Mott Community College Workforce & Economic Development Online & Hybrid Career Training Programs			
Academic Program Name	**Description**	**Weeks to complete**	**Credential(s)**
Healthcare			
Certified Nurse Aide	Mott Community College's Certified Nurse Aide program will prepare students to become registered as a Certified Nurse Assistant (C.N.A.). This is a 120-hour program consisting of classroom, laboratory and clinical practice that prepares students to work in today's hospitals and extended care facilities. Students completing this course are eligible to take the State Clinical and Written Competency tests.	8	**Prometric State Certification for Nurse Aide;** Cardiopulmonary Resuscitation (CPR)**; Mott Community College Career Credential Certificate**
Medical Administrative Specialist	The Medical Administrative Specialist is a 600 hour training course where students receive training to be able to perform both the front office duties as well as the patient care/prep duties of a Medical Administrative Secretary in a doctor's office or hospital setting.	25	Billing and Coding; **Electronic Medical Records; American Medical Technologist's (AMT) Medical Administrative Specialist (CMAS) Certification; Mott Community College Career Credential Certificate**
Medical Assistant	The Medical Assistant is a 600-hour training course where students receive training to be able to perform both the front office duties as well as the patient care/prep duties of a Medical Assistant in a doctor's office or hospital setting.	25	Medical Terminology; Pharmacology; **Insurance Coding; American Medical Technologist's (AMT) Medical Assistant (RMA) Certification; Mott Community College Career Credential Certificate**
Emergency Medical Technician (EMT)	This training is a State of Michigan approved and prepares individuals to take the NREMT National Certification. During this training, students will experience realistic emergency situations and hands-on training that will increase their confidence by providing structured practice in a safe environment.	9.5	National Career Readiness Certificate; CPR; State and National NREMT Certification
Pharmacy Technician	Mott Community College's Pharmacy Technology Certificate program is 150 Clock hours in 12 weeks and prepares students to enter the pharmacy field. Pharmaceutical terminology will be introduced, and basic anatomy related to pharmacology of medications will be a major component of the coursework along with pharmaceutical calculations.	12	**Pharmacy Technician Certification Boards (PTCB);** Pharmacy Terminology**; Mott Community College Career Credential Certificate**
Manufacturing			

Program	Description	Weeks	Certifications
Accelerated Welding Program	Mott Community College's Accelerated Production / Fabrication Welding Skills Certificate program is a fast-track curriculum designed to provide graduates with the basic skills and knowledge needed to earn American Welding Society (AWS) in SMAW and GMAW plate welding processes commonly used in production and fabrication welding. The program consists of 270-hours of training and education in different courses.	12	National Career Readiness Certificate; **American Welding Society (AWS) Level One**; Occupational Safety and Health Administration (OSHA) 30; **Mott Community College Career Credential Certificate**
Machinist CNC Training	Mott Community College's Machinist Training Certificate program is a two-stage program that is accelerated to meet the demand of the economy. CNC is computer numerical control which is a system that allows you to control the motion of tools and parts through a computer program that uses numeric data. This program course will show you the basic machines as well as programming for employment in a machine shop. The program consists of 376-hours in 12 weeks of training and education in different courses.	12	National Career Readiness Certificate; Occupational Safety and Health Administration (OSHA) 30; **Mott Community College Career Credential Certificate**; **Manufacturing Skills Standards Council (MSSC) Certification; National Institute of Medal Working Standards (NIMS)**
Basic Welding	Students will learn hands-on welding technology through a variety of subjects including Safety, Print Reading (Symbols & Drawings), Cutting & Brazing, Gas Metal Arc Welding (MIG), Shield Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (TIG), Pre-Heat/Post-Heat Metals, Intro to small pipe welding, resistance welding, and robotic welding.	14	National Career Readiness Certificate; **American Welding Society (AWS) Level One**; Occupational Safety and Health Administration (OSHA) 30; **Mott Community College Career Credential Certificate**
Building & Green Construction Trades Certificate	Mott Community College's Building & Green Construction Trades Certificate program are fast-tracked curriculums designed to provide graduates with the basic skills and knowledge needed to successfully enter the building trades or remodeling. The program consists of 350 hours during 15 weeks of training and education in different courses.	15	National Career Readiness Certificate; First Aid/CPR/AED; Occupational Safety and Health Administration (OSHA) 10; **EPA- Lead RRP; EPA- Section 608A Refrigerant Handling; Mott Community College Career Credential Certificate**
Technology			
Multi-Skilled / Robotics	Mott Community College's Multi-Skilled Robotics program is a fast- track curriculum designed to provide graduates with basic skills and knowledge needed for careers in control systems, industrial automation, work cell development and robotics. Students who pass the qualifications will earn an industry recognized FANUC Certification. The program consists of 252-hours of training and education.	10 - 12	National Career Readiness Certificate; Occupational Safety and Health Administration (OSHA) 30; **Factory Automation Numerical Control (FANUC) I & II; Mott Community College Career Credential Certificate**

