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Registration Policies & Procedures

All Registrations Will Be Processed Online!

❖ Register early to guarantee your enrollment
❖ Registrations are accepted until the classes are full.
❖ Web Registration: [https://www.wpunj.edu/cpe/index.html](https://www.wpunj.edu/cpe/index.html)
❖ If you experience difficulty with online registration, please call for assistance (973) 720-2354 or (973) 720-3961
❖ Be sure to include daytime and evening telephone numbers, as well as your email address to receive notification about potential cancellations.
❖ Online payment is by credit card or electronic check.
❖ Once you register and payment is processed, you are automatically enrolled for your course.

**You will receive two emails:** a registration confirmation and a payment confirmation.

❖ Plan to attend your workshop or conference as scheduled. You will be notified of any cancellations or changes to workshop/ conference/ schedules. If you do not receive an email confirmation, please call for assistance (973) 720-2354 or (973) 720-3961

In the case of inclement weather, please visit [www.wpunj.edu/cpe](http://www.wpunj.edu/cpe) for updates on university closures due to inclement weather along with programs reschedule.

Cancellation Policy

Three Hour Workshops/ Conferences/ Institutes

- Notification must be received in writing at least 5 business days prior to the workshop to receive a full refund (5% of the registration fee or $25, whichever is greater).
- Less than 5-day notice, NO refund will be issues.
- No refunds are issued for failure to attend workshops/ conferences/ institute/ class.

Semester Classes - (Classes that meet for 5 or more days)

- Notification must be received in writing at least 5 business days prior to the course to receive a full refund (5% of the registration fee or $25, whichever is greater)
- Any cancellations after the first day will be refunded 50% of fee, cost of materials and charged a 5% of the registration fee or $25, whichever is greater.
- No refunds will be given after the second class.

Courses Cancelled by WPU

- If a course, workshop, or conference is canceled due to inclement weather, insufficient enrollment, or any other reason, you will receive a full refund.

| For all cancellation request, please notify us by email: certificateprogram@wpunj.edu |
| Or call for more information regarding refunds (973) 720-2354. |

Pre-college & Summer Youth Programs

- Notification must be received in writing as least 5 business days prior to the course to receive a full refund (5% of the registration fee or $25, whichever is greater)
- Less than 5 days notification, you will receive a credit towards another youth program during the current summer session (5% of the registration fee or $25, whichever is greater).
- **No refunds or credits will be given after the first day of the camp/ program.**

*Please send all Youth Program cancellation notifications to: youthprograms@wpunj.edu*
Human Resources

Payroll Wage & Hour Training & Certification Program

8 Hours
Open Registration

The Payroll Wage & Hour Training & Certification Program helps beginning and intermediate HR professionals learn the basic payroll requirements.

The Program includes plain-English descriptions of the various requirements, processes, and procedures, as well as numerous examples, administrative tips, and interactive Q&A to help provide valuable insight into compliance requirements.

The Program also includes an optional test for those who wish to earn a "Certified Payroll Wage & Hour Administrator" designation. This Program also qualifies for eight hours of PHR and SPHR re-certification credits!

Times: Online
Fee: $625
Course: J102

The Payroll Management Training & Certification Program

8 Hours
Open Registration

The Payroll Management Training & Certification Program includes plain-English descriptions of the various requirements, processes, and procedures, as well as numerous examples, administrative tips, and interactive Q&A to help provide valuable insight into compliance requirements.

The Program also includes an optional test for those who wish to earn a "Certified Payroll Management Administrator" designation. This Program also qualifies for eight hours of PHR and SPHR re-certification credits!

Besides the basics, you’ll also learn:

- To hire, train, and manage successful payroll professionals
- To establish and maintain self-service, direct deposits, and Paycard systems
- To select and implement a payroll system
- To handle and work with audits and disaster recovery plans
- To implement anti-fraud plans
- To comply with the various record retention requirements

Times: Online
Fee: $750
Course: J103

Project Management/Leadership

Certificate in Management Skills

20 Hours
Open Registration

Successful managers know the importance of building strong relationships with their team members. This certificate equips both new and experienced managers with the skills and resources necessary to foster strong connections, lead change, and resolve potential conflicts. Whether operating in an in-person office environment or a remote work setting, managers will learn practical ways to better coach and motivate their teams. Through interactive exercises, videos, self-assessments, and case studies, the self-paced courses included in this certificate provide opportunities to practice and apply key management skills.

Upon successful completion of all courses in this certificate program, you can download and print a Certificate of Completion.

Times: Online
Fee: $699
Course: ME-242

Certificate in Managing Change and Resolving Conflict

31 Hours
Open Registration

Leaders and managers are often called upon to deal with the challenging impacts of change, to work through disputes with partners and customers, and to resolve conflict within the organization. This Certificate in Managing Change and Resolving Conflict covers the key issues and best practices for managers dealing with contentious situations in the workplace. Each of the seven courses in this suite offer examples, videos from practitioners and experts, interactive games, and review questions to ensure mastery of the material. The courses present strategies that managers can use to help deal with conflict, with case studies and scenarios that highlight key issues.

- Leading and Managing Change
- Handling Difficult Employee Behavior
- Communicating Collaboratively
- Handling Workplace Conflict
- Emotional Intelligence for Managers
- Negotiations: Resolving Disputes
- Introduction to Managing Change and Resolving Conflict
Certificate in Negotiation
10 Hours
Open Registration
This online certificate program helps learners develop the skills and strategies needed to become a successful negotiator. The fundamental concepts of negotiation are addressed, as well as the application of these concepts to the specific areas of Deal Making Negotiation and Dispute Settlement Negotiation. Video commentary provides learners with practical insights on translating the principles of negotiation into real-world bargaining success. Each 3- to 4-hour, self-paced course offers an assortment of interactive exercises, videos, readings, case studies, and self-assessments that will keep learners engaged as they sharpen their negotiating skills.
- Introduction to Negotiations
- Negotiations: Making Business Deals
- Negotiations: Resolving Disputes

Times: Online
Fee: $630
Course: ME-240

Certificate in Leadership
20 Hours
Open Registration
What is leadership and why is it important? How does a leader encourage change without triggering fearful resistance? What are the key elements to leading an effective team? What is the role of charisma in leadership? How can a leader achieve work-life balance? This suite of courses addresses all these questions and many more. The courses in this suite offer advice on leadership that can help you stand out as a leader among your peers. Video segments introduce successful leaders who discuss such issues as how leaders become leaders, leadership ethics, and the differences between leaders, managers, and administrators.
- Leaders and Work-Life Balance
- Leading and Managing Change
- Leading Teams
- Introduction to Leadership
- Body Language for Leaders

Times: Online
Fee: $199
Course: ME-241

Leadership PDU Bundle
12 Hours
Open Registration
The three self-paced courses included in this bundle—Leading Teams, Leading and Managing Change, and Body Language for Leaders—provide 12 PDUs in total, with 7.75 PDUs specifically targeted to Leadership competency. Each of the three courses in the bundle contains real-world examples, videos, interactive games, assessments, and focused instruction. Glossaries and search functions help students quickly and easily navigate through the course, and "Ask the Expert" features allow students to pose course-related questions that will be resolved within 24-48 hours by a specialist in the field.

