

Category/Type	Course Title	Format	Location	Days/Week Short	Date Start	Date End	Time Start	Time End	Description
Adult Education	Accelerate your GED!	In Person	West Park	M,W	11/2/2020	12/17/2020	1:00 PM	4:00 PM	This course is designed to support students in completing their GED in 6 short weeks. This intense, fast-paced course will push students out of their comfort zone and into completing a high school diploma in only 6 weeks. Through a combination of face-to-face instruction and online support, students will quickly master knowledge and skills needed to pass the four subject tests and graduate quickly. (Eligibility will be confirmed by placement testing.)
Adult Education	Computer Basics for English Language Learners	In Person	Center of Grace	Tu,Th	11/3/2020	11/12/2020	12:30 PM	2:00 PM	This course introduces English language learners to the power of using computers. Students will learn basic terminology relating to computer equipment and e-mail basics. Students must be able to understand basic English phrases and be familiar with the Latin alphabet. Student must also have a smart phone.
Adult Education	Grammar for ESL	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020	12/4/2020			This course is designed as an in-depth analysis of English grammar for intermediate to advanced English as Second Language college students. It is designed to prepare you for regular mainstream English classes. Grammar for ESL is one of the required courses in most college ESL programs to transfer to mainstream English or to transfer to a university. It establishes a foundation for continuous learning and serves as a complement to other courses that you may be taking or will take.
Adult Education	Guided Reading: Strategies for the Differentiated Classroom	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			Mixed in the right proportion, differentiated instruction will help you build a balanced literary framework that gets results with even the most challenged learners. In this course, you will learn differentiated instruction tactics that will help you understand how your students learn. When you apply those tactics within the guided reading framework, which helps you lead students through new ways of approaching text, great things start to happen. The result is a classroom full of students who can negotiate increasingly challenging texts with unprecedented fluency. This course is critical for modern educators, who often must teach on the run with limited resources and unlimited demands on their time. Get ready to reach your readers with ease in no time flat! Note: To receive 25 hours of instruction in the State of Oregon, please ensure your school is eligible to issue professional development units, and that the course is approved by your professional learning coordinator.
Adult Education	Preparing for your next Career	In Person	West Park	M	11/2/2020	11/23/2020	1:00 PM	3:00 PM	This course will assist participants in planning and goal setting to succeed in their next career. Preparation steps will include goal setting; completing the Holland Skills career assessment and applying career exploration tools with the results; writing or revising a resume, cover letter and thank-you letter; and preparing for an in-person or online interview. The course will include a 1-hour individualized resume review and mock-job interview with feedback for improvement, to be scheduled in consultation with the student.
Adult Education	Preparing for your next Career	In Person	West Park	Tu	11/17/2020	12/8/2020	1:00 PM	3:00 PM	This course will assist participants in planning and goal setting to succeed in their next career. Preparation steps will include goal setting; completing the Holland Skills career assessment and applying career exploration tools with the results; writing or revising a resume, cover letter and thank-you letter; and preparing for an in-person or online interview. The course will include a 1-hour individualized resume review and mock-job interview with feedback for improvement, to be scheduled in consultation with the student.
Adult Education	Quick Resume Review and Critique	In Person	West Park	M,Tu,W,Th	On Demand	By appt: jcae@jccc.edu			This course will provide the participant with an individualized review and critique of an existing resume, and a secondary review once revisions are incorporated.
Adult Education	Winning At Work!	In Person	OHEC	Tu	11/3/2020	12/15/2020	6:00 PM	8:00 PM	Get ready to bring your 'A' Game and learn how to succeed in the workforce. In this course, students will learn a set of skills, sometimes called soft skills or work readiness skills, to become a more valued employee. This course is based on the seven traits needed to succeed in the workforce: attitude, attendance, appearance, ambition, acceptance, appreciation, and accountability.
Adult Education	Winning At Work!	Live online	online	Tu	11/3/2020	12/15/2020	1:00 PM	3:00 PM	Get ready to bring your 'A' Game and learn how to succeed in the workforce. In this course, students will learn a set of skills, sometimes called soft skills or work readiness skills, to become a more valued employee. This course is based on the seven traits needed to succeed in the workforce: attitude, attendance, appearance, ambition, acceptance, appreciation, and accountability.
Adult Education	Workplace Readiness for English Language Learners	Hybrid: about half live online & the rest face-to-face	Online & West Park	Tu,Th	11/3/2020	12/10/2020	6:00 PM	9:00 PM	This course is designed to support English language learners excel in the workplace. The course will introduce workplace vocabulary, reading, and writing. Students will work on job search techniques, soft skills and interview conversation. Students will leave the class with increased digital literacy skills, an electronic cover letter, resume, thank you letter template, and increased confidence for moving ahead in their career.
Adult Education	Writing for ESL	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Many ESL learners have excellent educations, training, and skills in their native countries. However, their dreams of success elude them in English-speaking countries because they cannot write effectively in their new language. This course will show you what English readers expect and how your writing can achieve your goals. You will learn about the entire writing process and its five stages: prewriting, outlining, writing, revising, and editing. You will learn to generate and focus your ideas. You will discover how to write clearly focused topic sentences and thesis statements, which will guide you in writing logical, unified paragraphs and essays. You will also learn to refine and perfect your work, making it free of grammatical and punctuation errors. You will gain important critical thinking skills and learn some techniques for writing concisely. When you finish this course, you will be able to write clearly, logically, and cohesively, and you will be able to apply what you have learned in any academic or work setting.
