix the problems before they are identified by the enemy, preventing what could potentially be catastrophic damage to your organization. This is sure to help you get ahead in your current and future positions.

Upon completion of this course, you will be prepared to sit for the Certified Ethical Hacker Exam 312-50, offered by EC-Council. This course also includes a voucher which covers the fee of the exam.

### Certified Information Systems Auditor (CISA)

**\$1399 (includes voucher), Hours: 75, six months**  
**Course Code: GES344, open enrollment**

With cyberattacks on the rise, more organizations are investing in data protection and building out their cybersecurity teams. As an IT professional, earning your CISA certification could be the first step to leading IT security at your organization. This online CISA training course will teach you how to identify and evaluate the five Certified Information Systems Auditor certification domains: auditing, governance, implementation, management, and protection. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the Certified Information Systems Auditor (CISA) exam and is included with this course upon eligibility.

### Certified Information Systems Security Professional (CISSP)

**\$2399, Hours: 150, six months**  
**Course Code: GES367, open enrollment**

In today's online world, information security has become a critical part of virtually every organization—no matter the industry. The demand for information security professionals is expected to surge, as the forces of "good" and "bad" continue to battle for control and use of online information. You can join the side for "good" when you earn your Certified Information Systems Security Professional (CISSP) certification. Earning your CISSP is a must for cyber security professionals who want to get ahead in this important field. This Certified Information Systems Security Professional (CISSP) course is an engaging, fully online course that provides in-depth instruction in key areas related to information/cyber security.

### Explore a Career in Cybersecurity

This course explores a career in cybersecurity and reviews various topics, including cybersecurity roles, job requirements, problem-solving techniques, and cybersecurity concepts. This course will help you decide whether a career in cybersecurity is something that aligns with your talents and interests and, if so, the best next steps to pursue this lucrative career path.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$129**

### CompTIA™ Security+ Certification Training

**\$1899 (includes voucher), Hours: 80, six months**  
**Course Code: GES330, open enrollment**

Gain the skills you need to be a security professional, and prepare to take the CompTIA™ Security+ certification SY0-501 exam, as you master the basics of system security, network infrastructure, access control, and organizational security. After you complete this course, you'll be proficient in installing and configuring systems to secure applications, networks, and devices. You'll also be comfortable performing threat analysis and responding with appropriate mitigation techniques, participating in risk mitigation activities, and operating with an awareness of applicable policies, laws, and regulations.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility. After completing the course, you can set up your own exam dates and times at a nearby testing center.

### CompTIA Advanced Security Practitioner (CASP) Certification

**\$1199 (includes voucher), Hours: 75, six months**  
**Course Code: GES363, open enrollment**

From small businesses to large corporations, nearly every organization needs cybersecurity. With security being the fastest growing sector of the IT field, earning a CompTIA Advanced Security Practitioner (CASP) certification boosts your professional profile. This online CompTIA training course will prepare you for the CASP certification exam in a flexible, online environment. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.

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

**\$3995 (includes voucher), Hours: 390, twelve months**  
**Course Code: GES327, open enrollment**

This course will prepare you for three CompTIA IT certifications that are ideal for entry-level and mid-level professionals: A+, Network+ and Security+. The CompTIA certifications are the most-recognized, vendor-neutral credentials in the industry, and will assure employers that you have the skills they need.

Upon successful completion of this course, you will be prepared to sit for the following exams: CompTIA A+ Exams 220-1001 and 220-1002, CompTIA Network+ Exam N10-007, and CompTIA Security+ Exam SY0-501.

At the end of this CompTIA training, you'll also be proficient in basic cyber security concepts such as attacks and mitigation, security applications, risk assessment, disaster recovery and incident response, cloud computing, mobile devices, BYOD and SCADA, in addition to vulnerability assessment.



## LEADERSHIP

### Achieving Success with Difficult People

Do you want to know how to interact with anyone, regardless of how difficult you perceive them to be? This course will give you the skills to effectively meet your needs while protecting the dignity and rights of others to form more cooperative relationships.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$159**

### Building Teams That Work

Chances are you will be part of a professional or personal team at some point. This course provides you with communication, problem-solving and leadership skills to keep your team on the right track and real-life scenarios that will help you master successful team-building and management.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$159**

### Customer Service Fundamentals

Learn how to correctly anticipate and meet your customers' needs. This course will help you discover some effective methods to bring out your best and do the same for the other people you work with as you serve as an ambassador for your company.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### 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. This course will help you identify gaps and eliminate problem areas in your writing skills.

**Instructor-Moderated | Hours: 24 | \$149**

### Fundamentals of Supervision and Management

Become a more effective manager by learning the language of business management. This course provides skills in managing time, delegating responsibility, motivating your employees, solving problems and resolving conflicts so you can accomplish your job more effectively.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$159**

### Get Assertive!

Learn specific techniques to become more assertive in all types of situations, with all types of people, and in all aspects of your life. This course will empower you to be more assertive and includes specific techniques for dealing with people who intimidate or disrespect you.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$159**



### Interpersonal Communication

Communication is more than just speaking, hearing, or having a good vocabulary. This course explores strategies for success in everyday interpersonal communication. You will explore clear examples of verbal and nonverbal habits, effective listening, self-concept, differences in conversational styles, and conflict management. You will also learn about practical strategies you can use to improve communication at home, in social situations, and in the workplace.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$159**

### Keys to Effective Communication

Become more confident, make great first impressions, get along with others, and create better personal and professional relationships. This course provides a step by step process to become a great conversationalist as you use communication to build rapport and create trust, warmth, and respect.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$159**

### Managing Remote Teams

Remote team management isn't new, but it has become far more common and extensive than it used to be. So, whether you have gone from managing the occasional "telecommuter" to managing a fully remote team or have been managing a remote team and would like to explore new strategies and best practices for this unique form of management—this course is for you.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$159**

### Mastering Public Speaking

Become an effective public speaker by discovering how to talk confidently and persuasively to both large and small groups. This course will help you equip yourself with the skills you need to communicate with ease and authority on the job or in any social setting.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach. This course will help you discover how to effectively deal with a crisis, how to use your emotions as decision-making tools, and how to work with others to make the most of every opportunity.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$159**

### Office Administrator Certificate

**\$765, Hours: 120**

Rapid growth in healthcare, sales, and other industries have created many new job opportunities for office administrators. Gain the clerical skills and knowledge you'll need to help your organization run efficiently.

To receive this certificate, students must complete:

**Administrative Assistant Fundamentals, Administrative Assistant Applications, Customer Service Fundamentals, Achieving Success with Difficult People, and Keys to Effective Communication.**

[View certificate courses.](#)

### Collaborative Problem Solving

The Collaborative Problem Solving course will help you become familiar with the basics of working in teams and why teamwork is important to our professional and personal success. This course will provide you with essential strategies for solving problems and challenges that arise during collaboration, and provide you with ways to move forward toward achieving a common goal.

**Self-Guided | Hours: 24 | \$129**

## HUMAN RESOURCES

### Understanding the Human Resources Function

Learn the essential role of human resources in successful organizations. This course will help you understand this very vital link in the organizational chain, so that managers and business owners can feel prepared to handle basic human resource functions.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**



## Project Management Applications

This course will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You will learn how to maximize your project's chance of success and become proficient at recruiting and empowering your project's team members. This course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute, PMI®.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$349**

## Project Management Fundamentals I

Master the essentials of project management with an experienced Project Management Professional as your guide. This course provides the concepts you need to plan, implement, control and close any type of project.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$349**

## Project Management Fundamentals II

If you're overwhelmed with projects and need a quick jump start to get going, then this is the course for you. You will learn the essential skills you need to survive and thrive, including understanding project outcomes, setting project boundaries, getting to know your project stakeholders, creating a schedule, and managing a project's execution from start to finish.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$349**

## Mastering Project Management with PMP® Prep Certificate

**\$1699, Hours: 150, six months**

**Course Code: GES249, open enrollment**

This PMP course will provide you with a deeper understanding of project management concepts and applications in the workplace. At the end of this course, you will be prepared to take the Project Management Professional (PMP)® certification exam.