Courses Included in this Bundle:
- Leading and Managing Change
- Leading Teams
- Body Language for Leaders

Times: Online
Fee: $199
Course: ME-309

60 PDU Project Management Course Bundle
61 Hours
Open Registration
Need to earn 60 PDUs to maintain your Project Management Professional (PMP) certification? Are you also looking for a high quality and interesting training program to fulfill this requirement? This 60 PDU bundle offers Project Management Professionals access to online, self-paced courses at a fraction of the price of purchasing courses individually. For $999 participants can access seven online project management courses for a full year and earn 60 PDUs. That is a savings of $550! Don't risk losing your PMP certification; enroll today and start earning PDUs. Courses are self-paced and can be conveniently accessed anytime and anywhere from a computer with an internet connection. Courses are engaging and include real-world examples, videos, interactive games, assessments, and focused instruction.

Courses included in this Bundle:
- Allerton Connector Highway Project Management Simulator
- Ethics for Project Managers
- Emotional Intelligence for Project Managers
- Quality Management Basics
- Introduction to Agile
- Project Management Team Leadership
- Challenges for Agile Team

Times: Online
Fee: $999
Course: ME-308
Certificate in Accounting & Bookkeeping Studies
300 Hours
Open Registration

The Certificate in Accounting and Bookkeeping Studies is for anyone who desires to have a better understanding of basic accounting and bookkeeping procedures or who desires to work in a bookkeeping/accounting department. The Certificate in Accounting and Bookkeeping Studies is particularly well suited for anyone who has recently assumed some bookkeeping and/or accounting responsibilities; anyone who works in business and wants a foundation in bookkeeping and/or accounting, or anyone who wants better understanding of the principles of bookkeeping and/or accounting.

The Certificate in Accounting and Bookkeeping Studies includes 10 courses:

- An Introduction to Accounting: The Accounting Cycle
- Journals, Ledgers and Worksheets
- Financial/Accounting Management
- Payroll Accounting
- Accounting for Accounts Payable
- Accounting for Accounts Receivable
- Budgeting Essentials
- Introduction to QuickBooks
- Introduction to Excel
- Understanding Financial Statements

QuickBooks Online Basics
5 Hours
Open Registration

QuickBooks® Online Basics is an introductory-level course designed to build a foundation of essential skills in QuickBooks®. In this course, learners will develop a greater understanding of the basic bookkeeping and accounting functions that the software enables. The course content focuses on mastering the fundamental tasks performed in QuickBooks®, including setting up a company file and chart of accounts, entering customer and vendor information, recording sales, creating invoices, managing payables and receivables, creating, and customizing reports, and using the Audit Log.

Times: Online
Fee: $2867
Course: J104

QuickBooks Desktop Pro Basics (2021 WIN)
5 Hours
Open Registration

QuickBooks® Desktop Pro Basics (2021 Windows) is an introductory-level course designed to build a foundation of essential skills in QuickBooks®. In this course, learners will develop a greater understanding of the basic bookkeeping and accounting functions that the software enables. The course content focuses on mastering the fundamental tasks performed in QuickBooks®, including setting up a company file and chart of accounts, entering customer and vendor information, recording sales, creating invoices, managing payables and receivables, creating, and customizing reports, and using the Audit Log.

Times: Online
Fee: $99
Course: ME-293

QuickBooks Desktop Pro Basics (2020 Mac)
5 Hours
Open Registration

Introduction to QuickBooks® Desktop 2020 (Mac) is an introductory-level course designed to build a foundation of essential skills in QuickBooks®. In this course, learners will develop a greater understanding of the basic bookkeeping and accounting functions that the software enables. The course content focuses on mastering the fundamental tasks performed in QuickBooks®, including setting up a company file and chart of accounts, entering customer and vendor information, recording sales, creating invoices, managing payables and receivables, creating, and customizing reports, and using the Audit Trail.

After completing this course, the learner should be able to:

- Navigate QuickBooks® and explain key functions
- Set up a company file
- Enter and import customer and vendor data
- Edit the Chart of Accounts
- Input items into the Items List
- Create and customize invoices and sales receipts
- Utilize the Undeposited Funds account
- Enter and pay vendor bills
- Receive and record deposits and checks

QuickBooks Desktop Pro Basics (2021 WIN)
5 Hours
Open Registration

QuickBooks Desktop Pro Basics (2020 Mac)
5 Hours
Open Registration

QuickBooks Online Basics
5 Hours
Open Registration

QuickBooks Desktop Pro Basics (2021 WIN)
5 Hours
Open Registration

QuickBooks Desktop Pro Basics (2020 Mac)
5 Hours
Open Registration

QuickBooks Online Basics
5 Hours
Open Registration

QuickBooks Desktop Pro Basics (2021 WIN)
5 Hours
Open Registration

QuickBooks Desktop Pro Basics (2020 Mac)
5 Hours
Open Registration

QuickBooks Online Basics
5 Hours
Open Registration
Certificate in Finance Essentials

19 Hours
Open Registration

This online certificate program introduces non-financial managers to the essentials of finance. The courses will help you become conversant in critical financial terminology, and you'll learn how to calculate key financial management indicators. You will learn how to assess your organization's financial health by reviewing balance sheets, income statements, and statements of cash flow, and you will discover how finance and accounting tools can be used to support informed decision making within organizations.

Times: Online
Fee: $99
Course: ME-294

Certificate in Non-Profit Management

44 Hours
Open Registration

This online certificate program introduces learners to key current management issues for nonprofit organizations. Fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing, and setting strategic direction are all addressed, and video commentary on these crucial topics will provide insight into how nonprofit professionals apply key concepts in their own organizations.

- Budgeting in a Nonprofit Organization Online
- Capital Campaigns Online
- Fundraising for Nonprofit Organizations Online
- How to read a nonprofit financial statement Online
- Introduction to Grand Writing Online
- Introduction to Nonprofit management Online
- Nonprofit Board and Volunteer development Online
- Principles of Marketing for Nonprofit organizations Online
- Social Media for nonprofit Online
- Strategy for nonprofit organizations Online

Times: Online
Fee: $399
Course: ME-207

Non-Profit Management

Intro to Grant Writing

5 Hours
Open Registration

Writing grants is often a critical part of gaining funding for any nonprofit organization's mission. Strategic grant writing aligns the needs of a nonprofit with funding sources, whether foundations, government agencies, corporations, or individuals. This introductory-level course offers a guide to the basics of grant writing. The course explores the relationship between grant writing and an organization's strategy for fundraising. It also outlines the six stages of grant writing and highlights grant writing best practices.

Times: Online
Fee: $69
Course: ME-276

Advanced Grant Writing

6 Hours
Open Registration

Pushing your grant writing skills to the next level is an exercise in focusing on the details. This course shows you how to ask iterative questions of yourself, your team, and your proposed program in order to sharpen and refine your grant proposal and push it to the top of the pack. By looking closely at how a logic model can shore up your proposal at each key stage, this course will demonstrate how to push your planning, evaluation, and budgeting from good to great.

Times: Online
Fee: $159
Course: ME-276

Digital/ Web for Business

Digital Graphic Design

50 Hours
Open Registration

Updated for Adobe Creative Cloud, this course has been redesigned and enhanced to meet the requirement of today's digital designer. We cover the fundamental elements of graphic/web design using the latest versions of the most in-demand software programs in the digital design industry today – Photoshop, Illustrator and InDesign. In addition, the course now includes WordPress for the rapid development of webpages. Students will learn to use Photoshop for image preparation and Illustrator to create original graphics and stylized text for both print and digital media. We then bring these visual elements together using InDesign to structure page content/layout for printing and electronic distribution. This is an introductory course and not experience with Adobe Creative Cloud is required.

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digital designer. We cover the fundamental elements of graphic/web design using the latest versions of the most in-demand software programs in the digital design industry today – Photoshop, Illustrator, and InDesign. In addition, the course now includes WordPress for the rapid development of web pages. Students will learn to use Photoshop for image preparation and Illustrator to create original graphics and stylized text for both print and digital media. We then bring these visual elements together using InDesign to structure page content/layout for printing and electronic distribution. This is an introductory course and no experience with Adobe Creative Cloud is required.