Automotive	ASE Technician Test Preparation (TTP) Truck Series: T1 Gasoline Engines	Online - Self-paced	Ed2Go - SPT		On Demand				Are you looking for an easy, yet in-depth way to prepare for the Automotive Service Excellence (ASE) exams? Prepare for the Automotive Service Excellence (ASE) exams online with ease! Our ASE Technician Test Preparation 2.0: Medium/Heavy Duty Truck Gasoline Engines (T1) course is newly updated and enhanced to ensure those preparing to take the ASE certification exam are even more equipped for success than ever before! Including significant enhancements to content and functionality, this robust online product features all of the necessary components a user needs to successfully prepare for ASE certification. A detailed, three-tiered preparatory methodology (Practice, Standard and Timed testing modes) is designed to ensure users increase confidence not only in answering task-list based questions correctly, but also in gaining test-taking assurance when performing in a simulated, timed exam environment. The Practice mode, the suggested starting preparatory test mode, provides detailed, question level remediation with each question response. This includes answer explanations, links to the relevant task list area(s) being assessed, digitized videos, animations and full-color, engaging graphics designed to increase learning efficiency. The Standard mode removes the remediation element, and begins to transition the user to ensure comfort in a simulated online test taking environment. The Timed mode simulates most closely the actual ASE exam, where each preparation exam is timed and results achieved are viewed only at the completion of the entire set of questions for each test area.
Automotive	ASE Technician Test Preparation (TTP) Truck Series: T2 Diesel Engines	Online - Self-paced	Ed2Go - SPT		On Demand				Are you looking for an easy, yet in-depth way to prepare for the Automotive Service Excellence (ASE) exams? Prepare for the Automotive Service Excellence (ASE) exams online with ease! Our ASE Technician Test Preparation 2.0: Medium/Heavy Duty Truck Diesel Engines (T2) course is newly updated and enhanced to ensure those preparing to take the ASE certification exam are even more equipped for success than ever before! Including significant enhancements to content and functionality, this robust online product features all of the necessary components a user needs to successfully prepare for ASE certification. A detailed, three-tiered preparatory methodology (Practice, Standard and Timed testing modes) is designed to ensure users increase confidence not only in answering task-list based questions correctly, but also in gaining test-taking assurance when performing in a simulated, timed exam environment. The Practice mode, the suggested starting preparatory test mode, provides detailed, question level remediation with each question response. This includes answer explanations, links to the relevant task list area(s) being assessed, digitized videos, animations and full-color, engaging graphics designed to increase learning efficiency. The Standard mode removes the remediation element, and begins to transition the user to ensure comfort in a simulated online test taking environment. The Timed mode simulates most closely the actual ASE exam, where each preparation exam is timed and results achieved are viewed only at the completion of the entire set of questions for each test area.
Automotive	ASE Technician Test Preparation (TTP) Truck Series: T3 Drive Train	Online - Self-paced	Ed2Go - SPT		On Demand				Are you looking for an easy, yet in-depth way to prepare for the Automotive Service Excellence (ASE) exams? Prepare for the Automotive Service Excellence (ASE) exams online with ease! Our ASE Technician Test Preparation 2.0: Medium/Heavy Duty Truck Drive Train (T3) course is newly updated and enhanced to ensure those preparing to take the ASE certification exam are even more equipped for success than ever before! Including significant enhancements to content and functionality, this robust online product features all of the necessary components a user needs to successfully prepare for ASE certification. A detailed, three-tiered preparatory methodology (Practice, Standard and Timed testing modes) is designed to ensure users increase confidence not only in answering task-list based questions correctly, but also in gaining test-taking assurance when performing in a simulated, timed exam environment. The Practice mode, the suggested starting preparatory test mode, provides detailed, question level remediation with each question response. This includes answer explanations, links to the relevant task list area(s) being assessed, digitized videos, animations and full-color, engaging graphics designed to increase learning efficiency. The Standard mode removes the remediation element, and begins to transition the user to ensure comfort in a simulated online test taking environment. The Timed mode simulates most closely the actual ASE exam, where each preparation exam is timed and results achieved are viewed only at the completion of the entire set of questions for each test area.
Automotive	ASE Technician Test Preparation (TTP) Truck Series: T4 Brakes	Online - Self-paced	Ed2Go - SPT		On Demand				Are you looking for an easy, yet in-depth way to prepare for the Automotive Service Excellence (ASE) exams? Prepare for the Automotive Service Excellence (ASE) exams online with ease! Our ASE Technician Test Preparation 2.0: Medium/Heavy Duty Truck Brakes (T4) course is newly updated and enhanced to ensure those preparing to take the ASE certification exam are even more equipped for success than ever before! Including significant enhancements to content and functionality, this robust online product features all of the necessary components a user needs to successfully prepare for ASE certification. A detailed, three-tiered preparatory methodology (Practice, Standard and Timed testing modes) is designed to ensure users increase confidence not only in answering task-list based questions correctly, but also in gaining test-taking assurance when performing in a simulated, timed exam environment. The Practice mode, the suggested starting preparatory test mode, provides detailed, question level remediation with each question response. This includes answer explanations, links to the relevant task list area(s) being assessed, digitized videos, animations and full-color, engaging graphics designed to increase learning efficiency. The Standard mode removes the remediation element, and begins to transition the user to ensure comfort in a simulated online test taking environment. The Timed mode simulates most closely the actual ASE exam, where each preparation exam is timed and results achieved are viewed only at the completion of the entire set of questions for each test area.