The goal of this PMI Talent Triangle training course is to provide you with a detailed exploration of key project management topics and concepts, all on your own time. Once complete, you'll have an intermediate to advanced-level comprehension and be ready to sit for the exam. You'll learn about project selection, strategy development, complex schedule modeling, forecasting, risk identification and assessment, statusing, recovery, and more. You'll also explore project proposals, planning components, and project evaluation and discover how important a project manager is to an organization. The material covered in this course is guaranteed to meet or exceed the educational prerequisites for PMP certification.

PMP, Project Management Professional, Project Management Professional (PMP), PMBOK, PgMP, PMI-RMP, CAPM, PMI-SP, PMI Scheduling Professional (PMI-SP) and the PMI REP Logo are registered marks of the Project Management Institute.

## Microsoft Project Certificate

**\$1299, Hours: 120, six months**

**Course Code: GES2019, open enrollment**

From the construction industry to the information technology sector, project managers are using Microsoft Project to plan, track, and collaborate on business projects. Staying up-to-date with this project management software is important for your professional success.

This online project management course will train you to use Microsoft Project 2019. After learning the software's functions through interactive assignments and milestone quizzes, you will create a master project plan for your capstone. In addition, this course will provide training hours for PDUs needed to maintain PMI qualified certifications.

## PMI Risk Management Professional Certificate

**\$1499, Hours: 50, six months**

**Course Code: GES278, open enrollment**

When it comes to cybersecurity projects, there are many knowns and unknowns. Luckily, risk management professionals plan for all potential risks during a project's lifecycle. If you manage complex projects, earning the PMI RMP certification confirms that you can identify, assess, and mitigate project risks. This online project management course will fully prepare you for the Project Management Institute's Risk Management Professional certification exam.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility. Proctor fees may apply, which are not included.

## Project Management Essentials with CAPM® Prep Certificate

**\$1649, Hours: 100, six months**

**Course Code: GES248, open enrollment**

Project Management career opportunities are increasing even when the job market is challenging. Developing the project management skills employers demand can improve your marketability and may be transferable from one industry to another, giving you a lot of flexibility.

In this course, you'll learn the knowledge and skills essential to project managers and those who work on projects in other support roles. The materials in this course are aligned with the international recognized standards of project management. This course is oriented to concepts and knowledge areas such as time, cost, risk and communications. Each lesson focuses exclusively on a single topic so that you can more easily grasp that topic before moving onto the next.

Once complete, you will meet or exceed the educational prerequisites for either the Certified Associate in Project Management (CAPM®) certification offered through the Project Management Institute (PMI)®.

PMP, Project Management Professional, Project Management Professional (PMP), PMBOK, PgMP, PMI-RMP, CAPM, PMI-SP, PMI Scheduling Professional (PMI-SP) and the PMI REP Logo are registered marks of the Project Management Institute.



## LOGISTICS

### Freight Broker/Agent Training Certificate

\$1899, Hours: 100, six months

Course Code: GES703, open enrollment

Become part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker or as a freight broker agent. Freight broker training will help you learn the skills you need to be a successful Freight Broker/Agent. From licensing and operations to sales and marketing, you'll learn the basics of how to run a domestic freight brokerage or agency in the United States.

Freight brokerage is a growing, service-based industry. As a freight agent or broker, you connect shippers and manufacturers with transportation companies and manage those shipments. Entrepreneur magazine has rated the freight brokerage business as one of the top home-based businesses to own, and a Wall Street Journal article cited freight brokering and logistics as the largest growing sector of the transportation industry.

#### Job Opportunity and Resources

Brooke Transportation Training Solutions hosts a weekly event called Resource Friday. This virtual event is held every Friday, exclusively for their graduates. During this virtual event, all graduates have the opportunity to meet and discuss agent positions with participating freight brokerages. Additionally, the best businesses and brokers in the industry talk with graduates about starting their own brokerage, working as an agent for another firm, and other career opportunities. Brooke Transportation is the only training provider currently offering this excellent resource.

### Distribution and Logistics Management

Discover how to improve distribution and logistics management activities, reduce costs, save time, increase customer satisfaction, and better meet your company's objectives. This course will show you how to achieve success through a combination of distribution and logistics strategies and tactics.

Instructor-Moderated or Self-Guided | Hours: 24 | \$149

### Procurement & Purchasing Management Certificate

\$2399, Hours: 270, six months

Course Code: GES2105, open enrollment

A career in purchasing can be fun and rewarding if you have the right skill set to succeed on the job. According to the Bureau of Labor Statistics there are about 526,000 purchasing related jobs and the median annual wage for purchasing managers was \$121,110 in May 2019.

Buyers and purchasing agents buy products and services for organizations to use or to resell. But the job isn't as simple as just shopping. These professionals must consider a lot of factors when purchasing such as budget, price, availability, demand, logistics, reliability of suppliers, and technical support. Purchasing managers oversee the work of buyers and purchasing agents. In addition, they must be able to accurately report on activity and forecast future events.

The Procurement & Purchasing Management course will introduce you to the basics of the supply chain process, management, purchasing, and contracting issues and is designed for anyone working in or interested in working in purchasing, logistics, or procurement.

### Supply Chain Management Fundamentals

Learn what it takes to be a successful supply chain manager. This course will prepare you for internationally recognized certification examinations by teaching you how to create demand forecasts, develop schedules, manage inventory, control production orders, and ensure customer satisfaction.

Instructor-Moderated or Self-Guided | Hours: 24 | \$149

### Supply Chain and Logistics Management Certificate

\$755, Hours: 120

The Supply Chain Management Certificate program provides you with the tools and ideas required to increase productivity and give you and your organization a competitive edge. Dive into the processes and strategies behind acquiring, producing and delivering goods and services, both domestically and globally in ways that will optimize performance.

To receive this certificate, students must complete: **Supply Chain Management Fundamentals, Manufacturing Fundamentals, Purchasing Fundamentals, Distribution and Logistics Management, and Keys to Effective Communication.** [View certificate courses.](#)



## SUSTAINABILITY

### Leadership in Energy and Environmental Design (LEED) Certificate

\$899, Hours: 40, three months

Course Code: GES784, open enrollment

Leadership in Energy & Environmental Design (LEED) Green Associate course is designed to educate candidates on the cutting edge green building and sustainable design practices, and enables participants to designate that expertise with an internationally recognized professional credential.

Developed and backed by the U.S. Green Building Council, the LEED Green Associate course and its credential have gained national and global notoriety. The Leadership in Energy and Environmental Design (LEED) rating system is one of the most widely used standards for green building and design. The Tier 1: LEED Green Associate training course and exam covers general information on green building practices for residential and commercial projects, and prepares individuals to support other professionals working on projects seeking LEED certification.

This course will also prepare you for the LEED Green Associate Credential from USGBC (US Green Building Council). This is an internationally recognized certification that designates expertise in green building and design principles. The exam fee is included with the course.

## ACCOUNTING

### Accounting Fundamentals I

If you want to increase your financial awareness and gain a marketable skill, this course is for you. You will learn the double-entry bookkeeping, financial transactions, financial reporting, and more.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Accounting Fundamentals II

Explore the world of corporate accounting and increase your financial know-how while gaining in-demand skills. This course will provide you with a solid understanding of recording and analyzing plant assets, depreciation, interest, dividends, revenue and other important corporate money matters.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Accounts Payable Manager Certification

**\$1499 (exam cost included), Hours: 30, three months**  
Course Code: GES2075, open enrollment

This course will prepare you for the Institute of Finance & Management's (IOFM) Accounts Payable Manager (APM) certification, the gold standard within the financial operations industry. You will gain key AP skills, including leadership, internal controls and oversight, and process improvement.