Computer Repair Training /A+ Certificate	Mott Community College's Computer Repair / A+ training will prepare students in computer repair along with exam prep for the Comp TIA A+ exam. Students learn basic to advanced troubleshooting and diagnostic procedures along with networking, security and wireless solutions.	16	National Career Readiness Certificate; **CompTIA A+; Mott Community College Career Credential Certificate**
Google IT Support Professional Certificate	In this program, you will engage with a dynamic mix of hands-on labs and other interactive assessments, all developed by Googlers. This certificate program introduces you to troubleshooting and customer service, networking, operating systems, system administration, and security — all the fundamentals of IT support that are critical for success in the workplace. And, throughout the program, you will hear directly from Googlers whose own foundation in IT support served as a jumping off point for their careers.	35	National Career Readiness Certificate; **Google IT Support Certificate; Mott Community College Career Credential Certificate**
Environmental Workforce Development & Job Training	The Workforce Development and Job Training Grant provides recruitment, training, and placement of residents from solid and hazardous waste-impacted communities. Residents learn the skills needed to secure full-time, sustainable employment in the environmental field, including a focus on assessment and clean-up activities. The core training program includes 370 hours of instruction in 40-hour HAZWOPER, enhanced health and safety, applied math and science, site assessment, soil and groundwater sampling and treatment, lead and asbestos awareness, mold awareness, site remediation preparation, UST leak detection, wastewater treatment, and greening techniques. A total of four state and four federal certifications will be offered. Target Group: Veterans, low-income and minority, unemployed and under employed residents of Flint.		National Career Readiness Certificate; First Aid/CPR/AED; Occupational Safety and Health Administration (OSHA) 10; **EPA-Lead RRP; HAZWOPER 40; Mott Community College Career Credential Certificate**
National Retail Federation	The NRF Foundation shapes retail's future by building awareness of the industry through statistics and stories; developing talent through education, experiences, and scholarships; and fostering career growth among people who work in retail. This training provides: Basic work fundamentals, the business of retail, Customer focus, Getting and keeping jobs in retail, and Selling. This certification is recognized by all major and minor retail companies in the continental United States.	3 Days	National Career Readiness Certificate; National Retail Federation Certification
SERV Safe Manager	The SERV Safe® program is developed by the National Restaurant Association with the help of foodservice industry experts who face and overcome risks every day. This training provides current practices and defines food safety best practices from regulatory agencies, academia, and the foodservice industry to create them. SERV Safe materials reflect the latest science, research, and FDA Food Code.	3 Days	National Career Readiness Certificate; SERV Safe Manager Certification

Certified Video Game Designer	Our online game design course is ideal for anyone who has ever considered a career as a video game designer. Our "learn anytime, from anywhere" approach to learning affords students greater flexibility by allowing them to advance at their own pace, from the comfort of their own homes. Our award-winning Video Game Design and Basics of Programming online game design course is also great for amateur gamers looking to increase their knowledge of computer game design and programming. The course combines computer graphics concepts, computer aided instruction and marketing in a highly user-friendly program that requires no prior knowledge of video gaming or graphics programming.	26 Weeks	
Marketing Design Certificate	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 applies 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, typography, and identity design. Hands-on projects focus on essential skills and provide you with experience in business-focused design scenarios.	26 weeks	
Web Design Professional Certification Program	Are you a creative person who like working on a computer? Web design may be the perfect field for you. Every business needs to present a new and exciting image to their audience, the public. Good web designers help companies present their best ideas using a combination of technology and designs. Using these tools, you may be the one to help your company or clients get the message to the public. Web Design Are you interested in learning how to design web pages and websites in the newest version of HTML5? As you know, the main language for displaying content on the web is called HTML. But web design is more than just coding HTML. Web design is an exciting field that brings together coding, design, color, images, video, communication, business, and leadership.	26 Weeks	