Automotive	ASE Technician Test Preparation (TTP) Truck Series: T5 Suspension/Steering	Online - Self-paced	Ed2Go - SPT		On Demand			Are you looking for an easy, yet in-depth way to prepare for the Automotive Service Excellence (ASE) exams? Prepare for the Automotive Service Excellence (ASE) exams online with ease! Our ASE Technician Test Preparation 2.0: Medium/Heavy Duty Truck Steering/Suspension (T5) course is newly updated and enhanced to ensure those preparing to take the ASE certification exam are even more equipped for success than ever before! Including significant enhancements to content and functionality, this robust online product features all of the necessary components a user needs to successfully prepare for ASE certification. A detailed, three-tiered preparatory methodology (Practice, Standard and Timed testing modes) is designed to ensure users increase confidence not only in answering task-list based questions correctly, but also in gaining test-taking assurance when performing in a simulated, timed exam environment. The Practice mode, the suggested starting preparatory test mode, provides detailed, question level remediation with each question response. This includes answer explanations, links to the relevant task list area(s) being assessed, digitized videos, animations and full-color, engaging graphics designed to increase learning efficiency. The Standard mode removes the remediation element, and begins to transition the user to ensure comfort in a simulated online test taking environment. The Timed mode simulates most closely the actual ASE exam, where each preparation exam is timed and results achieved are viewed only at the completion of the entire set of questions for each test area.
Automotive	ASE Technician Test Preparation (TTP) Truck Series: T6 Electrical and Electronic Systems	Online - Self-paced	Ed2Go - SPT		On Demand			Are you looking for an easy, yet in-depth way to prepare for the Automotive Service Excellence (ASE) exams? Prepare for the Automotive Service Excellence (ASE) exams online with ease! Our ASE Technician Test Preparation 2.0: Medium/Heavy Duty Truck Electrical and Electronic Systems (T6) course is newly updated and enhanced to ensure those preparing to take the ASE certification exam are even more equipped for success than ever before! Including significant enhancements to content and functionality, this robust online product features all of the necessary components a user needs to successfully prepare for ASE certification. A detailed, three-tiered preparatory methodology (Practice, Standard and Timed testing modes) is designed to ensure users increase confidence not only in answering task-list based questions correctly, but also in gaining test-taking assurance when performing in a simulated, timed exam environment. The Practice mode, the suggested starting preparatory test mode, provides detailed, question level remediation with each question response. This includes answer explanations, links to the relevant task list area(s) being assessed, digitized videos, animations and full-color, engaging graphics designed to increase learning efficiency. The Standard mode removes the remediation element, and begins to transition the user to ensure comfort in a simulated online test taking environment. The Timed mode simulates most closely the actual ASE exam, where each preparation exam is timed and results achieved are viewed only at the completion of the entire set of questions for each test area.
Automotive	ASE Technician Test Preparation (TTP) Truck Series: T7 Heating, Ventilation, and Air Condition	Online - Self-paced	Ed2Go - SPT		On Demand			Are you looking for an easy, yet in-depth way to prepare for the Automotive Service Excellence (ASE) exams? Prepare for the Automotive Service Excellence (ASE) exams online with ease! Our ASE Technician Test Preparation 2.0: Medium/Heavy Duty Truck Heating, Ventilation, and Air Condition (T7) course is newly updated and enhanced to ensure those preparing to take the ASE certification exam are even more equipped for success than ever before! Including significant enhancements to content and functionality, this robust online product features all of the necessary components a user needs to successfully prepare for ASE certification. A detailed, three-tiered preparatory methodology (Practice, Standard and Timed testing modes) is designed to ensure users increase confidence not only in answering task-list based questions correctly, but also in gaining test-taking assurance when performing in a simulated, timed exam environment. The Practice mode, the suggested starting preparatory test mode, provides detailed, question level remediation with each question response. This includes answer explanations, links to the relevant task list area(s) being assessed, digitized videos, animations and full-color, engaging graphics designed to increase learning efficiency. The Standard mode removes the remediation element, and begins to transition the user to ensure comfort in a simulated online test taking environment. The Timed mode simulates most closely the actual ASE exam, where each preparation exam is timed and results achieved are viewed only at the completion of the entire set of questions for each test area.
Automotive	ASE Technician Test Preparation (TTP) Truck Series: T8 Preventative Maintenance	Online - Self-paced	Ed2Go - SPT		On Demand			Are you looking for an easy, yet in-depth way to prepare for the Automotive Service Excellence (ASE) exams? Prepare for the Automotive Service Excellence (ASE) exams online with ease! Our ASE Technician Test Preparation 2.0: Medium/Heavy Duty Truck Preventative Maintenance (T8) course is newly updated and enhanced to ensure those preparing to take the ASE certification exam are even more equipped for success than ever before! Including significant enhancements to content and functionality, this robust online product features all of the necessary components a user needs to successfully prepare for ASE certification. A detailed, three-tiered preparatory methodology (Practice, Standard and Timed testing modes) is designed to ensure users increase confidence not only in answering task-list based questions correctly, but also in gaining test-taking assurance when performing in a simulated, timed exam environment. The Practice mode, the suggested starting preparatory test mode, provides detailed, question level remediation with each question response. This includes answer explanations, links to the relevant task list area(s) being assessed, digitized videos, animations and full-color, engaging graphics designed to increase learning efficiency. The Standard mode removes the remediation element, and begins to transition the user to ensure comfort in a simulated online test taking environment. The Timed mode simulates most closely the actual ASE exam, where each preparation exam is timed and results achieved are viewed only at the completion of the entire set of questions for each test area.