With the world of financial operations evolving at the speed of technology, certified APMs are in demand. In fact, more than 25,000 of your peers have advanced their careers with IOFM certification. Whether you're new to AP or have been in AP for years, this Accounts Payable Manager course is designed for you.

### Accounts Payable Specialist Certification

**\$1499 (exam cost included), Hours: 30, three months**  
Course Code: GES2074, open enrollment

This online course will prepare you for the Institute of Finance & Management's (IOFM) Accounts Payable Specialist (APS) certification. This associate-level certification focuses on intermediate financial operations skills.

Today's companies employ certified accounts payable professionals to ensure their expenses are accurately paid. With APS certification, you demonstrate your understanding of invoices, payments, T&E, Automation, and other key functions to potential employers. If you're new to the AP industry or plan to advance your career, the Accounts Payable Specialist course is for you.

### Certified Bookkeeper

**\$2199 (voucher included), Hours: 140, six months**  
Course Code: GES202, open enrollment

From bank reconciliation to inventory methods, this online course will prepare eligible bookkeepers for the American Institute of Professional Bookkeepers (AIPB) certification exam. AIPB certification is the highest standard in the profession, so this course is recommended to practicing bookkeepers with several years of experience and a working knowledge of payroll concepts, including accounting transactions and journal entries. The Certified Bookkeeper course includes a prepaid voucher with enrollment that provides access to sit for the AIPB certification exam.



### Chartered Tax Professional Certificate

**\$1899, Hours: 180, eighteen months**  
Course Code: GES219, open enrollment

A Chartered Tax Professional (CTP) is someone who has completed a specific series of tax courses in individual and small business income tax preparation. This nationally recognized innovative online certificate course enables you to start working and earning money while completing coursework toward the CTP professional credential.

After successfully completing this course, you will be qualified to prepare individual tax returns for almost all U.S. taxpayers and will also have the tax knowledge to successfully pass the Special Enrollment Examination (SEE). The Special Enrollment Examination (SEE) is a test that individuals can take to become an Enrolled Agent in the United States. The Enrolled Agent credential is issued and regulated by the Internal Revenue Service (IRS).

## ADMINISTRATIVE

### Administrative Assistant Prep I

Become an indispensable member of the corporate team as an Administrative Assistant. This course will help you master essential job responsibilities as you identify opportunities and implement solutions for increased productivity throughout your company.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Administrative Assistant Prep II

Gain the skills you need for success as a Certified Administrative Professional. This course will not only give you the ability to perform daily administrative tasks, but will also give you an inside view into how a professional organization's different departments work together to make or break a company.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

**Certified Administrative Professional**  
**\$1899 (voucher included), Hours: 100, six months**  
**Course Code: GES291, open enrollment**

In this course, you will learn the basics of workplace administration as well as how to begin and grow a successful career as an administrative professional. The course covers the intricacies of organizational communication, office and records management, and human resources fundamentals, among other topics. You will also learn to effectively write for business, produce documents, and utilize informational technology. You will gain event and project management skills, which includes virtual meeting coordination. This course includes a voucher which covers the fee of the exam.

## BUSINESS

### Introduction to Business Analysis

Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$299**

## NONPROFIT

### Nonprofit Leadership Certificate

**\$755, Hours: 120**

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. Learn the fundamentals of how nonprofits are created, managed, and marketed. Whether you are looking to enter the nonprofit field or receive training for yourself, staff or board members, you can enhance your nonprofit's effectiveness with UNG's Nonprofit Leadership certificate.

To receive this certificate, students must complete:

**Starting a Nonprofit, Marketing Your Nonprofit, Nonprofit Fundraising Essentials, Interpersonal Communication, and Business Finance for Non-Finance Personnel.**

[View certificate courses.](#)

### Nonprofit Manager Certificate

**\$2099, Hours: 100, six months**  
**Course Code: GES447, open enrollment**

This course will look at the most important aspect of nonprofits—your mission and how to define it. You will study governance and leadership issues, looking at the laws that regulate nonprofits and codes of conduct. You will look at how best to manage your volunteer program and learn how to handle nonprofit finances and create a budget. This course will also teach you how to market and raise funds. Lastly, you will achieve an understanding of the importance of diversity, equity, and inclusion and how to achieve this within your organization.

### Nonprofit Fundraising Essentials

Explore the skills you need to become a successful nonprofit fundraiser. This course will provide a wealth of new nonprofit fundraising ideas and help you discover where the best corporate and foundation fundraising jobs are and how to apply for them.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Marketing Your Nonprofit

Discover how to increase membership, expand program value, attract media, entice donors, and develop volunteers. If your organization relies on a diverse mix of fees, events, and /or contributions for support, you're sure to find this information-packed course indispensable.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## WRITING

### 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. This course will help you identify gaps and eliminate problem areas in your writing skills.

**Instructor-Moderated | Hours: 24 | \$149**

### Writing Effective Grant Proposals

Learn how to write professional proposals that actually succeed. Over \$200 billion annually is available for worthy causes and most people don't know how to prepare the application that will deliver needed funding. Avoid the mistakes that get applications for wonderful projects tossed into the wastebasket.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Advanced Grant Proposal Writing

Learn from an experienced grant writer how to research and write winning grant proposals. This course will provide you with a complete understanding of all the components used to determine whether to fund or reject a proposal and how to give your project an edge over others.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Technical Writing Fundamentals

If you have a knack for explaining complex subjects in a way that makes them easy to understand, you should consider entering the well-paying field of technical writing. This course will teach you the fundamental techniques that all successful technical writers use.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Grant Writing Certificate

**\$745, Hours: 120**

Earn your certificate in grant writing. Follow a step-by-step curriculum with an experienced grant writer as your instructor to help you master every phase of crafting a compelling grant proposal. You will gain the necessary skills to write successful proposals that will secure the funding your organization needs.

To receive this certificate, students must complete:

**A to Z Grantwriting, A to Z Grantwriting II, Get Grants!, Writing Effective Grant Proposals, and Advanced Grant Proposal Writing.** [View certificate courses.](#)

## MARKETING

### Using Social Media in Business

Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Instagram—to grow and promote your business. This course will help you harness the power of social media to connect with new customers, advertise products, and promote your brand.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Marketing Your Business on the Internet

In this hands-on course, you'll discover proven methods for establishing an Internet presence and building a brand identity. You'll learn to incorporate SEO, advertising, email, social media, and more to develop an effective Internet marketing plan for your business even with little money to spend.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Write Effective Web Content

Learn the skills and techniques you will need to make your website or blog a must-visit site on the Internet. This course will teach you how to write web content and produce multimedia that speaks to viewers in an engaging, clear, and interactive way.

**Instructor-Moderated | Hours: 24 | \$149**

### Business Marketing Writing

Expand your writing skills and learn to create copy that achieves business and marketing goals. This course will help you use the power of writing to present a solid, cohesive message to your target audience and improve your chances of getting hired or promoted.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Marketing Your Nonprofit

Discover how to increase membership, expand program value, attract media, entice donors, and develop volunteers. If your organization relies on a diverse mix of fees, events, and /or contributions for support, you're sure to find this information-packed course indispensable.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Small Business Marketing on a Shoestring

Discover how to use the same marketing tricks the big companies employ and create a personalized plan without clearing out your bank account. This course will help you master cost effective marketing strategies that provide results with hands-on activities and real-world examples.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**



### Digital Marketing Strategist Certificate

**\$3869, Hours: 400, twelve months**

**Course Code: GES2040, open enrollment**

Digital marketing is one of the fastest growing industries globally. With more customers shopping online, many organizations are using marketing strategies like paid advertising, email, and SEO to reach new audiences. This course will teach you how to leverage your talent to plan and implement digital marketing campaigns.