Certified Bookkeeper with Microsoft Excel 2019	Certified Bookkeepers are the elite of their profession, much like CPAs are the best in the accounting field. Gaining industry-recognized certification increases your earning potential and enhances your professional status. This course prepares for American Institute of Professional Bookkeepers (AIPB) certification as well as Microsoft Office Specialist and Expert certification exams for Microsoft Excel 2019. Gaining 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.	52 Weeks	American Institute of Professional Bookkeepers (AIPB) certification as well as Microsoft Office Specialist and Expert certification exams for Microsoft Excel 2019
Certified Administrative Professional with Microsoft Office Specialist 2019	Certified Administrative Professional (CAP) and Microsoft Office Specialist (MOS) are two of the most valuable credentials an administrative professional can hold. These certifications prove that you can effectively perform administrative assistant duties and responsibilities in any industry. This course will prepare you for the CAP exam, offered by the International Association of Administrative Professionals (IAAP), and MOS certification exams for Word, Excel, PowerPoint, Outlook, and Access. You will learn the fundamentals of workplace administration, including organizational communication, management, and human resources. You will then learn how to effectively use programs in the Microsoft Office 2019 suite.	52 Weeks	CAP exam and the (MOS) Certification Exams are MO-100 (Word), MO-200 (Excel), MO-300 (PowerPoint), MO-400 (Outlook), and MO-500 (Access) exams. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.
OMCA® Social Media Associate	Learn one of the most sought-after marketing skills from industry experts and see how you can leverage social media to increase your company's revenue. In this course, you will learn how to build social marketing campaigns from start to finish. You will master the different opportunities available, recognize when to use the different channels, and the best way to reach people on the go. By the time you complete this course, you will be fully prepared to begin a career as a social media marketing focused digital marketer. You will have access to multiple disciplines, live workshops, and forums to interact with faculty and students.	26 Weeks	Online Marketing Certified Associate (OMCA®) exam.

OMCA® Web Analytics Associate	Digital marketers are in high demand in the job market, and the need for trained and experienced marketers is constantly expanding. Being able to implement multi-channel analytics can bring powerfully positive impacts to any marketing effort and make you stand out in the digital landscape. In this course, you will learn how to leverage competitive intelligence to analyze, provide context for, and increase observed marketing successes. Upon completion, you will receive an exam voucher to take the You will have access to multiple disciplines, live workshops, and forums to interact with faculty and students. You will learn multi-channel analytics, as well as how to create effective segmented web data, so you can make business decisions based on numbers. By the time you complete this course, you will be fully prepared to begin a career as analytics focused digital marketer.	26 Weeks	Online Marketing Certified Associate (OMCA®) exam.
Certified Green Supply Chain Professional	The Certified Green Supply Chain Professional Online Training course will give you the specialized knowledge to enable a company to achieve its environmental sustainability goals through global sourcing, materials management, procurement and buying, transportation and logistics, and new product development. This course will help you learn the essentials of green product standards and labeling as well as how to develop sustainability supplier courses, implement sustainable business practices, apply lean and green manufacturing strategies, and integrate these practices across the extended supply chain. By the end of this course, you will be prepared to take the Senior Certified Sustainability Professional Certification (SCSP) or Green Supply Chain Professional Certification (GSCP) offered by Green Supply Chain.org. While these are not state or national certifications, once you pass, you will have earned the course credentials and are entitled to use the SCSP or GSCP designation after your name. This sustainability certification is essential for professionals working in or preparing for leadership roles tasked to support the sustainable business practices and goals of their organization. Professionals who need to create collaborative partnerships in order to improve sustainable business practices throughout the supply chain will also benefit from this course, as will sustainability consultants who must analyze green challenges for their clients and develop supply-chain strategies. Managers, directors, or vice presidents whose departments are within the operations or supply-chain groups and have responsibility for implementing green supply-chain practices will find this training useful. Lastly, for those	13 months	Senior Certified Sustainability Professional Certification (SCSP) or Green Supply Chain Professional Certification (GSCP)