Automotive	ASE Technician Test Preparation 2.0 (TTP2): Auto Maintenance and Light Repair (G1)	Online - Self-paced	Ed2Go - SPT		On Demand			Are you a technician looking for an easy, yet in-depth way to prepare for the Automotive Service Excellence (ASE) exams? Our ASE Technician Test Preparation 2.0 (TTP2) Auto Maintenance and Light Repair (G1) course is newly updated and enhanced to ensure those preparing to take an ASE certification exam are even more equipped for success than ever before! Including significant enhancements to content and functionality, this robust online product features all of the necessary components a user needs to successfully prepare for ASE certification. This bilingual product provides both English and Spanish speaking technicians access to preparatory materials delivered in an easy-to-use format, while ensuring learning and retention. A detailed, three-tiered preparatory methodology (Practice, Standard, and Timed testing modes) is designed to ensure users increase confidence not only in answering task-list based questions correctly, but also in gaining test-taking assurance when performing in a simulated, timed exam environment. The Practice mode, the suggested starting preparatory test mode, provides detailed, question level remediation with each question response. This includes answer explanations, links to the relevant task list area(s) being assessed, digitized videos, animations, and full-color, engaging graphics designed to increase learning efficiency. The Standard mode removes the remediation element, and begins to transition the user to ensure comfort in a simulated online test taking environment. The Timed mode simulates most closely the actual ASE exam, where each preparation exam is timed and results achieved are viewed only at the completion of the entire set of questions for each test area.
Automotive	ASE Technician Test Preparation 2.0 (TTP2): Automotive Exhaust Systems (X1)	Online - Self-paced	Ed2Go - SPT		On Demand			Are you a technician looking for an easy, yet in-depth way to prepare for the Automotive Service Excellence (ASE) exams? Prepare for the Automotive Service Excellence (ASE) exams online with ease! Our ASE Technician Test Preparation 2.0 (TTP2) Automotive Exhaust Systems (X1) course is newly updated and enhanced to ensure those preparing to take an ASE certification exam are even more equipped for success than ever before! Including significant enhancements to content and functionality, this robust online product features all of the necessary components a user needs to successfully prepare for ASE certification. This bilingual product provides both English and Spanish speaking technicians access to preparatory materials delivered in an easy-to-use format, while ensuring learning and retention. A detailed, three-tiered preparatory methodology (Practice, Standard, and Timed testing modes) is designed to ensure users increase confidence not only in answering task-list based questions correctly, but also in gaining test-taking assurance when performing in a simulated, timed exam environment. The Practice mode, the suggested starting preparatory test mode, provides detailed, question level remediation with each question response. This includes answer explanations, links to the relevant task list area(s) being assessed, digitized videos, animations, and full-color, engaging graphics designed to increase learning efficiency. The Standard mode removes the remediation element, and begins to transition the user to ensure comfort in a simulated online test taking environment. The Timed mode simulates most closely the actual ASE exam, where each preparation exam is timed and results achieved are viewed only at the completion of the entire set of questions for each test area.
Automotive	ASE Technician Test Preparation 2.0 (TTP2): Automotive Light Vehicle Diesel Engines (A9)	Online - Self-paced	Ed2Go - SPT		On Demand			Are you a technician looking for an easy, yet in-depth way to prepare for the Automotive Service Excellence (ASE) exams? Prepare for the Automotive Service Excellence (ASE) exams online with ease! Our ASE Technician Test Preparation 2.0 (TTP2) Automotive Light Vehicle Diesel Engines (A9) course is newly updated and enhanced to ensure those preparing to take an ASE certification exam are even more equipped for success than ever before! Including significant enhancements to content and functionality, this robust online product features all of the necessary components a user needs to successfully prepare for ASE certification. This bilingual product provides both English and Spanish speaking technicians access to preparatory materials delivered in an easy-to-use format, while ensuring learning and retention. A detailed, three-tiered preparatory methodology (Practice, Standard, and Timed testing modes) is designed to ensure users increase confidence not only in answering task-list based questions correctly, but also in gaining test-taking assurance when performing in a simulated, timed exam environment. The Practice mode, the suggested starting preparatory test mode, provides detailed, question level remediation with each question response. This includes answer explanations, links to the relevant task list area(s) being assessed, digitized videos, animations, and full-color, engaging graphics designed to increase learning efficiency. The Standard mode removes the remediation element, and begins to transition the user to ensure comfort in a simulated online test taking environment. The Timed mode simulates most closely the actual ASE exam, where each preparation exam is timed and results achieved are viewed only at the completion of the entire set of questions for each test area.





Automotive	ASE Technician Test Preparation H5 – Suspension and Steering	Online - Self-paced	Ed2Go - SPT	On Demand				Are you looking for an easy, yet in-depth way to prepare for the Automotive Service Excellence (ASE) exams? Prepare for the Automotive Service Excellence (ASE) exams online with ease! ASE TECHNICIAN TEST PREPARATION (TTP) FOR TRANSIT BUS ensures that those preparing to take an ASE certification exam are equipped for success. This robust online product features all of the necessary components a user needs to successfully prepare for ASE certification. A detailed, three-tiered preparatory methodology (Practice, Standard, and Timed testing modes) is designed to ensure users increase confidence not only in answering task-list based questions correctly, but also in gaining test-taking assurance when performing in a simulated, timed exam environment. The Practice mode, the suggested starting preparatory test mode, provides detailed, question level remediation with each question response. This includes answer explanations, links to the relevant task list area(s) being assessed, digitized videos, animations, and full-color, engaging graphics designed to increase learning efficiency. The Standard mode removes the remediation element, and begins to transition the user to ensure comfort in a simulated online test taking environment. The Timed mode simulates most closely the actual ASE exam, where each preparation exam is timed and results achieved are viewed only at the completion of the entire set of questions for each test area.