You will learn how to integrate digital, social, and content marketing verticals to drive engagement and build a sales funnel. You will also learn best practices for using today's most effective marketing tools. Topics include direct marketing, market research, Google AdWords, and more.

### Marketing Design Certificate Program

**\$3199, Hours: 360, twelve months**

**Course Code: GES502, open enrollment**

Looking to launch your career designing marketing or identity pieces for large companies or small businesses? This course focuses on helping you develop technical skill and creative artistry using applied marketing principles. You will complete a variety of projects, including marketing concept development, retouching, compositing, illustration, advertising design, logo design, and corporate branding.

You will learn in-demand software programs that a marketing designer needs to know: Adobe Photoshop and Illustrator. You will build a skill set in digital image preparation and vector illustration while applying foundation design concepts in color,



## SALES

### Professional Sales Skills

If you've always dreamed of becoming successful in sales, this course is exactly what you need. You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and much more.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Effective Selling

Discover how you can easily convert a potential customer into a long-term asset. This course will help you lay the groundwork for repeat business and your future success with knowledge, planning skills, communication techniques, and the understanding of human nature.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Mastering Public Speaking

Become an effective public speaker by discovering how to talk confidently and persuasively to both large and small groups. This course will help you equip yourself with the skills you need to communicate with ease and authority on the job or in any social setting.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Salesforce: Power User Certificate Program

\$899, Hours: 75, six months

Course Code: GES365, open enrollment

Salesforce is the leading customer relationship management (CRM) software for sales and marketing automation. This online course will train you to be a Salesforce Power User, so you can navigate the Lightning interface, create and manage accounts, handle leads and utilize opportunities. By becoming proficient in Salesforce, you will be able to better engage customers with the most popular CRM software available to large and small businesses.

## OPTIMIZATION/ANALYTICS

### Achieving Top Search Engine Positions

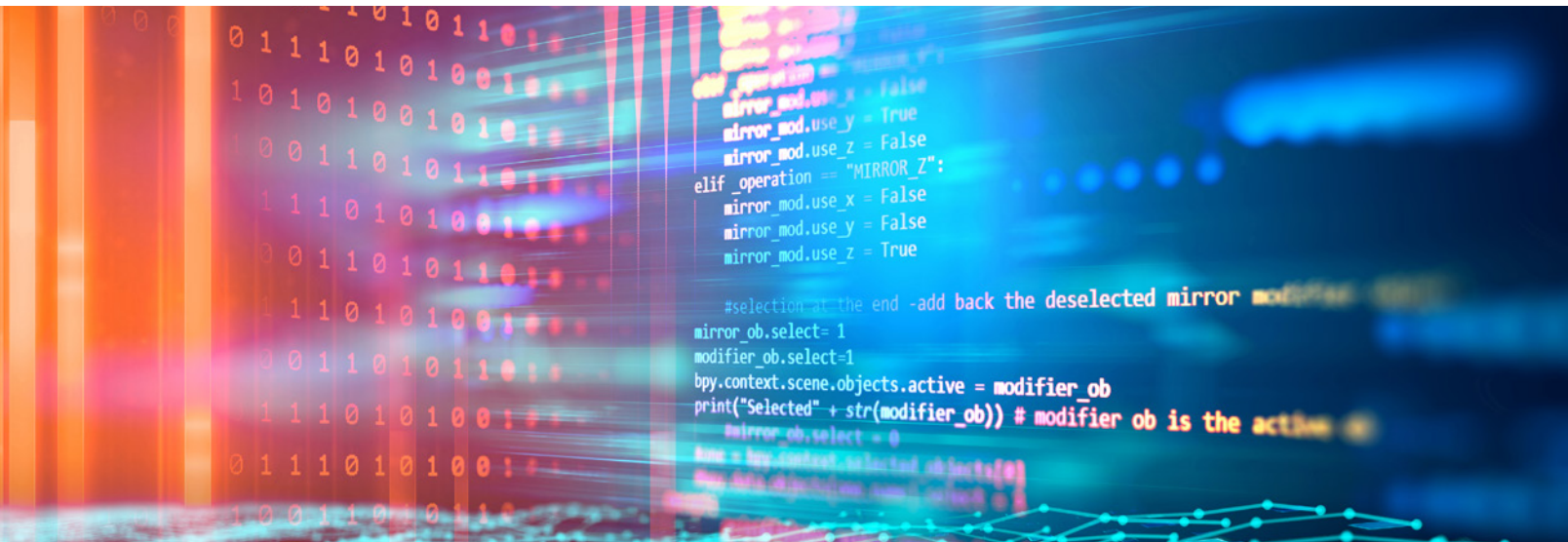
If you want to increase website traffic, you must understand how to improve your search engine ranking. This course will give you the knowledge you need to boost website visibility with proven, step-by-step SEO strategies you can implement immediately.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Google and Small Business Management Suite

In a classroom environment—using Google Workspace, a web-based suite of applications designed for different types of work—can significantly increase your productivity. By getting Google Workplace training and a better overall understanding, these apps can increase creativity, critical thinking, and communication in a classroom setting. Google Workspace can also be beneficial as you look to deepen your understanding of working with others, including teammates, volunteers, students, and more. In this Google suite training, you will learn about the many free apps (Gmail, Docs, Sheets, Slides, Drive, Contacts, Calendar, Meet, and Chat) that Google makes available on the web and how to put them to work for your classroom. After learning these apps, you will be a Google for small business pro!

**Instructor-Moderated or Self-Guided | Hours: 72 | \$300**



## C# Programming I

Learn the fundamentals of computer programming with the C# programming language. This course uses hands-on practice, examples and assignments to develop your knowledge of C# programming by using a state-of-the-art language to build impressive applications on your very own computer.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Django Training for Python Developers

In this Django Training for Python developers course, you will use what you know of Python and apply it to build interactive websites with Django. While this course assumes you have no prior knowledge of Django, you will need to have experience working with Python.

Through hands-on training, you'll discover how to work with the messages framework, allow users to upload files, make advanced queries, create view functions, work with Ajax, and implement pagination, ordering, and search. By the time you complete this course, you will fully understand how to customize Django admin and deploy a Django website into production. Learning Django will help you as a Python developer improve your skills and increase your career opportunities.

**Self-Guided | Hours: 84 | \$455**

## Creating Mobile Apps with HTML5

Discover a better way to build apps that run on just about any smartphone or tablet. This course will demonstrate ways to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Creating Web Pages I

Learn the basics of HTML as you design, create, and post your very own website. This course will help you plan the content, structure, and layout of your website, create neatly formatted text, build links, and add color, graphics, and tables, as well as understand no-cost web marketing strategies and SEO.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Creating Web Pages II

If you want to build websites from the ground up, this is the course for you. You'll learn the latest programming languages with step-by-step instructions to help you build easy-to-use, interactive websites that work in any browsing environment.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Creating WordPress Websites

Learn how to create websites with WordPress, the world's most popular website building platform.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## CSS3 and HTML5 I

Create state-of-the-art, modern websites like the pros using CSS3 and HTML5. This course will provide you with the foundation you need to master these two critical and fast-growing new Web languages through hands-on training and expert instruction.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Introduction to PHP

In this PHP training course, you will learn the basics of PHP, which is still one of the most widely used server-side languages on the web. You will start by learning how PHP works and its basic syntax. You will then learn to create dynamic interactive pages, to work with arrays, to process and validate forms, and to write functions in PHP. This will give you the groundwork you need to move on to a more advanced course that covers database-driven websites with PHP and MySQL.

**Self-Guided | Hours: 32 | \$129**

## Designing Effective Websites

Master the basics of web design and learn to build sites that are better and more effective. This course provides powerful graphic design techniques that will help your site stand-out from all the others.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Introduction to MySQL for PHP Developers

This MySQL course provides new PHP developers with the prerequisite knowledge necessary to learn to build database-driven websites with PHP and MySQL. It does not cover PHP, but it prepares you for learning PHP to integrate with MySQL. Although most of the SQL learned in the course is applicable to all major databases, including SQL Server, Oracle, and PostgreSQL, it focuses on MySQL.