	professionals who need to develop collaborative supplier partnerships with OEM organizations they support as a Tier I or II supplier.		
Certified Human Resources Professional	Individuals trained and certified in the field of Human Resources are qualified to flourish in a wide range of employment positions. HR professionals can pursue a variety of careers such as Manager, Specialist, Executive, Consultant, Training & Development Manager, and International Specialist. HR professionals are qualified to handle such tasks as employee management, communications and disputes, benefits programs management, navigating government regulations, and creating policies for measuring employee performance. Students who complete this course will both develop mastery over human resource principles and experience real world scenarios commonly faced by HR professionals.	26 weeks	HR Certification Institute's Associate Professional in Human Resources (aPHR) Certification Exam
Certified Quality Auditor	In this course, you will learn the standard basics and competencies of quality auditing, as well as professional applications, advanced techniques, and course management. Whether you are new to the field or are an existing quality auditor looking to prepare for the ASQ certification exam, the ASQ-Certified Quality Auditor course is an excellent choice for building your career as a CQA. Additionally, getting your certification is an excellent way to move ahead in your career, as ASQ CQAs earn nearly twelve percent more on average than quality auditors without credentials. This course also includes a voucher which covers the fee of the exam.	26 weeks	ASQ certification exam

Lean Six Sigma Green Belt and Black Belt	This online, combined Black Belt and Green Belt training course will teach you Lean Six Sigma process improvement projects from start to finish. Green Belt training will allow you to deliver measurable, sustainable improvement by finding the root causes of problems and streamlining processes. In Black Belt training, you will further develop your process improvement, project management, and leadership skills using clear language and plenty of practical examples. This advanced, interactive, and enjoyable online course draws on decades of success helping people from Fortune 500 Companies to Small-and-Medium sized Businesses. This course will begin to help you create happier customers, increase revenue, reduce costs, and improve collaboration. The fees for the Lean Six Sigma Green Belt and Black Belt Certification exams are included in the course.	52 Weeks	Six Sigma Green Belt and Six Sigma Black Belt certification examinations through the American Society for Quality (ASQ).
Salesforce: Power User	In the Salesforce Power User course, you will learn how to work with Salesforce to achieve the desired results within your position. The course covers all uses of Salesforce – from the sales perspective through HR and management's perspective. As a salesperson, learning all the various best practices of Salesforce allows you to manage your time more efficiently as well as increase your sales through better lead management and nurturing. For HR Managers as well as Sales Managers, understanding Sales Force is crucial to create best practices for your employees and ensure that leads are being properly cultivated and nurtured. Without proper use of Salesforce, leads will not get the necessary attention to hit quota and revenue goals. With Salesforce being the world's #1 CRM, understanding the various features and customizations is an important skill set for a variety of positions. This course is entirely online and is completed at your own pace. When you register, you receive six (6) months to complete this course.	26 weeks	

Mastering Project Management with Microsoft Project 2019	For project managers, staying up to date on the latest project management techniques is key to consistently delivering meaningful results. This Project Management Professional (PMP)® training course will expand your skill set and prepare you for certification. You will be trained in several key areas, including forecasting, risk management, project recovery, and resource allocation. You will also learn how to use Microsoft Project 2019 for tracking and reporting needs. By course completion, you will be able to apply these project management tools to your next project. This course also meets educational requirements for Project Management Professional (PMP)® certification, so you will be fully prepared for the exam.	32 Weeks	
Entrepreneurship: Start-Up and Business Owner Management	The Entrepreneurship: Start-up and Business Owner Management Online Training course provides an excellent foundation for not just the start-up business owner, but also for business owners and managers who want to gain a further understanding of some of the fundamental principles associated with owning and operating a start-up or established business. You will grow in your understanding of financial and accounting terms, gain confidence, and improve your communication skills, and explore the basics of running a business in accordance with legal requirements. It has never been easier to get your own business up and running.	26 weeks	
Crystal Reports	If you work with large amounts of data and need to create engaging reports with that data, then you need to learn Crystal Reports. As data analysis becomes increasingly important in business, knowing how to use Crystal Reports, SAP's widely used business intelligence application, is critical. This course will teach you to use Crystal Reports and create custom SQL statements to analyze data and create reports that convey clear messages. You will learn to format reports, to filter and group data, to use formulas, to create summary reports and charts and to export reports. You will then learn how to use sections to improve formatting, how to create sub reports, how to work with custom groups, and how to create report alerts. Finally, you will learn more advanced features of Crystal Reports and will receive a thorough introduction to SQL, including how to work with databases, how to perform simple and advanced	26 weeks	