Automotive	ASE Technician Test Preparation H6 – Electrical/Electronic Systems	Online - Self-paced	Ed2Go - SPT	On Demand				Are you looking for an easy, yet in-depth way to prepare for the Automotive Service Excellence (ASE) exams? Prepare for the Automotive Service Excellence (ASE) exams online with ease! ASE TECHNICIAN TEST PREPARATION (TTP) FOR TRANSIT BUS ensures that those preparing to take an ASE certification exam are equipped for success. This robust online product features all of the necessary components a user needs to successfully prepare for ASE certification. A detailed, three-tiered preparatory methodology (Practice, Standard, and Timed testing modes) is designed to ensure users increase confidence not only in answering task-list based questions correctly, but also in gaining test-taking assurance when performing in a simulated, timed exam environment. The Practice mode, the suggested starting preparatory test mode, provides detailed, question level remediation with each question response. This includes answer explanations, links to the relevant task list area(s) being assessed, digitized videos, animations, and full-color, engaging graphics designed to increase learning efficiency. The Standard mode removes the remediation element, and begins to transition the user to ensure comfort in a simulated online test taking environment. The Timed mode simulates most closely the actual ASE exam, where each preparation exam is timed and results achieved are viewed only at the completion of the entire set of questions for each test area.
Automotive	ASE Technician Test Preparation H7 – Heating, Ventilation, and Air Conditioning	Online - Self-paced	Ed2Go - SPT	On Demand				Are you looking for an easy, yet in-depth way to prepare for the Automotive Service Excellence (ASE) exams? Prepare for the Automotive Service Excellence (ASE) exams online with ease! ASE TECHNICIAN TEST PREPARATION (TTP) FOR TRANSIT BUS ensures that those preparing to take an ASE certification exam are equipped for success. This robust online product features all of the necessary components a user needs to successfully prepare for ASE certification. A detailed, three-tiered preparatory methodology (Practice, Standard, and Timed testing modes) is designed to ensure users increase confidence not only in answering task-list based questions correctly, but also in gaining test-taking assurance when performing in a simulated, timed exam environment. The Practice mode, the suggested starting preparatory test mode, provides detailed, question level remediation with each question response. This includes answer explanations, links to the relevant task list area(s) being assessed, digitized videos, animations, and full-color, engaging graphics designed to increase learning efficiency. The Standard mode removes the remediation element, and begins to transition the user to ensure comfort in a simulated online test taking environment. The Timed mode simulates most closely the actual ASE exam, where each preparation exam is timed and results achieved are viewed only at the completion of the entire set of questions for each test area.
Automotive	ASE Technician Test Preparation H8 – Preventive Maintenance	Online - Self-paced	Ed2Go - SPT	On Demand				Are you looking for an easy, yet in-depth way to prepare for the Automotive Service Excellence (ASE) exams? Prepare for the Automotive Service Excellence (ASE) exams online with ease! ASE TECHNICIAN TEST PREPARATION (TTP) FOR TRANSIT BUS ensures that those preparing to take an ASE certification exam are equipped for success. This robust online product features all of the necessary components a user needs to successfully prepare for ASE certification. A detailed, three-tiered preparatory methodology (Practice, Standard, and Timed testing modes) is designed to ensure users increase confidence not only in answering task-list based questions correctly, but also in gaining test-taking assurance when performing in a simulated, timed exam environment. The Practice mode, the suggested starting preparatory test mode, provides detailed, question level remediation with each question response. This includes answer explanations, links to the relevant task list area(s) being assessed, digitized videos, animations, and full-color, engaging graphics designed to increase learning efficiency. The Standard mode removes the remediation element, and begins to transition the user to ensure comfort in a simulated online test taking environment. The Timed mode simulates most closely the actual ASE exam, where each preparation exam is timed and results achieved are viewed only at the completion of the entire set of questions for each test area.
Business and Leadership	Achieving Success with Difficult People	Online - Instructor Led	Ed2Go - ILC	10/14/2020	12/4/2020			This course will teach you how to see things from others' viewpoints based on their needs, values, beliefs, experiences, skills, knowledge, and self-interests. You will learn to approach difficult situations by answering the questions: who? what? where? when? how? and why? And by answering these questions, you will understand who your difficult people are, what they're like, how you react to them, and their response to your actions. You will also practice analyzing your interactions with those you share space with. By observing others closely, you will learn to read their identifying characteristics. Once you can identify which type of person you're dealing with, you will be able to choose appropriate reactions to their behaviors. By the time you finish this course, you will understand that assertiveness involves taking responsibility when meeting your needs in a way that preserves the dignity and rights of others.
Business and Leadership	Administrative Assistant Applications	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT	10/14/2020 or On Demand	12/4/2020			Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Understand the fundamentals of business law, contracts, and the principal-agency relationship; discover ethics and organizational politics; and understand the basics of human resources management. Also, discover key management functions such as planning, control, motivation, and organization, discover how to increase creativity. Plus, find out how marketing differs from sales and learn the basics of operations management. This course may help you prepare for the internationally-recognized Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®). Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals® (IAAP®).
Business and Leadership	Administrative Assistant Fundamentals	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT	10/14/2020 or On Demand	12/4/2020			Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. This course and its follow up (Administrative Assistant Applications) may help you prepare for the internationally-recognized Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®). Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals® (IAAP®).
Business and Leadership	Basic Management Skills	Online - Self-paced	ProTrain	On Demand				This course will provide students the necessary tools for moving into a management position and staying there. Students will be taught how to navigate through the management minefield with ease, how to deal with peer as well as upper management pressure, methods for dealing with unruly employees, how to understand office politics and listening techniques for knowing what your boss is really saying. The impact of effective management on corporate goals and profitability will also be covered. Upon completion, the successful student will be empowered in dealing with all aspects of a position at the management level. <a href="https://www.protrainedu.org/Course/Full-Description/339">https://www.protrainedu.org/Course/Full-Description/339</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Business and Leadership	Building Teams That Work	Online - Instructor Led	Ed2Go - ILC	10/14/2020	12/4/2020			Teams are becoming a staple in today's workplace. In this course, you will learn the components of a successful team and the stages of its development. You will master the skills you will need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you will have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team. Along the way, you will follow real-life examples and scenarios to help you identify with the team-building process. There's a lot more to it than just getting several people together in a room at the same time. Are you eager to develop your leadership qualities and be a quality team participant? Many of today's teams rotate leadership roles, so it's crucial to understand both perspectives as you learn the best ways to communicate and work together for positive change.