This course starts with the basics of relational databases. You will learn to use simple SELECT queries to pull data, and then move on to more advanced SELECTs and data manipulation. You will shape the results of your queries to create relevant reports. Once you have mastered the basics, you will get hands-on with complex data retrieval methods like subqueries, joins, outer joins, and unions. Finally, you will use INSERT, UPDATE, and DELETE while learning best practices for maintaining your records.

**Self-Guided | Hours: 20 | \$129**

## Java Programming I

Get comfortable programming with Java while gaining skills from an experienced Java programmer. This course provides you with easy-to-understand examples and plenty of skill-building exercises using the latest version of Java to give you confidence as you learn programming.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Java Programming II

Deepen your knowledge of Java, and begin writing more sophisticated and professional programs. This course provides hands-on experience building different applications that combine the concepts of sequential data files, data processing, class hierarchy and inheritance, and/or GUI application creation.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Introduction to JavaScript

Build on your knowledge of HTML and CSS by adding interactivity to your web pages with JavaScript. This course provides hands-on practice as you start with the basics and move on to more advanced topics to master not just JavaScript but jQuery as well.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Advanced JavaScript Concepts

This course will teach you the foundations of JavaScript framework like React, Vue.js, jQuery, or Angular, all of which use some advanced JavaScript techniques. Key topics include block-scoped variables, constants and arrow functions.

**Self-Guided | Hours: 14 | \$149**

## Managing Web Design Projects

In this Managing Web Design Projects training class, you will learn all about the design process and how to manage a web design project from start to finish.

**Self-Guided | Hours: 14 | \$149**

## SQL I

Gain a solid working knowledge of the most powerful and widely used database programming language. This course will provide you the skills to write SQL queries to create tables, retrieve data from single or multiple tables, manipulate data in a database, and gather statistics from data stored in a database.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## SQL II

Gain confidence using a wide range of advanced SQL techniques. This course will expand your SQL knowledge and provide skills for writing powerful queries that perform complicated searches and sorts of data.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Front-End Web Developer Certificate

**\$2199, Hours: 160, six months**  
**Course Code: GES3014, open enrollment**

Everything a user sees and interacts with on a website was built by a front-end developer. Considering how many websites exist, front-end web developers are in high demand. This course will prepare you for an entry-level career in this growing job market. You will learn how to use HTML, CSS, and JavaScript to create functional, responsive web applications.

In addition to learning these three languages, you will also put theory into practice to build the front-end of a website. The portfolio you develop in this course will be a vital asset when you enter the web development field.

## Microsoft SharePoint 2019 Certificate

**\$1299, Hours: 80, six months**  
**Course Code: GES886, open enrollment**

This SharePoint 2019 training course will help you build the skills you need to work in a SharePoint environment. SharePoint is the most popular content management system, so understanding how to use its features is valuable at any organization.

You will be equipped with essential SharePoint skills, so you can navigate team sites; manage lists and libraries; and create columns, content types, and views. With these new skills, you will be the go-to user for SharePoint 2019 at your organization.

## Web Design Professional Certificate

**\$3549, Hours: 390, twelve months**  
**Course Code: GES517, open enrollment**

This course will teach you foundational web design skills. You will first learn best practices for the technologies that drive web functionality: HTML, CSS, and JavaScript. You will then learn Creating, Styling, and Validating Forms, and take a deep dive into Bootstrapping to further your knowledge of web development. Finally, you will learn how to use the tools of the trade: Adobe Photoshop, Dreamweaver, and Animate.



## DIGITAL DESIGN

### Digital Arts Certificate

\$3499, Hours: 360, twelve months

Course Code: GES503, open enrollment

Looking to make your mark in the digital arts? The Digital Arts Online Training course will give you the education you need. You'll gain hands-on experience in fundamental technical and creative skills in digital imaging, traditional drawing, and digital illustration. You will master the intricacies of Adobe Photoshop and Illustrator, build your understanding of color, and explore the representation of form through vector illustration and drawing.

Hands-on projects focus on core skills and provide you with experience in traditional and digital media. Class assignments include digital imaging, vector drawing, traditional drawing, color and composition, and editorial illustration.

### Typography

Learn the basics of working with type and fonts for web design projects.

Self-Guided | Hours: 14 | \$149

### Marketing Design Certificate

\$3199, Hours: 360, twelve months

Course Code: GES502, open enrollment

Looking to launch your career designing marketing or identity pieces for large companies or small businesses? The Marketing Design Online Training course focuses on helping you develop technical skill and creative artistry using applied marketing principles. You'll complete a variety of projects, including marketing concept development, retouching, compositing, illustration, advertising design, logo design, and corporate branding.

You'll learn in-demand software programs that a marketing designer needs to know: Adobe Photoshop and Illustrator. You will build a skill set in digital image preparation and vector illustration while applying foundation design concepts in color, typography, and identity design. Hands-on projects focus on essential skills and provide you with experience in business-focused design scenarios.

### Adobe InDesign CC I

Learn how to use Adobe InDesign CC software to create professional-quality letterhead, brochures, forms, eBooks, business materials and more. This course uses hands-on exercises and expert instruction to help you discover how the program features relate to producing actual usable documents.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Adobe InDesign CC II

Learn to use advanced features in Adobe InDesign Creative Cloud (CC) to produce professional brochures, forms, and documents. This course will not only make you comfortable designing and planning workflows and templates, but also efficient and effective at amping up your publications.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Adobe Illustrator CC

In this Introduction to Illustrator Creative Cloud training class, students will get started creating graphics and illustrations, starting with the basics, including using the tools and utilities the program offers to create layouts and illustrations.

**Self-Guided | Hours: 28 | \$149**

### Graphic Design with Photoshop Certificate

**\$2449 (software included), Hours: 130, nine months**  
**Course Code: GES518, open enrollment**

In this course, you will develop your graphic design skills by learning how to use Photoshop, the gold standard in photo editing and design software. This program will help you create work that stands apart from the competition, enables you to brand yourself, and positions you for a rewarding career in the ever-expanding world of graphic design.

### Introduction to Photoshop CC I

Whether you're a photographer, graphic artist, or just want to alter your old family photos, you need to learn Adobe Photoshop. This hands-on, project-oriented course is filled with detailed step-by-step instructions that will teach you how to edit photos and create basic images using Photoshop in the Creative Cloud. You'll discover the latest techniques for editing out flaws, correcting poor exposure, adding new elements, and more!

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Introduction to Interior Design

Learn to transform plain living spaces into beautiful and functional rooms. This course will teach you how to design every aspect of a room while taking into account color theory, industry trends, special arrangements, floor plans, design ideas, and interior design basics.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Digital Game Artist Certificate

**\$2699, Hours: 600, eighteen months**  
**Course Code: GES3006, open enrollment**

Looking to make your mark in the digital arts? The Digital Arts Online Training course will give you the education you need. You'll gain hands-on experience in fundamental technical and creative skills in digital imaging, traditional drawing, and digital illustration. You will master the intricacies of Adobe Photoshop and Illustrator, build your understanding of color, and explore the representation of form through vector illustration and drawing.

Hands-on projects focus on core skills and provide you with experience in traditional and digital media. Class assignments include digital imaging, vector drawing, traditional drawing, color and composition, and editorial illustration.

### Video Game Design and Development Certificate

**\$2149, Hours: 500, twelve months**  
**Course Code: GES605, open enrollment**

Using a comprehensive and analytical approach to game development, this course offers you the opportunity to learn how to effectively implement technical game ideas, assuming no prior training or experience. The curriculum is divided into four major areas of study: programming languages, mathematics skills, game asset creation, and modern real-time game engines. It will conclude with an independent study phase where you will design, document, and create your own game using all of the programming and game art skills you learned in the core classes. This course is entirely online and is completed at your own pace.