	SELECTs, and more. By the end of the course, you will know how to connect to a data source and how to select subsets of the data to import into Crystal Reports to analyze. You will be able to create useful reports, manipulate their look and feel, and export them in a variety of shareable formats.		
Microsoft Office Specialist 2019 (MOS) Certification Training	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 are 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. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.	26 2eeks	MOS Certification Exams MO-100 (Word), MO-200 (Excel), MO-300 (PowerPoint), MO-400 (Outlook), and MO-500 (Access) exams
AWS System Operations Certification Bundle	You will be introduced to Amazon Web Services (AWS) products, services, and common solutions. You will be provided with fundamentals to become more proficient in identifying AWS services so that you can make well-informed decisions about IT solutions based on business requirements. Upon completion of this course you will be prepared to sit for the AWS Certified SysOps Administrator – Associate exam. You will then learn how to create automatable and repeatable deployments of networks and systems on the AWS platform. AWS System Operations is a course for System Administrators and Developer Operations personnel and will cover the specific AWS features and tools related to configuration and deployment, as well as common techniques used throughout	52 weeks	AWS Certified SysOps Administrator – Associate exam

	the industry for configuring and deploying systems. This course includes a voucher which covers the fee of the exam.		
C++ Programmer	Many of today's popular desktop, web, and mobile apps were developed with the C++ programming language. With software development roles expected to grow at 22 percent from 2012-2022, learning C++ is an important first step to a career in computer science. This course is designed to introduce you to the concepts, terminology, application, and coding of the C++ programming language. This course consists of 18 lessons that use text, full programming scenarios, instructional videos, and hundreds of live coding labs that give you real-time feedback on your work. You will learn fundamental programming concepts, including decision making and looping, with the support of practical, step-by-step examples. After working through these lessons, you will understand the basics of structured and object-oriented programming techniques. Most importantly, you will be able to build C++ programs to strengthen your developer portfolio.	52 Weeks	
Full Stack Software Developer	Full stack software developers are the creative minds behind computer programs. They use different coding languages and intuitive technologies to create web applications that allow people to achieve specific tasks on a computer or on another device. This online course will fast track you into one of the most in demand professions worldwide: Full Stack Software Development. Software developers earn god wages in the U.S. and enjoy more flexibility in their professional careers than most other industry roles. The demand for software developers is at a global all-time high. By 2024 growth in this area is projected to have increased by 17 percent. The U.S. Bureau of Labor Statistics has identified Software Development as one of the top five areas of growth over the	18 Months	

	next ten years. This course will teach you to become an industry-ready full stack software developer. You will learn all the skills required to create a website from scratch. You will bring data to life by creating visual dashboards of large amounts of data and demonstrate your front-end design ability and work with databases. You will conduct document integration testing, deployment, and virtualization. When you complete the course, you will have a professional portfolio of real-world projects to showcase at interviews.		
Java Programmer + Python Developer	Whether you are 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.	52 Weeks	
Oracle SQL and PL/SQL Developer with Crystal Reports	As the business world becomes more reliant on technology, so has the need for business intelligence (BI) developers. Today's BI developer must know how to design and generate reports from large data sources. This online course will equip you with a complex skillset needed to work in business intelligence. You will learn how to create reports with Crystal Reports and how to use Oracle's procedural programming language PL/SQL to write sophisticated queries against an Oracle database. By course completion, you will be able to enter the job market as an entry-level BI developer or analyst.	52 Weeks	
Web Applications Developer	Whether you are new to web app development or want to enhance your skills, this course will give you the knowledge you need to create dynamic database-driven websites using the latest technologies. You will first master basic HTML, the core technology behind almost all websites. You will then learn CSS for designing pages and discover JavaScript makes your pages more dynamic. In addition, you will learn best practices and uses for PHP and jQuery. You will then dive into SQL and learn how to create intranets and e-commerce sites. Do not forget XML; this course will also teach you the basics of the fundamental markup language. Lastly, you will learn how to create a functional WordPress site. Your final project will put your skills to the test—you will build	52 Weeks	