Times: Online
Fee: $1200
Course: T015D

Certificate in Digital Marketing
30 Hours
Open Registration

The content in this certificate aligns with the Online Marketing Certified Associate (OMCA) credential, which is offered by OMCP. Digital marketing helps organizations promote and sell products and services through online marketing methods such as social media messaging, website ads, Facebook marketing campaigns, Google Adwords, and more. It's vital to develop a marketing strategy that keeps up with the technology. This Certificate in Digital Marketing covers the strategic issues, marketing methods and tactics, industry terminology, and best practices. Each of the nine courses in this suite offer examples, videos from industry-leading practitioners, interactive games, and review questions to ensure mastery of the material.

Courses included in this Certificate:
• Social Media Marketing
• Content Marketing
• Search Engine Optimization
• Web Analytics
• Paid Search (PPC)
• Conversion Rate Optimization
• Mobile Marketing
• Digital Marketing Strategy

Times: Online
Fee: $549
Course: ME-251

Social Media & Marketing Certification
100 Hours
Open Registration

This 10-week course is designed to provide students with an insight to the background history, technology, impact, and strategic uses of social media, as well as a basic hands-on experience with several forms of the most current social media technology. In this course, students gain a broad understanding about Web 2.0 Tools used of social media including:
• Facebook
• Twitter
• Blogs
• LinkedIn

These social media platforms are inexpensive and provide individuals with an instant means/online medium to create, publish, edit, and/or access information for targeted audiences. Audiences range from a single person to millions of users. Students will also learn ways of exploring possibilities and limitations of various social media platforms and will learn how to apply and adapt basic marketing strategies to construct and evaluate social media texts, their impact, and their practical use as a marketing tool. Basic strategic uses of social media for advertising, marketing, public relations, journalism, and civic and political participations are also explored in this course.

Times: Online
Fee: $1,299
Course: B095

Healthcare/Paraprofessional

Medical Assistant/PCT/Multi-Skilled Healthcare Professional
330 Hours
2/22/22 – 5/18/22
5/16/22 – 8/15/22

This course encompasses topics such as interpersonal relationships, legal aspects of Allied Health, the language of medicine, clinical office procedures, anatomy and physiology, aseptic medical techniques, and laboratory specimen Collections. You will also be trained in first aid, CPR,
pharmacology and hematology, electro cardiology (EKG), medical data entry and billing, and phlebotomy techniques. This program includes a mandatory 160-hour externship. Students will take the Medical Assistant Certification exam through the American Medical Certification Association upon completion of the program.
*(Includes books, materials, and ARMA fees, payment plan available) *

**Times:** Mon, Tues, Weds, Thu, Fri  
**Fee:** $3025  
**Course:** H005B

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**Patient Care Technician**  
**165 Hours**  
**2/22/22 – 5/18/22 - Days**

The patient care technician (PCT) performs routine tasks under the supervision of a doctor or nurse in monitoring the patient’s condition and providing basic patient care. Our PCT training curriculum will demonstrate knowledge of medical terminology, anatomy and physiology, clinical skills, vital signs, electrocardiography (EKG), phlebotomy, infection control, nursing aide in long term care, and medical records. This PCT program is a great way to start a career in the healthcare industry.

**Times:** Mon, Tues, Weds  
**Fee:** $2669  
**Course:** H112

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**Phlebotomy**  
**50 Hours**  
**2/22/22 – 3/9/22 – Days**  
**3/26/22 – 6/4/22 - Saturdays Only**

The phlebotomist is a vital member of the clinical laboratory team, whose main function is to obtain patient’s blood specimens by venipuncture and micro collection for testing purposes. The demand for phlebotomy technicians has increased substantially with the overall complexity of healthcare services and the risks of infectious disease. Experts predict a 22% increase (*much faster than average*) in phlebotomy jobs by 2030. The Phlebotomy Technician Program prepares professionals to collect blood and other specimens from clients for the purpose of laboratory analysis. **This course covers the following key areas and topics:**
- Process and procedures for collecting blood specimens for laboratory analysis
- All aspects of blood collection and related procedures
- The order of draw
- Universal precautions
- Skills to perform venipunctures completely and safely
- Terminology and related Anatomy and Physiology
- Aspiring students should have, or be pursuing, a high school diploma or GED.

**Times:** Wed, Thurs.  
**Fee:** $1,299  
**Course:** H-111

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**ICD-10 Medical Billing and Coding Specialist**  
**240 Hours**  
**Open Registration**

ICD-10 Certified Reimbursement Specialist program teaches the upgraded coding system that was updated in October 2015. This system of diagnostic and procedural medical coding is required use in all hospitals, doctor’s offices, and insurance firms. The new system represents a radical change from the most-recent system. This program offers you the complete and comprehensive training required to accurately apply your knowledge of the system when implementing the program in a healthcare setting. This program includes Medical Billing Certification administered by the American Medical Billing Association.

**Times:** Online  
**Fee:** $3000  
**Course:** H006

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**Clinical Laboratory Assistant**  
**100 Hours**  
**5/5/22 – 7/14/22**

What happens between specimen collection and patient diagnosis? The Clinical Laboratory Assistant (CLA) handles, prepares, and assists with the testing of specimens to ensure accurate test results and offer clinicians the ultimate diagnostic tools for treating patients. The course meets twice a week for six weeks and offers students the opportunity to get hands on experience with relevant lab equipment, learn the basics of specimen collection, and master the knowledge required by the demanding and engaging field of laboratory testing.

**Skills and content include:**
- **Clinical Safety and precautions**
- **Blood and Bodily Fluid Safety**
- **Laboratory Equipment**
- **Accessioning and Handling**
- **Specimen Analysis**
- **Phlebotomy and Specimen Collection**
- **Common Tests and Test Preparation**

**Times:** Wed, Thurs.  
**Fee:** $1,299  
**Course:** H-111

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**Technology and Software**
A Management Guide to Blockchain

3 Hours
Open Registration

Blockchain is on the forefront of emerging technologies and is the foundation of modern cryptocurrencies. If you’re a manager with little exposure to Blockchain as a concept, this course will help you build an understanding of the concepts and how the technology might apply to your business. This course is an introduction to Blockchain as an underlying technology for cryptocurrencies and other applications. The assignments delve into critical parts of Blockchain, such as consensus mechanisms and cryptography. They also look at Blockchain's impact on verticals such as healthcare, Fintech, and government, along with democracy, governance, and social impact.

Times: Online
Fee: $99
Course: ME-185

A Management Guide to Artificial Intelligence

3 Hours
Open Registration

This course introduces learners to basic artificial intelligence concepts and trends. Artificial Intelligence plays an increasingly important role in many industries. The emergence of this new technology promises to bring unprecedented efficiencies for organizations and enhance business performance. In today's global economy, managers will need to know how AI can be leveraged to keep their organizations competitive, as well as understand the potential ethical issues associated with employing AI technologies such as deep learning, machine learning, and the various AI-enabled recognition technologies.

Times: Online
Fee: $99
Course: ME-186

COMPTIA A+ Certifications

Open Registration

Whether you are looking for the industry standard in Security, Networks, or a beginner IT worker, these fully online COMPTIA courses will prepare you for a rich IT career from the comfort of your home!

Earning CompTIA A+ Certification means that an individual possesses the knowledge, skills and customer service skills necessary to be a successful computer service technician offering a nationally-recognized and industry-recognized credential for new entrants into the field.