### Introduction to Natural Health and Healing

Take charge of your own health and healing by discovering how to achieve total health of the mind, body, and spirit. This course allows you to explore a variety of methods including diet, hydrotherapy, positive attitude, relaxation, yoga, chiropractic, natural remedies and more to achieve total health.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### NASM Certified Nutrition Coach

**\$1299 (includes exam), Hours: 80, six months**

**Course Code: GES1006, open enrollment**

Nutrition plays a key role in almost every aspect of the health and fitness industry. Beyond fitness instruction, many clients want to pick up healthy eating patterns and make long term behavior changes. Completing this nutrition course will make you a NASM Certified Nutrition Coach. This industry-recognized certification proves that you understand nutritional science and behavior change strategies and can effectively coach clients.

### NASM Certified Personal Trainer + AFAA Group Fitness Instructor

**\$1899 (includes vouchers), Hours: 140, twelve months**

**Course Code: GES1005, open enrollment**

Becoming a certified fitness professional proves that you have the knowledge and expertise to lead fitness instruction safely. This online course will prepare you for two of the most in-demand certifications in the fitness industry: NASM Certified Personal Trainer and AFAA Group Fitness Instructor. You will gain key skills from videos, presentations, and other hands-on learning activities to master health and fitness topics, including nutrition, human movement science, and fitness assessments.

This course includes exam preparation, as well as the certification exam fees. The NCCA accredited NASM CPT Personal Trainer Exam and AFAA Group Fitness Instructor Exam is taken at a local testing center (PSI), and you can schedule your exam date after completion of the course and eligibility requirements.

### NASM Certified Personal Trainer + Corrective Exercise

**\$1899 (includes vouchers), Hours: 140, twelve months**

**Course Code: GES162, open enrollment**

The NASM Certified Personal Trainer and Exam Preparation is a unique online training program that prepares for the NASM CPT exam. The NASM CPT certification is one of the most respected and in-demand certifications in the health and fitness industry. The NASM Corrective Exercise Specialization (CES) provides you with cutting-edge, scientifically valid education, as well as the assessments, techniques and corrective exercise strategies to put it into practice.

This program series includes exam preparation, all study materials, as well as the exam fees. The NCCA accredited NASM CPT Personal Trainer Exam is taken at a local testing center (PSI), and you can schedule your exam date after completion of the program.

### NASM Certified Personal Trainer + Performance Enhancement

**\$1899 (includes vouchers), Hours: 140, twelve months**

**Course Code: GES161, open enrollment**

The NASM CPT certification is one of the most respected and in-demand certifications in the health and fitness industry. The NASM Performance Enhancement Specialization can give you the expertise to improve the flexibility, speed, agility and performance of both professional athletes and weekend warriors. This program includes exam preparation, all study materials, as well as the exam fees. The NCCA accredited NASM CPT Personal Trainer Exam is taken at a local testing center (PSI), and you can schedule your exam date after completion of the program.

### NASM Certified Personal Trainer and Exam Preparation

**\$1299 (includes voucher), Hours: 80, six months**

**Course Code: GES146, open enrollment**

The NCCA-accredited NASM personal trainer certification is one of the most respected in the health and fitness industry. Start with this prep course to become a certified personal trainer (CPT) and reach your career goals. This course gives you the most extensive resources available to successfully pass the widely respected NASM CPT exam. Through the use of online videos, presentations, quizzes, readings, and interactive activities, you will receive thorough guidance and gain understanding of CPT content, as well as the knowledge needed to successfully sit for the exam.

### NCSF Certified Strength Coach

**\$799 (includes voucher), Hours: 70, six months**

**Course Code: GES160, open enrollment**

In this course, you will learn how to safely and effectively screen and evaluate an individual and to develop a specific, individualized exercise prescription or program based upon their evaluation. You will learn how to properly program, instruct, and spot exercises geared toward athletic performance. Upon completion of this course, you will have learned all the necessary content to pass the NCSF-Certified Strength Coach (CSC) exam and to practice safely and effectively as a strength coach. This course includes a voucher that covers the fee of the exam.

### Career Counselor and Life Coach Certificate

**\$2799, Hours: 140, twelve months**

**Course Code: GES2104, open enrollment**

In the Career Counselor course, you will learn career development stages, planning fundamentals, and how to work with diverse audiences. In the Certified Life Coach course, you will learn the Core Competencies of the International Coach Federation (ICF) and ICF-recognized protocols to build a distinctive coaching style. This course also incorporates the International Association of Professional Recovery Coaches (IAPRC) Code of Ethics to enhance individuals' lives impacted by addiction. As a career counselor and life coach, you can help others improve their lives and careers with smart goals and clear directions.



### **Georgia Salesperson Pre-license Course**

**\$499, Hours: 75, six months, open enrollment**

The GA real estate pre-license course has everything needed to satisfy Georgia's state education requirement for a real estate salesperson to qualify to take the state licensing exam.

This online course is an excellent introduction or review of the fundamentals of completing and presenting Georgia Association of REALTORS form real estate contracts.

Topics include: recognizing problems to avoid when completing contracts; calculating the purchase price of the property; describing the method of payment, including loan financing contingencies; locating and entering the legal description of the property; presenting offers and counteroffers, handling earnest money, preparing special stipulations, and processing residential leases.

### **Real Estate Investing**

Discover how to make money in real estate, even if you have little to start with. This course includes specially designed worksheets and hands-on activities to take the guesswork out of your investing in the real estate market.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### **Real Estate Law**

Explore the legal issues involved in real estate law, from investing to title examinations. You'll not only master the essentials, but you'll receive hands-on applications and examples that will show you how to use this knowledge in a day-to-day real estate practice or in personal real estate investing.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**



## Event Management and Design Certificate

\$1999, Hours: 120, six months

Course Code: GES402, open enrollment

The Event Management and Design Online Training course will equip you with the knowledge to advance in the field if you're already working in special events, or it will prepare you to enter the profession with an understanding of the industry. You'll build a foundation that you can use to build a career in special events or start your own special event business.

This course is split up into two modules: Special Event Management and Special Event Design and Decoration. Each module includes multiple units complete with interactive presentations. Corporate events, weddings, parades, festivals, and more are covered. You'll learn about the practicalities of planning events and the dazzle of designing them. From permits to pyrotechnics, this course will teach you how to design, plan, implement, and evaluate special events. Learn to create spectacular special events with the Event Management and Design Online Training course!

## Catering Professional Certificate

\$1499, Hours: 100, six months

Course Code: GES2024, open enrollment

The Catering Professional provides the foundational skills needed for a career in the catering and events industry by teaching the elements of catering services, including overseeing events and functions and collaborating with other catering services. You will gain the ability to plan for successful food preparation and apply beverage management requirements.

This course will also demonstrate best practices for marketing a catering business, considerations for preparing and executing contracts, effectively manage human resources, and applying basic accounting principles. It will also prepare you for the Certified Professional in Catering and Events (CPCE).



### Secrets of the Caterer

Discover how to put your cooking and party planning skills to work in an exciting and creative career as a caterer. Learn fundamentals of catering business including how to cook for large crowds, organize your kitchen, manage your time, and work with clients, as well as some great recipe ideas to jump-start your career.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Preston Bailey's Fundamentals of Floral Design Certificate

**\$1699, Hours: 240, six months**

**Course Code: GES239, open enrollment**

Floral design is an integral part of every Preston Bailey event. The Preston Bailey Fundamentals of Floral Design course, Part 1 in the Floral Design series, is an opportunity for you to learn the fundamentals of floral design from Preston Bailey, the industry's most highly regarded floral design expert.