	and develop a database-driven web application from the ground up. By course completion, you will have the skills needed to start an entry-level career in web applications development.		
Die Setter	Are you looking for a job where you can play a pivotal role during a manufacturing process? Consider a career as a die setter. Our Die Setter training course will provide you with the knowledge and skills you need to prove competency and begin your career. This accelerated Die Setter course provides an intensive overview of skills necessary for die setting, including math, inspection, safety, materials, quality, and fabrication necessary to work as a die setter in an online format.	52 weeks	
Tool and Die Maker	Do you want to play an integral role in a manufacturing process? Are you looking for a way to become more indispensable to your employer in the manufacturing industry? Tool and die makers are skilled artisans who enter their careers after a combination of education and hands-on training. This online Tool and Die Maker course is the perfect way to get started in your new career as a tool and die maker. This course provides an intensive overview of skills necessary for tool and die making. You will learn work holding, math, inspection, safety, machining, materials, quality, and grinding. Upon completion of the course, you will have obtained the required knowledge and proven competency in the necessary areas for a successful career as a tool and die maker	52 weeks	
Leadership in Energy and Environmental Design (LEED)	The 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 and credential has 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	15 weeks	LEED Green Associate Credential from USGBC (US Green Building Council)

	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.		
Process Technician	Are you looking for the education and training that will give you a career boost and allow you to get the job you want? This online Process Technician course provides an intensive overview of skills necessary to become a process technician. A Process Technician is involved throughout the manufacturing process. They operate equipment, oversee processes, document results, and adhere to strict protocols. This course will teach you the math, inspection, safety, machining, quality, electrical systems, automation, mechanical systems, motor controls, fluid systems, and joining necessary to be on your way to a successful career as a process technician.	52 Weeks	
HVAC/R Technician	This course will prepare you for an entry-level career in the HVAC/R industry by providing hands-on guidance for service, repair, and solutions. You will learn from in-depth materials, including service call simulations that bring concepts to life. By course completion, you will be ready to pass all 17 HVAC Excellence Employment Ready Certificates, the EPA 608, and the NATE Ready to Work Certificate. This course will provide the necessary information to pass the following entry-level certificate exams: · HVAC Excellence ESCO Group: 17 Employment Ready Certificates · NATE: Ready to Work Certificate · EPA 608: Section 608 Universal Technician Certification Upon course completion, you will also receive a voucher package for the HVAC Excellence Employment Ready Certificate exam* that includes: ·	162 hours	VAC Excellence Employment Ready Certificate exam* that includes: · 1 Employment Ready Certificate for Electrical · 1 Employment Ready Certificate for Air Conditioning · 1 EPA 608 Voucher *Proctor fees may apply

Maintenance Technician	Do you have a knack for tinkering and fixing things with your hands? Are you looking for a career where you can do what you love every day? This online Maintenance Technician course is an intensive overview of skills necessary for manufacturing maintenance from the basic principles of power transfer and rigging safety to PLCs and robotics that will provide you with the knowledge and skills you need to begin a successful career. A Maintenance Technician is required to have a thorough understanding of how machines and systems function to keep them running without breakdowns and maintain service for their expected lifespan and beyond. You will learn the following concepts and skills: work holding, math, inspection, safety, machining, quality, grinding, electrical systems, automation, mechanical systems, motor controls, rigging, and fluid systems as you prepare for your new career as a Maintenance Technician.	18 Months	
Quality Inspector	Do you have a keen attention to detail? A career as a quality inspector could be a great fit. This online Quality Inspector course will provide you with the knowledge and skills you need to prove competency and begin your new career quickly. This accelerated Quality Inspector course provides an intensive overview of skills necessary for quality assurance and inspection, including math, inspection, safety, materials, quality, and management.	52 Weeks	
CCA Medical Billing and Coding	Medical Billing and Coding is one of the fastest growing careers. Employment of medical coders is projected to grow 15 percent, which is more than double the average for all occupations. Healthcare workers are in high demand due to the increased medical needs of an aging population and the increased number of Americans qualifying for health insurance. This means there are numerous job opportunities for this type of position across the country. The CCA Medical Billing and Coding course will prepare you for an entry-level career within the healthcare industry. You will learn current medical coding standards, to help you accurately track patient accounts and find gainful employment within this growing workforce sector.	52 Weeks	Certified Coding Associate (CCA) exam, offered by the American Health Information Management Association (AHIMA).