Times: Online
Fee: $1299
Course: C026

Certificate of Web Design

18 Hours
Open Registration

This suite of courses will teach you the skills you’ll need to build a website of your own. Building a website involves a lot more than just writing code. Before you start on that, you need to understand what you want your website to do, how it will look, who you want it to reach, and what message it should send. The first five courses in the suite will introduce you to the basics of designing a functional and attractive site, the HTML and CSS languages you’ll need to execute your design, and best practices for designing and building a website that responds intelligently to the needs of users.

Times: Online
Fee: $399
Course: ME-177

COMPTIA S+ & N+ Certifications

Open Registration

Earning CompTIA S+ Certification signifies to employers that candidates will apply their knowledge of security concepts, tools, and procedures to prevent security breaches, react accordingly to any security incidents and anticipate further security risks to effectively guard against them.

Earning CompTIA N+ Certification means that the individual possesses the knowledge and skills necessary to be a successful network professional offering a nationally recognized and industry-recognized credential for experienced network technicians.

Times: Online
Fee: $1299
Course: C028

Certificate in Cybersecurity

40 Hours
Open Registration

Cybersecurity, also known as Information Security, is the protection of data and personally identifiable information from
malicious attacks, theft, and destruction. Failures of cybersecurity policies, both in large corporations and governmental agencies, have earned significant visibility and negative publicity in recent months and years. As the amount of data being stored continues to increase, and as hackers become more sophisticated, the need for cybersecurity is greater than ever.

Courses included in this Certificate:
• Communication and Network Security
• Asset Security
• Security and Risk Management
• Security Engineering
• Identity and Access Management
• Security Assessment and Testing
• Security Operations
• Software Development Security

Times: Online
Fee: $499
Course: ME-143

Microsoft Outlook/Teams

5 Hours
3/7/22 – 3/9/2022

Go beyond using Outlook for basic email and learn the many advanced features to help you get organized and stay organized. Learn to create rules for handling your Inbox, and how to categorize, tag and prioritize messages. Take advantage of the planning tools to automatically filter, categorize and respond to messages with a proactive daily planning approach. Utilize the Task feature to manage competing priorities. Incorporate Teams into your daily routine to add productivity and balance to your life.

Times: Mon & Wed | 5:30 pm – 8:00 pm
Fee: $115
Course: T034A

Intro to Microsoft PowerPoint

10 Hours

Learn techniques for creating visually engaging PowerPoint presentations that people respond to and remember. Apply best practices to create presentations that are clearly well-constructed, engaging, entertaining, and properly paced. Then go beyond presentations and unleash the true power of PowerPoint. Learn to be your own graphic designer, video editor and animator.

Times: Mon & Wed | 2/28 & 4/4 - 2:30 pm – 5:00 pm,
5/16 – 5:30 pm – 8:00 pm
Fee: $230
Course: T117B

Advanced Microsoft PowerPoint

10 Hours

PowerPoint is the most versatile program in the Office suite. Learn techniques for creating visually engaging PowerPoint presentations that people respond to and remember. Apply best practices to create presentations that are clearly well-constructed, engaging, entertaining, and properly paced. Then go beyond presentations and unleash the true power of PowerPoint. Learn to be your own graphic designer, video editor and animator.

Times: Mon & Wed | 2/28 & 4/4 - 2:30 pm – 5:00 pm,
5/16 – 5:30 pm – 8:00 pm
Fee: $230
Course: T035E

Intro to Microsoft Excel

10 Hours

Start from the beginning and learn the fundamentals of Excel. Topics: Excel features and options, Cell formats, Styles and conditional formatting, Views, printing, and page setup options, writing basic formulas, Popular and useful functions, Using and customizing Excel templates.

Times: Mon & Wed | 3/14 - 5:30 pm – 8:00 pm,
5/2 – 2:30 pm – 5:00 pm
Fee: $230
Course: T035E

Excel Intermediate

10 Hours

Learn more advanced Excel functions and how the Function Library and Data Tab can help you with data analysis, financial analysis and making business decisions. Topics: Popular and useful functions, advanced functions, Tables and PivotTables, presenting data visually, working with external data, productivity, and customization.

Times: Mon & Wed | 3/28 - 5:30 pm – 8:00 pm,
5/25 – 2:30 pm – 5:00 pm
Fee: $230
Course: T035I

Excel Advance

10 Hours

Tie multiple Excel concepts together to create Visual Dashboards. Build dynamic and interactive Dashboards that show key metrics, historical data, and key performance
indicators. Topics: Advanced Tables, PivotTables, Pivot Charts, Slicer, Timeline, Conditional formatting and creating powerful Excel Dashboards by combining these visual elements on one spreadsheet.

**Times:** Mon & Wed | 2/9 & 4/11 - 5:30 pm – 8:00 pm, 6/6 – 2:30 pm – 5:00 pm
**Fee:** $230
**Course:** T035K

### Video Editing Using Adobe Premiere Pro

#### 20 Hours

3/22/22 – 4/14/22 | 6/7/22 – 6/30/22

Edit video like a pro and increase your marketability in today's competitive job market by mastering Adobe Premiere - the essential editing tool for video enthusiasts. This course is designed for anyone who wants to learn the basics of video composition and sequencing. Topics: Storyboarding, Video capture tips, editing interface, understanding the Timeline, essential editing commands, Transitions, editing a multi-camera sequence, and creating titles.

**Times:** Tues & Thurs | 2:30 pm – 5:00 pm
**Fee:** $460
**Course:** T177

### Motion Graphics Using Adobe After-Effects

#### 20 Hours

4/19/22 – 5/12/22

Learn the skills needed to create exciting visual effects and motion graphics with Adobe After-Effects. Topics: layers, key frames, masking, animating text, and export digital video to various file formats. This course also covers the seamless integration of Creative Cloud by bringing Photoshop documents and original Illustrator artwork into After Effects to create animation sequences.

**Times:** Tues & Thurs | 2:30 pm – 5:00 pm
**Fee:** $460
**Course:** T178

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### Digital Graphic Design Using Adobe Photoshop, Illustrator & InDesign

40 Hours

Open Registration

Digital Graphic Design Using Adobe Photoshop, Illustrator & InDesign Updated for Adobe Creative Cloud, and this course has been re-designed and enhanced to meet the requirements of today's digital designer. We cover the fundamental elements of graphic/web design using the latest versions of the most in-demand software programs in the digital design industry today – Photoshop, Illustrator, and InDesign. Students will learn to use Photoshop for image preparation and Illustrator to create original graphics and styled text for both print and digital media. We then bring these visual elements together using InDesign to structure page content/layout for printing and electronic distribution. This is an introductory course and no experience with Adobe Creative Cloud is required.

**Photoshop**
Learn the fundamentals of this digital image manipulation software application. Strengthen your business communication skills by creating graphics for print and a variety of digital media. You will learn Photoshop tools and options, design composite images, make photo corrections, control layers, apply transparency, masking, type, blend modes, layer styles, filters, and optimize images to match the right media.

**Illustrator**
Illustrator artwork appears everywhere, and its power and complexity can be mastered by learning a few key concepts. Training begins with learning basic vector drawing, coloring, and editing; it then advances to transparency, typography, path tools, image trace, special effects and much more.

**InDesign**
Learn InDesign to design powerful page layouts for both print and digital media. Students explore the fundamentals of InDesign to control document content, layout, working with text and type styles, placing images, managing color, using transparency, and export options.