The course is designed for beginners who have no experience with flowers, flower arranging, or floral design. You will learn the tricks that every good professional floral designer depends on. The course will also help you gain a strong foundation in the basics, which prepares you for learning the more complex techniques of Preston's unique floral designs. Upon completion of this course, you will also have the unique opportunity to apply for internships in your local area. You can also receive notices of internship opportunities and industry conferences and events.

### Preston Bailey's Intermediate Floral Design Certificate

**\$1899, Hours: 240, six months**

**Course Code: GES240, open enrollment**

Preston Bailey's Intermediate Floral Design, Part 2 of the Floral Design series, builds upon a florist's knowledge of manipulation of flowers to create the breathtaking and detailed designs that Preston Bailey is most famous for when using a Table Top approach in designing an event. This course breaks down the many layers of design including table size, shape, materials, and flowers incorporated into table top designs.

You will learn the process for creating and building each design layer incorporated into a Preston Bailey Table and how each layer works together to create a cohesive design using a combination of color choices, flowers, materials, and table shapes. You will learn how to utilize a design formula to properly plan, design, price, and execute a floral design to make a profit. You will ultimately learn the financial side of floral design to confirm their formulas and pricing structures for floral designs for the table. Lastly, this course includes how to identify, approach, and set up an internship in your local area. Upon completion, you will have the opportunity to receive notices of internship opportunities and industry conferences and events.

### Travel Agent Training Certificate

**\$2249, Hours: 100, six months**

**Course Code: GES218, open enrollment**

Together, travel and tourism make up one of the world's largest industries. While some travelers manage to book their own trips, travel agents still play a major role in luxury, corporate, and group travel. With the industry positioned to grow, there's never been a better time to train to become a travel agent. This online course will prepare you to work in the fast-paced travel industry. You will gain a deep understanding of both travel and tourism, so you can help clients research, plan, and book their trips.

### Wedding Planner Certificate

**\$1599, Hours: 340, nine months**

**Course Code: GES204, open enrollment**

Wedding planners combine creativity and organization to help happy couples celebrate the most important day of their lives. Train for a career surrounded by celebratory events!

In this course, you will master the fundamentals of planning, orchestrating, and delivering stunning weddings and parties. This course allows you to earn your certification as a professional wedding planner and will give you an opportunity to put your new skills to work in an optional internship. Lastly, it includes the opportunity to receive notifications on internships in your area to get hands-on experience.

#### Internship Opportunity

This course also provides you with information on customized internships. You will receive notifications on internships in your area. It is also possible for you to receive invitations to industry conferences and events.

This internship is an opportunity for you to get hands-on experience in wedding and special event planning. An internship enables you to apply your new knowledge and skills in a work setting while making important professional connections.

An internship can be one of the most rewarding experiences of your career. Typical internships can be as short as a few hours of working on an event and often last up to six months. Internship opportunities may be paid or non-paid. In many cases, these positions lead to employment.

## Beginning Conversational French

Prepare for your next trip to France by mastering the basics of conversational French. This course will provide you with proper pronunciation of French words that you'll use in your travels as well as cultural tips including appropriate gestures and body language.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Conversational Japanese

Prepare for your next trip to Japan by learning the basics of conversational Japanese. This course will provide you with useful words and phrases for conversing as you master the essentials of the Japanese language.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Discover Sign Language I

Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Discover Sign Language II

Take your sign language skills to the next level with additional vocabulary, grammar lessons, and cultural information. This course will help you build confidence in your ability to sign with the Deaf community.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Grammar for ESL

Prepare for mainstream English classes as a non-native speaker. This course is designed as an in-depth analysis of English grammar for intermediate to advanced English as Second Language college students.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Instant Italian

Learn to express yourself comfortably in Italian. You'll be surprised how quickly and easily you are able to learn Italian in this course, which provides knowledge of practical, everyday words and phrases you are likely to hear if you vacation in Italy.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Spanish in the Classroom

Whether you took a Spanish class 20 years ago and just want to brush up a bit, or you have never taken a Spanish class, you will learn the essential Spanish for teachers and bridge the communication gap with your Spanish-speaking students and parents. Rest assured that this won't be anything like your typical high school Spanish course. You will learn new words in easy-to-digest bites, and each lesson will include Supplementary Material to help you keep expanding your vocabulary.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Speed Spanish I

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Speed Spanish II

Become more conversational and comfortable in Spanish-speaking situations. This course will immediately improve your Spanish fluency by covering a variety of important words and teaching you to pronounce them properly.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Speed Spanish III

Master the ability to speak, understand, and read Spanish by taking this final installment in Speed Spanish. This course will help you learn the final six recipes that will serve as templates for creating any Spanish sentence.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Spanish for Law Enforcement

Communicate more effectively with the Spanish-speakers around you, and add a valuable skill to your resume. This course will help you master basic Spanish and gain more power handling situations that involve Spanish-speaking victims, witnesses, or criminals.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Professional Interpreter Certificate

**\$1499, Hours: 40, six months**

**Course Code: GES230, open enrollment**

This course will enable you to develop the skills necessary to use your knowledge of languages to help other people communicate. You'll start by gaining a clear understanding of what interpreting is; the different interpreting techniques, settings, and delivery modes; and the differences between a career in public services interpreting and other language-related fields. You will also receive a thorough grounding in the principles of ethics and professional conduct as they apply to the interpreting field. In addition, you'll learn how to control the communication flow of an interpreting encounter to ensure that all parties are recognized and heard during the meeting.

## Professional Translator Certificate

**\$2499, Hours: 100, nine months**

**Course Code: GES283, open enrollment**

As the world becomes more interconnected, demand for professional translators is booming. This online training course will give you the skills you need to work as an English/Spanish translator. It will also prepare you for the American Translators Association (ATA) certification exam.

Professional Translator focuses on translating written messages from English into Spanish and from Spanish into English. You will gain key translation skills, such as eliminating linguistic interference, maintaining grammatical structure, and providing cross-cultural localization.



### Certified Paralegal Certificate

**\$2899, Hours: 225, twelve months**

**Course Code: GES2034, open enrollment**

The Paralegal course will help you gain the skills you need to enter the paralegal workforce. You will learn how to conduct legal research and legal interviews, how to perform legal analyses, and more. As you prepare for your paralegal career, you will also receive soft skills training to increase workplace effectiveness. The course concludes with a capstone project and a portfolio review. You will first create a complete litigation file that includes: a legal analysis brief, an investigative report, client interview checklist, intake memo, complaint, legal research, and interoffice memorandum of law. Then, you will learn how to create a strong resume that encompasses your specialized skill set and showcases the impact you would make for your next employer.

Through a partnership with the National Association of Legal Assistants (NALA), you will also receive membership and access to NALA's Certified Paralegal (CP) Exam Review courses should you choose to take the NALA CP exam at a future time.

### Certified Legal Secretary Certificate

**\$2299, Hours: 444, twelve months**

**Course Code: GES2106, open enrollment**

The legal profession has a range of career opportunities available with over 300,000 positions today and is projected to grow to 325,000 by 2026. If you're ready to enter the legal profession and develop a great career that will be in-demand long into the future, this Certified Legal Secretary course can help by providing foundational knowledge over a broad range of legal topics to help prepare you for the NALS Accredited Legal Professional exam.

The Certified Legal Secretary course will help you gain the skills you need to enter the legal profession regardless of the type of law that interests you. Lawyers rely on these legal professionals to coordinate the daily functions of their law practice by maintaining schedules, managing clients, filing documents, drafting paperwork, and more. You will learn basic legal terminology, office procedures and management advice, basic accounting, and QuickBooks. Throughout the course, you will discover what it is like to work in this fast-paced, exciting, and in-demand field.