Certified Electronic Health Records Specialist + Medical Terminology	When you enroll in this all-inclusive National Health career Association (NHA)-certified course, you will unlock the door to this burgeoning career. Through 14 comprehensive lessons, you'll learn what kind of information is stored in an electronic health record (EHR) system, what steps are required to implement a system in a medical practice, how staff members and patients interact with EHR systems, and what benefits these systems provide compared to traditional paper records. Throughout the course, you will get hands-on practice using real EHR software, and you'll have direct access to expert facilitators who will give you firsthand knowledge of what it is like to work as a CEHRS. You will move through the course at your own pace, and your facilitators will be there with you every step of the way to provide clarification, support, and guidance. Additionally, you will study medical terminology - word parts and the structures and functions of the human body. You will also study disorders and medical procedures common to each body system, including musculoskeletal, cardiovascular, respiratory, digestive, nervous, endocrine, integumentary, genitourinary, lymphatic, and immune.	26 weeks	Electronic Health Record Specialist Certification (CEHRS) exams
Medical Office Manager (CPPM)	Managing a physician's office requires a wide range of skills. This course covers the competencies required including, effective patient flow, revenue cycle management, compliance regulations, human resources, health information, and general business processes. Medical Terminology will give you a full understanding of word origins to their application. You will learn the correct terms and spelling for all the body systems, major pathological conditions, disorders, treatments, medications, and more. Microsoft Office skills are important skills to have in any profession or workplace. Being able to work with Office programs is a must in today's workplace, you will learn essential introductory and advanced Office skills in Microsoft Word and Excel 2016 programs. You will be prepared for the Microsoft Office Specialist Certification exams 77-727 and 77-728 (Excel) and 77-725 and 77-726 (Word), the fees for these exams are not included in this course. In Certified Medical Administrative Assist (CMAA) you will learn how to handle the increasing complexities of healthcare management and patient care in offices of physicians, offices	1`8 Months	Certified Physician Practice Manager (CPPM) exam Certified Medical Administrative Assistant (CMAA) and the Certified

			Electronic Health Records Specialist (CEHRS) national certification exams.
	of other providers, clinics, urgent care centers, ambulatory surgery centers, hospital departments and emergency rooms, home health agencies, assisted living facilities, educational institutions and group homes.

You will get hands-on practice using real EHR software and learn the benefits these systems provide compared to traditional paper records and understand not only medical terms themselves, but also their application.

Certified Physicians Practice Manager (CPPM) will cover the requirements of managing the revenue cycle, compliance regulations, human resources, health information, and general business processes that make practice management a challenging yet rewarding profession.

Upon completion of this course, 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 Health career Association (NHA). You will receive study guide materials, practice exams, AAPC membership, and access to the Practice code tool. | | |
| **Certified Protection Officer** | Looking for a career where you are always in demand? Certified Protection Officers (CPOs) enjoy ample employment opportunities and long-term job security. In this course, offered by Smart Horizons Career Online High School, you will master the skills you need to obtain certification as a protection officer and gain employment in this popular field. As you prepare for your career as a protection officer or security guard, you will learn about report writing, physical security, emergency procedures, workplace violence, traffic control, fire prevention, use of force, and operational risk management. The course is conducted entirely online and gives you the opportunity to learn at your own pace. Throughout, you will have the support of an experienced, enthusiastic teacher who is committed to your success.

When you complete the course, you will earn a self-study Certified Protection Officer (CPO) certificate that meets the academic requirements for obtaining the CPO credential. Get started today, and prepare yourself to enter this exciting career field | 26 Weeks | |

Hotel Management	This course will introduce you to the range of hotels in operation and their management policies. The principles learned can be transferred to multiple accommodation types such as hotels, motels, resorts, bed and breakfasts, and any other business that provides accommodation or lodging. You will gain an understanding of the complexities of hotel management and will learn to consider the multiple interrelated aspects of successful hospitality service. Successful hotel management requires maintaining internal organization, handling internal and guest issues, adapting to constantly evolving industry needs, and implementing regular changes to stay competitive in the current market. This course will prepare you to dive into an exciting and dynamic career in hotels and hospitality.	26 Weeks	
Restaurant Management	As one of today's most in-demand jobs, the salary for a restaurant manager is over $50,000 on average. To become a successful restaurant manager, you must acquire the practical skills and theoretical knowledge necessary to execute all elements of a restaurant business. Restaurant Management provides this foundation by teaching each aspect of the process; from inception through creation to ultimately managing a successful restaurant. This course will impart the theory behind food and beverage production and management, human resource management and basic accounting practices for the restaurant industry. You will also learn how to market a restaurant to key customer groups and how to sustain a profitable restaurant while adhering to all legal requirements.	26 Weeks	
Cisco CCNA Certification Training	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. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the CCNA certifying exam upon eligibility	52 Weeks	CCNA 200-301