**Times:** Tues & Thurs | 5:30pm – 7:30 pm
**Fee:** $920
**Course:** T015A

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### Business Efficiency and Innovation

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Introduction to Business Analysis
25 Hours
Open Registration

Business analysis is the discipline of identifying business needs and requirements and designing and executing solutions to business problems. This introductory course provides a wide-ranging overview of the principles and concepts of business analysis, with a focus on the following six areas: needs assessment, stakeholder engagement, requirements elicitation, requirements analysis, requirements tracing and monitoring, and solution evaluation. This course covers the common stages of a business analysis project and describes common terminology and tools and techniques utilized by a business analyst.

Times: Online
Fee: $599
Course: ME-114

Certificate in Agile Project Management
19 Hours
Open Registration

Agile project management practices have become the standard for software development projects. More recently, Agile has grown beyond software projects as more and more companies adopt Agile concepts and methodologies. Individuals who have a solid understanding of Agile have a distinct advantage in today’s changing project management atmosphere.

The courses included in this certificate program will provide managers the foundation they need to become competent Agile practitioners. The program introduces the learner to the basic methodologies, practices, and key concepts of Agile and enables the learner to explore, through case studies, many of the common challenges of working on an Agile team.

- Introduction to Agile
- Integrating Agile into a Waterfall Environment
- Challenges for Agile Teams

Times: Online
Fee: $299
Course: ME-103

Certificate in Sustainable Management
15 Hours
Open Registration

Sustainability refers to the use of ecosystems and their resources in a manner that satisfies current needs without compromising the needs or options of future generations. A sustainable business is one that generates profits for its owners, protects the environment, and improves the lives of the people with whom it interacts.

Courses included in this Bundle:
- Sustainable Management: Leadership Ethics
- Corporate Social Responsibility
- An Overview of Sustainable Management
- Triple Bottom Line Accounting
- Measuring Sustainable Management Performance

Times: Online
Fee: $299
Course: ME-346

Certificate in Small Business Management
30 Hours
Open Registration

Owning or managing a small business has a lot of benefits. Small business owners may have the freedom to control their schedules, be able to focus on work that they find fulfilling and find opportunities to positively impact their communities. But in addition to benefits like these, small business management brings with it some unique challenges. Owners of small businesses often play many roles and must have a wide body of knowledge. In a single day, a small business owner may be required to do any number of varied tasks, like approve a project plan budget, train a new employee, and develop a marketing campaign. This certificate will provide students with a fundamental understanding of the most critical areas in small business management.

Courses included in this Bundle:
- Accounting Fundamentals for Small Business
- Introduction to Small Business Management
- Small Business Marketing
- Budgeting and Financial Analysis for Small Businesses
- Law for Small Business
- Project Management for Small Business
- HR Fundamentals for Small Business
- Leading and Managing Small Businesses

Times: Online
Fee: $499
Course: ME-337
Operations Management

10 Hours
Open Registration

This course explores the fundamental concepts and theories practitioners will need to successfully guide operations in manufacturing and service organizations. Modules in this self-paced course introduce key foundational material, describe the interplay of supply chains and demand management, and explain the role that processes and process management play in robust operations. Specific tools, techniques, and methodologies (including Lean, total quality management, and Six Sigma) are presented to show their applicability to operational strategies.

Times: Online
Fee: $299
Course: ME-296

Certificate in Business Communications

25 Hours
Open Registration

Communicating clearly and concisely in written and oral formats is critical to your professional success. From clarifying and structuring your ideas to designing the PowerPoint slides that will best complement them, the techniques, interactive exercises, and checklists in this certificate program will help you create presentations and workplace documents that inform and persuade.

- Effective Business Writing
- Effective Presentations
- Effective Public Speaking
- Communicating Collaboratively
- Effective E-mails, Memos and Letters

Times: Online
Fee: $299
Course: ME-125

Certificate in Creativity and Innovation

18 Hours
Open Registration

Because organizations must innovate to stay alive in today's highly competitive marketplace, organizations need employees who can channel their creativity and innovation toward organizational challenges and goals. This certificate program will first help you become re-acquainted with your own stores of creativity and innovation. Next, you are given a set of tools that allow you to leverage your creativity to identify and solve organizational problems.

- Introduction to Critical Thinking
- Personal Creativity
- Creativity in Teams and Organizations

Times: Online
Fee: $499
Course: ME-327

Six Sigma Green Belt Certification

34.5 Hours
Open Registration

The Six Sigma Green Belt Certification will familiarize participants in the use of the DMAIC (Define, Measure, Analyze, Improve, and Control) approach to problem solving key Business issues, introduce and understand at a conceptual level the use of the various Lean Six Sigma tools. A Six Sigma Green Belt can make a difference to the bottom line of the company by eliminating waste, reduce cost of quality and improving margins.

The course structure will be in line with ASQs body of knowledge structure and will prepare the participants to take the ASQs Green Belt certification exam.

Times: Online
Fee: $699
Course: ME-328

Six Sigma Black Belt Certification

34 Hours
Open Registration

This program is a continuation of topics that are introduced in the Six Sigma Green Belt program. A Six Sigma Black Belt Professional can implement effective processes and pave the way for companies to be best in class.

- Hypothesis Testing
- Statistical insights that help to effective conclusions
- Six Sigma: value add; driving profitability
- Use of DMAIC methodology to provide a structured approach to problem solving
- Design of Experiments
- Lean Principles using the Pull Model

Times: Online
Fee: $499
Course: ME-327
Lean Six Sigma Yellow Belt Prep Course and Exam
20 Hours
Open Registration

The Lean Six Sigma Yellow Belt Exam Prep course describes the strategies, techniques, and concepts practitioners will need to effectively prepare for the Mind Edge Lean Six Sigma Yellow Belt certification exam. The seven modules of the course explore the essential components of the DMAIC methodology, describing the important themes, principles, and tools needed to refine processes and enhance operations.

Courses included in this Certificate:
- Lean Six Sigma Yellow Belt Exam Prep Course
- Lean Six Sigma Yellow Belt Certification Exam

Times: Online
Fee: $599
Course: ME-330

Certificate in Entrepreneurship
25 Hours
Open Registration

This online certificate program introduces key issues in entrepreneurship for those looking to start a business on their own. What does it take to build and grow a business from scratch? What personal characteristics are shared by successful entrepreneurs? What types of resources are available to budding entrepreneurs, and where can you find them? Learners who complete this program will have the answers to those questions and others that are essential to the success of their businesses. This certificate is suitable for new business owners, as well as anyone considering the challenges of entrepreneurship.

Courses included in this Certificate:
- Accounting and Finance for Entrepreneurs
- Introduction to Entrepreneurship
- Business Law for Entrepreneurs
- Strategic Marketing for Entrepreneurs
- Leadership and Management for Entrepreneur

Times: Online
Fee: $599
Course: ME-189

Data Science leading to Machine Learning (ML) and Artificial Intelligence (AI) Algorithm
1/27/22 – 3/24/22

Like essential workers, educators have unexpectedly found themselves on the front lines of the pandemic, asked to fulfill their mission of educating and caring for children under difficult and potentially risky conditions. There are professional and personal challenges posed by the virus—drawing on a sense of passion and purpose that will be needed as schools entered an uncertain winter season and a new academic year shaped by the ongoing public health crisis.

Eight Modules for 10 weeks - Online Boot camp with Importance of Domain knowledge in Data Science (Advanced Level):
- Introduction to "Machine learning in big data management" and ML oriented Fundamentals (Algebra, Matrices & Probability for ML)
- ML Algorithms & Optimization techniques
- Supervised Learning and introduce examples in SAS and Python
- Unsupervised Learning with examples in SAS and Python
- Cases, Domain application and managerial application (thought leadership & usage) of ML in big-data analytics
- Future of Analytics, Machine/Deep learning & Artificial Intelligence
- Python Libraries for Data Science for Data and Text Analytics as well as Natural Language Processing (NLP)
- Reinforcement Learning and Deep Learning with introduction to Google Tensor Flow (for unstructured data).