Business and Leadership	Business Management and Organizational Leadership Career Prep	Online - Self-paced	ProTrain	On Demand				Today's managers need to be equipped with the right skills to deal with the growing number of challenges facing them. This course includes dealing with the competition, coping with ethical dilemmas, identifying and hiring talent, managing diversity, building sustainability, and adapting to the latest technology. This course presents an overview of management, with a focus on the characteristics of successful managers, manager development, and the importance of critical thinking in management. This course will encourage students to define effective management and identify the strategies necessary to be successful business managers. The course presents practical strategies for effective leadership in both organizational settings and one's own life. A comprehensive overview of the basics of leadership is presented in a student-centered format. <a href="https://www.protrainedu.org/Course/Full-Description/997">https://www.protrainedu.org/Course/Full-Description/997</a>

Business and Leadership	Certified Administrative Professional (Voucher Included)	Online - Self-paced	Ed2Go - CTP							<p>What you will learn</p> <p>Effective organizational communication The fundamentals of administrative roles including human resources, financial responsibilities, and event and project management How to write for business and the Internet Essential workplace skills Prepare for the IAAP Certified Administrative Professional exam How you will benefit</p> <p>Develop a high level of understanding of the Certified Administrative Professional (CAP) body of knowledge Set yourself up for success in an administrative career by learning relevant real-world skills Gain the knowledge necessary to pass the CAP exam You will receive IAAP Membership and a study guide upon qualification for the CAP exam</p>
Business and Leadership	Consulting - Managing Your Own Business	Online - Self-paced	ProTrain							<p>This course will provide vital information and pragmatic steps for starting, developing, and marketing a successful consulting practice. The management consulting course is designed to help those students who wish to set up a consulting practice and for the student examining the potential for his or her professional consulting services in the marketplace. In this course, we will explore and discuss the need and role of management consultants, how consultants deliver services and interact with clients, managing the consulting process and consulting deliverables, staffing for consulting projects, and marketing consulting services. The course is also designed for those students that want to create or improve an internal consulting function within an organization. The course will help in project planning and development, managing and organizing a consulting practice, proposal delivery, and marketing a successful consulting practice with accompanying management, financial and business development issues and concerns. Students will learn the knowledge and experience in the organizational management consulting process, from initial client contact (entry) to termination of the consulting engagement and/or re-contracting for a new engagement while evaluating rewards and challenges of a consulting career. <a href="https://www.protrainedu.org/Course/Full-Description/1301">https://www.protrainedu.org/Course/Full-Description/1301</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Business and Leadership	Creating a Successful Business Plan	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020				<p>Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. You will work through all the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to a small business success.</p>
Business and Leadership	Customer Service Representative (CSR) Exam Prep	Online - Self-paced	ProTrain							<p>The customer service representative plays an essential role in an organization's success through providing product and service information and resolving product and service problems. In this course, you will learn about the various duties and responsibilities of the customer service provider, and you will practice these using a variety of exercises, hypothetical interactions, and assignments. The goal of this course is to prepare you to be an outstanding, reliable, and successful customer service representative in a business or other organization. In addition to providing students with a comprehensive education in customer service, this course will also prepare students to take nationally recognized customer service certification exams, including, but not limited to, the HDI Customer Service Representative Certification Exam. <a href="https://www.protrainedu.org/Course/Full-Description/1242">https://www.protrainedu.org/Course/Full-Description/1242</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Business and Leadership	Effective Selling	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020				<p>The goal of Effective Selling is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential customer into a long term asset. Effective Selling will help you lay the groundwork for repeat business and your future success.</p> <p>In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques, and the understanding of human nature that you will gain from this course, your sales will grow as if by magic.</p>
Business and Leadership	Embracing Change	Live Online	Live Online,	F	12/4/2020	12/4/2020	8:00 AM	12:00		<p>If there's one thing all organizations in today's economy have in common, it's that they are undergoing change. But change can only be effective if the employees impacting your bottom line embrace it. Their ability to adapt will determine the competitiveness and success of your organization. This course focuses on the role of individual performers in implementing change in the workplace. Participants discover their Change IQ, learn about the phases of change that many people experience and are introduced to best practices that will enable them to tackle and overcome the new business challenges of today and tomorrow. This DDI course is approved by HRCI and SHRM for 3.5 hours, and is part of the Professional Assistant Certificate.</p>
Business and Leadership	Food and Customer Service Skills Training	Online - Self-paced	Ed2Go - CTP							<p>What you will learn</p> <p>Learn NEHA professional food management criteria Master HACCP (Hazard Analysis Critical Control Points) principles Provide an excellent customer experience Deal with difficult customers Practice proper food safety Build communication skills Work in teams successfully Manage yourself and others How you will benefit</p> <p>Earn a Food and Customer Service Skills Certificate that will also prepare you for the Certified Professional Food Manager (CPFM) exam Learn how to communicate and work efficiently in the fast-paced food industry Develop leadership skills that will enable you to manage others in the industry Understand the best ways to diffuse tense situations and provide customer satisfaction</p>
Business and Leadership	Fundamentals of Supervision and Management	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020				<p>If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management.</p> <p>You will learn how to make a successful transition from employee to manager and you will learn how to manage your time so that you can deal with the constant demands of a managerial job. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance.</p> <p>Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.</p>