### Digital Court Reporter Certificate

**\$999, Hours: 60, six months**

**Course Code: GES2096, open enrollment**

This digital court reporting program prepares students to enter the high-demand field of court reporting. Currently, the industry is experiencing a severe shortage of court reporters with a need for an additional 10,000 nationwide. This well-established shortage presents a substantial opportunity for those seeking a rewarding career with a secure future. Digital reporters can work in the freelance market for a court reporting agency or work as a full-time government employee at a courthouse.

This course thoroughly prepares you for AAERT's (American Association of Electronic Reporters and Transcribers) national certification, CER (Certified Electronic Reporter) exam. The AAERT certification is the leading certification for courts and businesses throughout the United States and is required by various court systems and agencies for employment.

### Court Interpreter (Spanish/English) Certificate

**\$2499, Hours: 200, nine months**

**Course Code: GES284, open enrollment**

A State Spanish Court Interpreter certification examination is a rigorous exam that requires intensive training and access to practices. The Court Interpreter course includes the finest online interpreting laboratory in the market.

You will be able to practice numerous court cases as if they were in an actual court proceeding. The material presented in each lecture is immediately practiced in the online laboratory to make sure that you are able not only to memorize the transfer of a word or phrase, but also are able to interpret as it is required in a court of law. You will learn how to interpret in any civil deposition and any other legal proceeding in the criminal and in the civil jurisdictions.

### Federal Court Interpreter Certificate

**\$2499, Hours: 200, nine months**

**Course Code: GES282, open enrollment**

State and Federal Spanish Court Interpreter certification examinations are rigorous exams that require intensive training and access to practice courses. The Federal Court Interpreter course includes the finest online interpreting laboratory in the market. You will be able to practice numerous court cases as if they were in an actual court proceeding, both at the state and the federal levels.

The material presented in each lecture is immediately practiced in the online laboratory to make sure that you are able not only to memorize the transfer of a word or phrase, but also are able to interpret as it is required in a court of law. This course also prepares you to interpret in any civil deposition and any other legal proceeding in the criminal and in the civil jurisdictions.



### Digital Photography: Photographing People

Become a skilled photographer when it comes to taking beautiful pictures of adults, children, or babies. This course will help you discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Discover Digital Photography

Gain the skills you need to take great photos with your digital camera and never miss a memorable moment again. This course is an informative introduction to digital photography, from DSLRs to smart phone cameras.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Introduction to Lightroom Classic CC

Save time as you enhance and manage your digital photos. This course will show you how to effectively edit and organize photos using Lightroom Classic CC with hands-on, easy-to-follow exercises that will help you perfect your digital photo collections.

**Instructor-Moderated | Hours: 24 | \$149**

### Mastering Your Digital SLR Camera

Break through the technology barrier and discover how to use your DSLR to take beautiful photos. This course will help you learn about features and controls, proper lenses, metering, exposure, and more to take your photography to the next level.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Photographing Nature with your Digital Camera

Discover how your nature photos can become works of art rather than just snapshots. This course will help you explore composition and lighting as you master your digital camera's controls and features to take exceptional nature photos in no time.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Photoshop Elements for the Digital Photographer

Learn how to use Adobe Photoshop Elements to do everything from quick fixes to detailed enhancements that greatly improve the look of your digital images. This course will take you from a novice to an accomplished user.

**Instructor-Moderated | Hours: 24 | \$149**

### Introduction to Photoshop CC

Whether you're a photographer, graphic artist, or just want to alter your old family photos, you need to learn Adobe Photoshop. This hands-on, project-oriented course is filled with detailed step-by-step instructions that will teach you how to edit photos and create basic images using Photoshop in the Creative Cloud. You'll discover the latest techniques for editing out flaws, correcting poor exposure, adding new elements, and more!

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Secrets of Better Photography

Learn to take outstanding photos and get the best results whether you are using a DSLR, a point-and-shoot, or your phone camera. Each lesson contains exercises and assignments that will help you apply new techniques to your own camera and make a distinctive difference in your photos.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**



## Introduction to Screenwriting

Learn everything you need to write a great script including structure, character creation, dialogue, and marketing and selling your screenplay. Whether you want to write micro-budget indie films or Hollywood blockbusters, this course will provide everything you need to know to write a script that sells.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## The Keys to Effective Editing

Learn the essential skills and resources you will need to become a successful and confident copyeditor. This course provides the fundamentals of top-notch editing for both fiction and nonfiction.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Fundamentals of Technical Writing

If you have a knack for explaining complex subjects in a way that makes them easy to understand, you should consider entering the well-paying field of technical writing. This course will teach you the fundamental techniques that all successful technical writers use.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Write Effective Web Content

Learn the skills and techniques you will need to make your website or blog a must-visit site on the Internet. This course will teach you how to write web content and produce multimedia that speaks to viewers in an engaging, clear, and interactive way.

**Instructor-Moderated | Hours: 24 | \$149**

## Grammar Refresher I

Develop English grammar skills and take your writing and speaking to the next level. This course explores the eight parts of speech, punctuation and mechanics, foundational sentence construction, phrases, clauses, problem words, common mistakes, and more with practical, hands-on exercises.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Grammar Refresher II

Gain the advanced grammar skills you need and understand how to use them in practical ways. This course helps you take your grammar skills to the next level and put them to work as you explore different kinds of business, paragraph, and even formal essay writing.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## Writing Essentials

Master the essentials of writing so you can excel at business communications, engage online audiences, and take your creative literary talents to a new level. This course provides you with the writing tools you need for success.

**Instructor-Moderated | Hours: 24 | \$149**

## Writing for Children

Create stories that touch the hearts of children with the help of a published children's author. This course provides you with an essential overview of planning, researching, writing, and marketing children's books that engage audiences and sell to publishers.

**Instructor-Moderated | Hours: 24 | \$149**

## Writing for ESL

Learn to write in English more effectively so you can achieve your goals and dreams. This course will teach you how to write clearly, logically, and cohesively in any academic or work setting.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Drawing for the Absolute Beginner

Gain a solid foundation in the basics of drawing to become the artist you've always wanted to be. This course will help you become familiar with paper type, drawing styles, techniques, and basic principles of perspective, layout and design.

**Instructor-Moderated | Hours: 24 | \$149**

### Genealogy Basics

Learn to trace your family history and make it come alive. This course provides hands-on examples that help you dig deeper into your family's past using several subscription-based websites that you will be able to access during the course.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Introduction to Guitar

Learn to play guitar, and become the musician you've always wanted to be! In these fun and informative lessons, you'll build basic guitar skills step-by-step with the help of hands-on exercises, audio and video recordings, and detailed illustrations.

**Instructor-Moderated | Hours: 24 | \$149**

### Introduction to Interior Design

Learn to transform plain living spaces into beautiful and functional rooms. This course will teach you how to design every aspect of a room while taking into account color theory, industry trends, special arrangements, floor plans, design ideas, and interior design basics.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Real Estate Investing

Discover how to make money in real estate, even if you have little to start with. This course includes specially designed worksheets and hands-on activities to take the guesswork out of your investing in the real estate market.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Stocks, Bonds, and Investing: Oh, My!

Learn the basics of stocks, bonds, and investing so you can be independent and confident about your financial decisions. This class will teach you how to prepare for retirement, manage your finances, and pay for college without the need for hiring a broker or financial advisor.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**



### Blogging and Podcasting for Beginners

Blogging and Podcasting are great ways to express yourself, but maybe you're not sure how to start. This course will teach you how to successfully plan and create your very own blog and podcast using hands-on exercises and free web tools.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

### Mastering Public Speaking

Become an effective public speaker by discovering how to talk confidently and persuasively to both large and small groups. This course will help you equip yourself with the skills you need to communicate with ease and authority on the job or in any social setting.

**Instructor-Moderated or Self-Guided | Hours: 24 | \$149**

## *Veterinary Assistant Certificate*

Are you an animal lover? Have you ever considered a career as a veterinary assistant?  
If your answer is yes, let's get started! See **page 3**.