Times: Thursday
Fee: $3000
Course: P030

Marketing

Digital Marketing - Essential
6 Hours
Open Registration

With a focus on career-ready learning, and delivered through a blend of essential reading, case studies and useful toolkits, this course will quickly make you familiar with the core foundations of digital marketing.

With a focus on career-ready learning, and delivered through a blend of essential reading, case studies and useful toolkits, this course will quickly make you familiar with the core foundations of digital marketing.

- 6 Interactive Modules
- 6 Hours self-paced learning content
Digital Marketing Certificate - Professional (Self-paced) Open Registration

Whether you're a beginner, business owner or marketing professional looking to boost your skills, this digital marketing course is for you. Delivered 100% online, you can learn in your own time at a pace that suits you.

On completion of this course, you get two certifications for the price of one! Not only will you receive a DMI certification, but you also receive the Professional Certified Marketer (PCM) awarded by the American Marketing Association (AMA). Both are internationally recognized. Get ahead and stand out in your career with dual certification.

What's New?
- 8 New soft skills including "The Art of Persuasion"
- Improved UX and supporting content library
- Interactive Practical Exercises to test your new skills
- All the latest digital platforms covered included Tik-Tok
- Added platform walkthroughs
- Additional B2B Marketing Content Learning
- Included in your member subscription is all future upgrades of the course once you've passed
- Plus, much, much more

What you'll learn:
- Introduction to digital Marketing
- Content Marketing
- Social Media Marketing
- Search Engine Optimization (SEO)
- Paid Search (PPC) using Google Ads.
- Display and Video Advertising
- Email Marketing
- Website Optimization
- Analytics with Google Analytics
- Digital Marketing Strategy

Times: Online
Fee: $445
Course: DMI-003

Digital Marketing Certificate - Expert (Self-paced) Open Registration

This exclusive Advanced Digital marketing course delivers the latest thinking in Digital Strategy, CX, social media, Search, and Leadership & Management. Delivered fully online, the interactive course modules are bite-sized, innovative and contain fully embedded study notes to aid learning.

Culminating with two advanced certifications, this is a premium level learning experience, perfectly suited to Marketing Professionals taking the next step in their career.

What you'll learn:
- Strategy and planning
- CX, Ecommerce and CRO
- Search and Digital Channels
- Social Media Marketing
- Digital Selling
- Essential Skills
- Leadership and Management

Times: Online
Fee: $5870
Course: DMI-009

Specialist Certifications

Search Marketing Certificate – Specialist (Self-paced) Open Registration

Develop true expertise and learn every aspect of Social Media Marketing across 10 modules of interactive content such as Facebook, LinkedIn, Snapchat, YouTube, and Instagram. Gain relevant and deep knowledge of social strategy, research, and content from industry skills experts.

What you'll learn:
- Social Research
- Social Content
- Facebook, Instagram, and Pinterest
- Twitter
- LinkedIn
- YouTube and Social Video
- Social Apps
- Social Commerce and Affiliate Marketing
- Social Customer Service
- Social Strategy

Times: Online
Fee: $1955
Course: DMI – 004
Social Media Marketing - Specialist

3.5 Hours
Open Registration

Develop true expertise and learn every aspect of Social Media Marketing across 10 modules of interactive content such as Facebook, LinkedIn, Snapchat, YouTube, and Instagram. Gain relevant and deep knowledge of social strategy, research, and content from industry experts.

**What you’ll learn:**
- Social Research
- Social Content
- Facebook, Instagram, and Pinterest
- Twitter
- LinkedIn
- YouTube and Social Video
- Social Apps
- Social Commerce and Affiliate Marketing
- Social Customer Service
- Social Strategy

Times: Online
Fee: $79
Course: ME-252

Digital Marketing Strategy Certificate - Specialist

(Self-paced)
Open Registration

This dynamic online Diploma in Digital Strategy & Planning course covering topics in digital communications, analytics, marketing automation and budget & strategy formulation giving you the skills, know-how, strategy, and techniques to be that change. Here is power. The power to influence. To speak to billions of people.

**What you’ll learn:**
- Introduction
- Traditional Communication
- Digital Communications
- Digital Channels
- Automation and Communication
- Budget & Resourcing
- Big Data & Analytics
- Digital Leadership
- Strategy Formulation & Plan

Times: Online
Fee: $1955
Course: DMI-009

Digital and Social Selling - Specialist

(Self-paced)
Open Registration

Sharpen your digital selling & social media skills with this unique program. You’ll learn the art of finding, targeting, attracting, and engaging prospects, closing sales, and building deeper post-sales relationships using a range of new social media tactics and tools.

**What you’ll learn:**
- Fundamentals of Social Selling
- Finding and Targeting Prospects
- Attracting Customers
- Increasing Engagement
- Closing and Retaining

Times: Online
Fee: $445
Course: DMI-008

Track Certifications

Social Media Marketing - Track

6 Hours
Open Registration

Fast-track your social media marketing skills, get job-ready competencies and a globally recognized certification. This cutting-edge, interactive short course is delivered 100% online, in bite-sized learning units.

**What you’ll learn:**
- Revealing Insight: Social Customers
- Social content: Brand Storytelling
- Creativity: designing social content
- Thinking Strategically: Social Sharing
- Social Selling: CX and Social Communities

Times: Online
Fee: $445
Course: DMI-009

Data and Web Analytics - Track

12 Hours
Open Registration

Fast-track your Data and Analytics skills with this online short course. Get job ready skills with a globally recognized certification in bite-sized learning units. Learn Data Analytics, Reporting, Data Management, and Security best practices.

**What you’ll learn:**
- Data and Analytics Fundamentals
- Data Collection and Data Privacy
- Data Security and Compliance
- Data and Marketing
Online Ecommerce - Track
12 Hours
Open Registration

Fast-track your ecommerce skills with this online course. Rapidly develop your skills and gain a globally recognized DMI certification. Learn UX design principles, Conversion Rate Optimization, Customer Experience (CX) and how to deliver the right message to the right customer.

What you’ll learn:
- Websites and UX
- SEM and Sales Channels
- Traffic, Awareness, and consideration Channels
- Conversion Rate Optimization
- Improving the Customer Experience

Times: Online
Fee: $445
Course: DMI-010

UX and Website Design - Track
11 Hours
Open Registration

With a focus on career-ready learning, and delivered through a blend of essential reading, case studies and useful toolkits, this course will quickly make you familiar with the core principles and best practices in UX and Web design.

What you’ll learn:
- Website Design and Problem-Solving
- Design-led Websites and Ecommerce
- Graphic Design and Creative Skills
- SEO for Websites
- Tracking Websites and Project Management

Times: Online
Fee: $445
Course: DMI-011

Search Engine Optimization (SEO) - Track
19 Hours
Open Registration

Learn how to rack your site on Google. This interactive short course teaches you the benefits of how your website content, mobile optimization and usability will improve your overall website performance. Discover how to build your SEO strategy and evaluate performance over time.

What you’ll learn:
- Getting Started with Search Ranking
- Problem-solving and Improving Website Performance
- Optimizing On-page and Content Performance
- Collaboration – enhancing Off-page and Local SEO
- Strategy and Evaluating Performance

Times: Online
Fee: $445
Course: DMI-012

Customer Experience (CX) - Track
10 Hours
Open Registration

This popular Customer Experience course teaches you the increasing importance of Customer Experience Management. Quickly grasp how to track and analyze the challenging nature

Paid Media - Track
9 Hours
Open Registration

This short online PPC course will fast-track your Paid Media expertise. You will quickly acquire essential skills in Search Marketing, ecommerce, PPC Campaign optimization and you’ll learn how to visualize and present results.