Business and Leadership	Fundamentals of Supervision and Management II	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020				<p>Have you ever felt technically prepared for a supervisor's role, yet felt defeated by all of the people issues that seem to arise? You are not alone; many people feel the same way. In this online course, you will learn how to be a more effective manager or supervisor. You will master the basics of communication, because effective communication is essential in your quest to be a good manager or supervisor. In addition, you will learn how you can develop your interpersonal skills by understanding and dealing with the various people issues that arise at work. You will see how you can understand various personality traits—in yourself and in others—and how they impact the ability to get the job done. These traits include emotional intelligence, the need for power, conscientiousness, agreeableness, and more. You will be able to assess your own personality, as well as the personalities of your co-workers and boss, and you'll develop a plan of action to improve both your interpersonal skills and your work relationships.</p>
Business and Leadership	High Performance Organization	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020				<p>A key ingredient to the longevity of a company, is the performance and implementation to function as a High-Performance Organization (HPO). A High Performance Organization doesn't evolve naturally it takes a proper foundation and resources. Any type of business from production to service based, would benefit from becoming an HPO. Benefits include increased profits, a high rate of success, and a desirable workplace. Competition is everywhere and may range from large and small organizations on a domestic and international level. An organization is better suited for long-term success if they build an initial foundation as a High Performance Organization.</p> <p>This course will provide you with the information needed to help your organization with its efforts to become a High Performance Organization (HPO). The lesson will begin by discussing the four principles of an HPO: Egalitarianism and Engagement, Shared Information and Trust, Knowledge Development and Performance Reward Linkage and how to link those principles with organizational activities to be an HPO to implementation of the principles. You'll also discuss leadership and how the organization's culture can help or hinder your efforts to become an HPO.</p>
Business and Leadership	Introduction to Business Analysis	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020				<p>Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions.</p> <p>The days of making critical business decisions by instinct or coin toss are long gone. If you are planning a career in business, you cannot afford to miss this course!</p>

Business and Leadership	Introduction to Nonprofit Management	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020		Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors! In this course, a twelve-year veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You'll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena. In this course, you will learn skills and develop strategies that will take your organization to new heights of prosperity and productivity. You'll gain a full understanding the role of the executive director and the board of directors, special event and meeting management, public relation strategies, and how to find a position in this fascinating and rewarding field of work.
Business and Leadership	Leadership	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020		Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.
Business and Leadership	Leadership Development Certificate: Living as a Leader	Online - Self-paced	Online,		On Demand			Online Learning and One-on-One Virtual Coaching is what sets this program apart from others.  This 11-month Leadership Development Series is designed to help you and your organization's leaders improve the employee experience and drive business results. Our process focuses on the development of leadership skills and strategies, as well as frequent application opportunities. Leaders at all levels can attend this Certificate program. Click here for more information.  Reinforcement Tools included in this series:  11 One-Hour 1:1 Virtual Coaching Sessions 11 Interactive E-Learning Modules (access for 2 yrs.) Mobile App (you will have for life) Participant Workbook
Business and Leadership	Learning Styles in the Classroom	Online - Self-paced	ProTrain		On Demand			Does it seem like some of your students get it with very little help from you while others never seem to even after a lot of one-on-one coaching? If so, it could be that you are not speaking their learning language. Every person brings their own learning style to the classroom, even young children. By learning about your own learning style and the learning styles of others you will learn ways to reach all of your students and to help them to learn better. <a href="https://www.protrainedu.org/Course/Full-Description/334">https://www.protrainedu.org/Course/Full-Description/334</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Business and Leadership	Management Training	Online - Self-paced	Ed2Go - CTP		On Demand			What you will learn  Understand financial and accounting terms Learn the entire marketing process, including the roles of ethics and technology Develop basic practical and managerial skills Explore important topics in running operations in accord with legal requirements Learn about how taxes affect you, whether your business is a sole proprietorship, partnership, or corporation Understand the process of negotiating, evaluate negotiation styles, and consider successful negotiation strategies for most environments Discover the seven management disciplines essential to business success How you will benefit  Develop communication skills that will allow you to thrive in a professional environment Explore your abilities as a leader and learn how to masterfully manage people and projects Gain an understanding of legal and financial best regulations so as to better manage your team Set yourself apart from competitors by receiving management training
Business and Leadership	Managing Customer Service	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020		As someone who participates in delivering high levels of customer service, you're an important ambassador for your organization. In this course, you will discover a number of dynamite methods to bring out your best and also do the same for the people you work with. You will learn how to measure customer service; from your company's point of view and from the customers; and discover how to anticipate the needs of your customers. You may already understand that top-notch customer service begins with knowing your customers and their needs, but do you know how to evaluate those customers, or better yet, what to do with the data once you have it? You will take a look at that, as well as identify how your customer service stacks up right now, and how you can build on even the sharpest of service policies. Plus, you will learn how to communicate, resolve complaints, and build long-lasting customer service programs.
Business and Leadership	Marketing Your Nonprofit	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020		Under pressure to increase membership, expand program value, attract media, entice donors, and develop volunteers, all while keeping an eye on the bottom line? In the face of stiff competition, more worthwhile causes, more regulations, more watchdog agencies, and fewer funding opportunities, you need to work smarter; not longer. This course will show you how to use powerful marketing techniques to compete more effectively for customers, donors, members, and volunteers. You'll also learn how to persuade the media to communicate your organization's message and further its ideals and goals. Before you know it, you'll be ready to improve your market share by learning to evaluate and implement effective promotions, advertising campaigns, and communication techniques. If your organization relies on a diverse mix of fees, events, and/or contributions for support, you're sure to find this information-packed course indispensable.