CompTIA™ Certification Training: A+, Network+, Security+	An important way you can demonstrate your knowledge and skillset to potential employers in information technology is through CompTIA certifications. The A+, Network+, and Security+ credentials are the best CompTIA certifications to have to jumpstart or advance your IT career. If you are interested in the often flexible and well-paid opportunities of IT and cyber security jobs, get started today with CompTIA certification training. 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. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying exams upon eligibility. 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.	26 Weeks	CompTIA A+ Exams 220-1001 and 220-1002, CompTIA Network+ Exam N10-007, and CompTIA Security+ Exam SY0-501
Certified Ethical Hacker	Are you interested in network security and information technology—but perhaps want more of a challenge than typical IT provides? If so, ethical hacking certification is a unique way to set yourself apart from other IT professionals and add even more value to your organization. As a certified ethical hacker, you will use the same techniques as the bad guys to assess security and identify weaknesses, except you will use these hacking powers for *good*. 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	26 Weeks	Certified Ethical Hacker Exam 312-50, offered by EC-Council

	malicious hackers use. You will 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.		
Certified Information Security Manager (CISM)	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 are 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.	26 weeks	ISACA Certified Information Security Manager (CISM) certification exam.
Certified Information Systems Security Pro (CISSP) Prep and Exam	The CISSP® Exam Prep Course prepares test-takers for the Certified Information Systems Security Professional exam, as administered by the International Information System Security Certification Consortium (ISC)2. The CISSP® certification is recognized worldwide and adheres to the strict standards of ISO/IEC 17024. As security breaches outpace the available pool of security experts, the need for information security professionals with proper certifications will continue to grow. Among other titles, obtaining the CISSP® certification prepares one for a position as a Security Analyst, Chief Information Security Officer, or as a Security Architect. This course includes an assessment of their readiness to take ISC2's CISSP® Exam.	26 weeks	The CISSP® certification
Certificate in Healthcare and Eldercare	This course provides you with the skills necessary to become a practicing mediator specializing in healthcare or eldercare disputes. It provides training in the INACCORD® conflict resolution model and offers you the chance to practice your skills through simulated role-playing exercises. Additional specialized training will cover healthcare and eldercare topics including bioethics, family-provider disputes, elder abuse, and common billing and insurance conflicts. Upon successful completion, Mediators Without Borders will award you individual professional certifications in Mediation, Applied Mediation Practice, Healthcare and Eldercare Mediation, and Professional Healthcare and Eldercare Mediation. A final exam is optional upon completion of the course.	26 Weeks	
	This course provides you with the skills necessary to become a Mediation or Restorative Justice professional. This		

Certificate in Mediation and Restorative Justice	comprehensive course series provides training in the INACCORD® conflict resolution model and offers you the chance to practice your skills through simulated role-playing exercises. Additionally, you will be trained in the INACCORD® model of Restorative Justice, which will prepare you for work bringing perpetrators and victims of crimes together to seek resolutions that restore all parties. Upon successful completion, Mediators Without Borders will award you individual certifications in Mediation, Applied Mediation Practice, Restorative Justice, and a professional certificate as a Mediator and Restorative Justice Practitioner. A final exam is optional upon completion of the course	26 Weeks	
Certified Paralegal	Paralegals play a vital role in the legal profession. These qualified professionals take on a variety of tasks ranging from legal research to drafting legal documents in traditional law office settings and in the corporate, government, and public arenas. Formal training is a critical part of preparing for a career as a paralegal. 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 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.	52Weeks	
Teacher's Aide with ParaPro Prep	Schools need paraprofessionals! This course will prepare you for the ETS ParaPro Assessment exam, so you can work as a teacher's aide. You will learn how these paraprofessional educators assist with classroom instruction and build a foundation in educational principles like classroom management. Most importantly, you will develop strategies to support students of different learning abilities in reading, writing, and math.		Educational Testing Service Paraprofessionals