What you’ll learn:
- Search marketing and Ecommerce
- Productivity and Creating Optimized
- Managing and Improving
- Visualizing and Presenting Results

Times: Online
Fee: $445
Course: DMI-013

Online Digital Display - Track
8 Hours
Open Registration

Learn how to set up a display campaign in this powerful interactive Digital Display course. You’ll discover the principles of graphic design, campaign strategy and budget management, and how to test and measure different creative to make the most of your display strategy.

What you’ll learn:
- Project Management and Planning and Advertising Campaign
- Creativity and Preparing and Advertising Campaign
- Creating and Display Advertising Campaign
- Data, Collaboration, and Optimizing Campaigns

Times: Online
Fee: $445
Course: DMI-014
of your digital customers, create feedback loops, and fully embed the customer experience with your business.

**What you'll learn:**
- *Customer Experience: Agility and the Changing Nature of Customers*
- *Designing X: Placing the Customer at the Center*
- *Optimizing CX: Authenticity and Involving Customers*
- *Measuring CX: Data, Metrics, and Visualization*

**Online Email Marketing - Track**
11 Hours  
Open Registration

This online Email Marketing course provides certification and rich, job-ready skills to take your email strategy to the next level. Learn about creating and testing different email content, time, management, data strategy and the key concepts in Marketing Automation.

**What you'll learn:**
- *Data Strategy*
- *Crafting Content and Management*
- *Creativity and Designing Content*
- *Testing, Optimization, and Automation*

**Other Career/Professional Certifications**

**Introduction to Emergency Management in the US**
10 Hours  
Open Registration

Emergency management is a critical and expanding field; climate change has increased the extent and frequency of natural disasters, and terrorism is a growing threat. Therefore, emergency managers play an increasingly vital role across the whole community and all levels of government. This course is designed for learners who are studying emergency management for the first time, preparing for a new career or job role in emergency management, or seeking to refresh their knowledge of foundational concepts.

**Learning Outcomes:**
- Define emergency management, explain the principles of emergency management, and recognize the various roles and responsibilities of emergency managers.
- Identify the laws, authorities, and structures that shape and define emergency management in the U.S.
- Explain the purpose of an emergency operations center (EOC) and describe how and when to activate the EOC.
- Recognize the components of a successful emergency management program, including financial planning, resource management, and exercise program management.
- Describe the components of a mitigation plan and recognize how mitigation actions can prevent emergencies or minimize the resulting damages.
- Identify the six steps of planning and outline an emergency operations plan.

**Digital Strategy - Track**
11 Hours  
Open Registration

Fast track your knowledge of digital strategy fundamentals with this interactive short course. By understanding how to place digital at the heart of your business, you'll learn how to align your strategy around customer personas, your brand story, your team, and the customer buying process.

**What you'll learn:**
- *The Customer and Your Brand Story*
- *Setting a Budget, nurturing a Team, and Assessing*
- *Channel Planning for a Complex Buying process*
- *Becoming a Digital Leader*

**Online Content Marketing - Track**
11 Hours  
Open Registration

This online Content marketing course teaches you content marketing best practice. Learn how to craft your social media messaging to bring visitors to your website. Understand the importance of keywords on your homepage and the growing importance of voice search. Completion of this course provides a globally recognized DMI accreditation.

**What you'll learn:**
- *Personas and SEO Strategy*
- *Creativity and Storytelling*
- *Channel Promotion and Collaboration*
- *Measuring Performance*

**Times:** Online  
**Fee:** $445  
**Course:** DMI-019
• Distinguish between the various types of training and exercises
• Recognize the key partners in response and their various roles and responsibilities, such as communicating with the public, saving lives, and clearing debris
• Explain the purpose and goal of recovery and identify the short-term and long-term activities that facilitate recovery
• Outline the steps in the Presidential Disaster Declaration process and identify the various kinds of assistance available to emergency.

Times: Online
Fee: $199
Course: ME-183

Fast Company: Future-Proofing Your Career
18 Hours
Open Registration

Today’s job market is more competitive than ever, and workers must not only think about how to land jobs but also how to keep their jobs and continue progressing in their careers. All professionals—whether just entering their fields or currently holding leadership roles—can benefit from skill development and reinforcement. This bundle, based on Fast Company’s award-winning journalistic content, will help professionals across all industries future-proof their careers by focusing on key skills in the areas of communication, creativity and innovation, design thinking, networking, and personal branding. Courses in this bundle offer real-world examples, how-to lists and advice, industry spotlights, videos from industry-leading practitioners, interactive games, and review questions to ensure mastery of the material.

Included with your course is a one (1) year complimentary subscription to Fast Company (19.99 value). Your subscription will start with the current issue. Fast Company publishes 8 issues a year.

Courses included in this Certificate:
• Communicating with Flair
• Personal Growth
• Design Thinking
• Creativity and Innovation Toolkit
• Networking
• Personal Branding

Times: Online
Fee: $399
Course: ME-196

Complete Paralegal Training Program
~160 Hours
Open Registration

This state-of-the-art paralegal home training course makes it possible for a student to learn this complex quickly and easily, prestigious and fascinating discipline. The program was developed by a battle-tested paralegal and is delivered through an “accelerated instruction technology” in a platform learning style. It is a fast-track program and should take no more than 5 to 6 months to complete.

Expect to gain a full and practical knowledge of this highly complex and prestigious field, with skills useful in various aspects of the industry, legal secretarial, legal assistant, and paralegal.

At the conclusion of the course, the applicant must pass a final examination before a grade of pass/fail will be awarded. Successful passing students will be provided a Certificate of Completion.

Times: Online
Fee: $2100
Course: J101

Real Estate

New Jersey Real Estate Certification
75 Hours
3/1/22 - 4/13/22 Weekdays only
2/26/22 - 5/7/22 Saturdays only

In Partnership with William Paterson University School of Continuing and Professional Education. Rigel Institute School of Real Estate is licensed by the New Jersey Real Estate Commission to offer the pre-licensing course for real estate salespersons, brokers and continuing education courses. The real estate salesperson’s course is comprised of 75 hours of study and a final examination. All students are required to pass the final examination to become eligible to take the state exam and become licensed.

The NJ Real Estate salesperson’s course is comprised of 75 hours of study to include the real estate commission rules, regulations, law of agency, and related industry topics to prepare students to take the state exam to become licensed agents online.

The course will run virtually via Zoom.

Times: Tues, Wed & Thurs. | 3/1/22 - 4/13/22 - 5:30 pm – 9:00 pm
Saturdays only | 2/26/22 - 5/7/22 - 9:30 am – 2:30 am
Fee: $500
Course: B104 - Weekdays, B100 - Saturday
MCAT Strategy Personal Coaching Program

10 Hours
Open Registration

The MCAT Strategy Personal Coaching is provided by Jay Cutts, the lead author of the Barron’s MCAT prep book. The program prepares students for the Medical College Admission Test (MCAT).

The program includes up to fifteen hours of personal coaching help for a period of six months from the date of registration. Coaching can be used for any aspect of the MCAT other than science content review. You get science review help in the classes. Up to one hour of the ten coaching hours can be used for admissions issues other than the MCAT.

This program also includes twenty-eight hours of classroom-style content and strategy review via video conferencing (such as Zoom), in seven 4-hour sessions. The classroom sessions take place during the summer.

Mr. Cutts works with you directly by phone and video conferencing. He gives you specific assignments, reviews your progress, and teaches you advanced strategies. He creates a study plan for you and advises you on all the aspects of admissions. Students typically work with him once or twice each week. Sessions can be as long or short as needed.

Enrollment in this course includes registration in the STEPS to the MCAT program, an online study system. STEPS also puts you in touch with potential study partners.

You will learn how to control and use your time more effectively on all sections of the test, as well as how to avoid the most common timing pitfalls. You will learn how to skim CARS passages for structure and tools for distinguishing between two very close answer choices.

You will learn how to efficiently set up passages on the science sections and how to skim for the essential elements of the passage. You will learn how to gain points through testing strategies such as process of elimination and estimation. You will learn how to effectively read graphs and charts and use logic to get correct answers. You will learn a wide range of scientific problem-solving tools. You will learn tools for working two answer choices against each other to find the correct answer.

The strategies taught in this program have been tested and refined over 30 years of test prep experience with over a thousand students worldwide.

Times: Online
Fee: $1250
Course: H010

GRE Personal Coaching Program

10 Hours
Open Registration

The GRE Personal Coaching is provided by Jay Cutts, the lead author of the Barron’s LSAT and MCAT prep books. The program prepares students for the Graduate Record Exam (GRE). The course covers timing strategy and problem-solving strategies for the Quantitative and Verbal sections of the test.

The program consists of up to fifteen hours of personal coaching help for a period of six months from the start of the course. Up to one hour can be used for admissions issues other than the GRE.

Mr. Cutts works with you directly by phone and video conferencing. He gives you specific assignments, reviews your progress, and teaches you advanced strategies. He creates a study plan for you and advises you on all the aspects of admissions. Students typically work with him once or twice each week. Sessions can be as long or short as needed.

For the Quantitative section, you will learn how to interpret the instructions for the quantitative comparison questions, to analyze data interpretation graphs, and to recognize the patterns of GRE math questions. You will learn intuitive math problem-solving tools that are accessible even to people who are not strong in math. You will learn how to make decisions about using your time on the Quantitative section, including how to choose which questions to work on and how much time to spend on a question.

For the Verbal section, you will learn how to skim Reading Comprehension passages for structure and tools for distinguishing between two very close answer choices. You will learn the fundamental agenda of the Sentence Completion questions and tools for proving which answer is correct. You will learn how to make decisions about using your time on the Verbal section, including how to choose which questions to work on and how much time to spend on a question.

You will learn the underlying agendas for the Analytical Writing tasks and specific steps for creating an essay that will earn a passing score.

You will learn specific strategies for overcoming test anxiety, poor standardized test taking, and math anxiety. You will learn how to maximize your use of time on the test, how to avoid the most common timing pitfalls, and how to gain significant extra points through timing strategy.

Times: Online
Fee: $1250
Course: B102
LSAT Personal Coaching Program

10 Hours
Open Registration

The LSAT Personal Coaching is provided by Jay Cutts, the lead author of the Barron’s LSAT prep book. The program prepares students for the Law School Admissions Test (LSAT). The program consists of up to fifteen hours of personal coaching help for a period of six months from the start of the program. Up to one of those hours can be used for admissions issues other than the LSAT.

Mr. Cutts works with you directly by phone and video conferencing. He gives you specific assignments, reviews your progress, and teaches you advanced strategies. He creates a study plan for you and advises you on all the aspects of admissions. Students typically work with him once or twice each week. Sessions can be as long or short as needed.

Enrollment in this course includes registration in the STEPS to the LSAT program, an online study system. STEPS also puts you in touch with potential study partners. The course covers timing strategy and problem-solving strategies for the Reading Comprehension, Logical Reasoning, and Analytical Reasoning sections of the test, as well as for the essay.

You will learn how to analyze logic, including if/then statements and deductive and inductive reasoning. You will learn to identify the main types of logical reasoning, including analogy, cause and effect, and statistical arguments. You will learn tools for organizing complex deductive arguments, such as if/then arguments. You will learn to identify faulty argument types, including argument against the person, false analogy, false cause, ambiguity, circular reasoning, and false appeal to authority.

You will learn how to skim Reading Comprehension passages for structure and tools for distinguishing between two very close answer choices. You will develop a systematic approach for organizing Analytical Reasoning information, how to create a powerful diagram, and how to recognize the main types of Analytical Reasoning questions.

You will learn how to maximize your use of time on the test, how to overcome with test anxiety, how to avoid the most common timing pitfalls, and how to gain significant extra points through timing strategy.

The strategies taught in this program have been tested and refined over 30 years of test prep experience with over a thousand students worldwide.

Times: Online
Fee: $1250
Course: S100
Optional Externship Courses:

Organizational Behavior Professional
Fee: $1,299
Course Number: C036

Wills, Trusts & Estates Specialist
Fee: $1,699
Course Number: C061

Victimology
Fee: $1,699
Course Number: C051

Torts Law Specialist
Fee: $1,699
Course Number: C060

Real Estate Law Professional
Fee: $1,699
Course Number: C059

Legal Writing Specialist
Fee: $1,699
Course Number: C057

Legal Assistant
Fee: $1,699
Course Number: C056

Law Office Technology Specialist
Fee: $1,699
Course Number: C055

Criminal Procedure Specialist
Fee: $1,699
Course Number: C047

Criminal Justice Professional
Fee: $1,699
Course Number: C046

Criminal Investigation Professional
Fee: $1,699
Course Number: C045

Corrections Specialist
Fee: $1,699
Course Number: C044

Contract Specialist
Fee: $1,699
Course Number: C053

Psychology
Fee: $1,299
Course Number: C032

Sociology
Fee: $1,299
Course Number: C033

Writing Professional
Fee: $1,299
Course Number: C034

Human Resources Professional
Fee: $1,299
Course #: C035

Six Sigma Black Belt
Fee: $1,299
Course #: C037

Six Sigma Green Belt
Fee: $1,299
Course #: C038

Computer Security Technician (Comp TIA security +, Network+)
Fee: $1,299
Course #: C039

Computer Technician (Comp TIA A+)
Fee: $1,299
Course #: C040

Network Technician (Comp TIA Network+)
Fee: $1,299
Course #: C041

Project Management Professional with PMI PMP Exam Prep
Fee: $1,699
Course #: C042

Project Management Specialist for CAPM
Fee: $1,699
Course #: C043

Diesel Technician
Fee: $2,599
Course #: C062

Electrical Technician
Fee: $2,299
Course #: C062

HVAC Technician
Fee: $2,299
Course #: C064

Introduction to Building Trades & Technology
Fee: $899
Course #: C065

Plumbing Technician
Fee: $2,299
Course #: C066

Welding Technician
Fee: $2,599
Course #: C067
Motivated to succeed and advance your career? We’re here to help! The Center for Degree Completion and Adult Learning offers flexible academic pathways to help working professionals earn their bachelor’s degrees in high-demand fields. Programs offer accelerated, flexible course schedules with online options. The Center provides support and guidance for navigating your journey to degree completion.

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Prior Learning Assessment (PLA) recognizes that not all learning has resulted from the traditional college classroom. Adult learners may have a vast array of work experience and training that can be applied toward academic credit through any of the approaches below. Prior Learning Assessments can save you time and money as you work towards your degree.

Prior Learning Assessment Categories

- Portfolio Assessment
- Military Credits
- Transfer Credits
- Course Challenge Exams
- Credit by Examination
- Professional Training Credits

For more information visit: https://www.wpunj.edu/cpe/adult-degree-completion-programs/
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- Kitchen Engineers
- Reading Enrichment
- Scratch for Kids
- Creative Writing: short Stories

Grades 9-12
- SAT Prep
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- Pre-Calculus Clinic
- Introduction to Biochemistry
- Pop Culture & Me

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