Business and Leadership	Mastery of Business Fundamentals	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020		Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You'll learn about organizational structures, performance measurements, financial investment models, budgeting, ethics, workplace politics, and more! This course will provide you with in-depth knowledge of the business environment.
Business and Leadership	Nonprofit Fundraising Essentials	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020		Take your first step toward a rewarding career in fundraising for nonprofit organizations! In this course, you'll first explore the skills you'll need to become a successful fundraiser. After that, you'll discover where the best corporate and foundation fundraising jobs are and how to apply for them. By the end of the course, you'll have a wealth of new nonprofit fundraising ideas, and you'll be well on your way to success in this exciting career field.
Business and Leadership	Operational Risk Management	Online - Self-paced	ProTrain		On Demand			Changes in markets, techniques, technologies, and products have altered the landscape of Operations and fueled the explosive development of Operational Risk management. The regulators of financial and public companies are demanding a far greater level of disclosure and awareness by directors about the risks they manage and the effectiveness of the controls they have in place to reduce or mitigate these risks. There is also a greater realization that a major source of earnings volatility can be attributed to the way a firm operates and not "financial risk". All these changes have triggered the need for an efficient Operational Risk Management system in organizations. <a href="https://www.protrainedu.org/Course/Full-Description/488">https://www.protrainedu.org/Course/Full-Description/488</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Business and Leadership	Payroll Practice and Management	Online - Self-paced	Ed2Go - CTP		On Demand			What you will learn  Identify various laws and regulations that affect employers in their payroll operations Identify the various deductions, both voluntary and involuntary, that are taken out of employees' gross pay Calculate gross and net pay Explain the use of the forms required to withhold, deposit, and report federal income taxes Recognize dates and regulations to ensure payroll compliance and reporting Understand the payroll process and supporting systems and administration Correctly apply payroll policies and procedures of a payroll department Journalize payroll transactions and post to appropriate general ledger accounts Be able to process a payroll from start to finish (payroll project) How you will benefit  Be prepared to pass the FPC exam, and become certified in the fundamentals of payroll Having a certification in payroll is a desirable attribute that many employers seek in payroll candidates With certification comes additional knowledge and skill that is not often taught in the workplace Be able to search and apply for payroll jobs, with the additional resume skills.





Career Planning	Become a Veterinary Assistant	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			If you have ever considered a career as a veterinary assistant, you might have quite a few questions about what it is they do: What vaccinations do cats and dogs? What is the best way to control fleas? What do you do if your dog has a cut? What is the best way to deal with an emergency situation involving a pet? This course answers these questions and more. You will learn about pet nutrition and a variety of health and safety issues. You will understand how to treat and prevent parasites, including roundworms and heartworms. You will even learn the facts of life, as it pertains to dogs and cats. You will explore current thoughts on spaying and neutering, how to deal with the very emotional issues of euthanasia, pet loss, and how best to assist clients in a time of need.
Career Planning	Become a Veterinary Assistant II: Canine Reproduction	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			This course is the definitive guide to the principles of sound dog breeding. If you're a veterinary assistant or preparing to become one, this course will help you understand the essential facts so that you can knowledgeably converse with clients on the complexities of canine reproduction.
Career Planning	Become a Veterinary Assistant III: Practical Skills	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner. This course is the third installment in the "Become a Veterinary Assistant" series. Throughout the course, you'll benefit from videos that demonstrate many procedures and techniques, as well as state-of-the-art interactive graphics. It's as close as you can get to actually being right there in the veterinarian's office!
Career Planning	Become an Optical Assistant	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			If you think you'd like to become an optical assistant, this is the course for you! You'll take a comprehensive look at the diverse world of optical assisting. You'll see why optometry is such an interesting field and how rewarding it can be to help people solve their vision problems. You will be amazed to learn all the different places optical assistants can work! You'll cover optical assisting in private practice, healthcare clinics, the military, teaching facilities, and in retail sales. You'll discover the personal and professional skills needed to work in a front and back office and in an optical dispensary and lab. You will understand all the things optical assistants must know about frames, styles, lenses, contact lenses, and working with people. Along the way, you'll discover how the human eye works, and examine some common eye conditions. Finally, you will learn how to become certified and licensed, which will open up even more opportunities for you and identify you as an expert. This course is an ideal springboard for starting a career in this growing and ever-in-demand field!
Career Planning	Event Planner Career Prep	Online - Self-paced	ProTrain		On Demand				In this course we will study the principles and practices of event planning. <a href="https://www.protrainedu.org/Course/Full-Description/935">https://www.protrainedu.org/Course/Full-Description/935</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Career Planning	Explore a Career as a Paralegal	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			Careers in the legal field often require many years of training, but paralegals can enter the job market quickly. What's more, paralegals earn good salaries and have many opportunities for advancement. In fact, a skilled paralegal can do almost all the jobs a lawyer does. In this course, you will discover what paralegals do and find out what you will need to know in order to begin your own paralegal career. You will start by getting an excellent grounding in legal terminology, contract law, and the tort system. Next, you will learn how to perform legal analysis, conduct interviews and investigations, write legal briefs, and prepare for appeals. And finally, you will get tips on internships and job-hunting. By the time you're finished, you will know if becoming a paralegal is the right career choice for you.
Career Planning	Explore a Career as a Pharmacy Technician	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			Health care is a booming field these days, and pharmacy technicians are in high demand. In this course, you'll take a look at the many job settings and career paths open to you if you become a pharmacy technician. You'll master the skills you need to get an entry-level position as a pharmacy tech or clerk. In addition, you'll learn about the important laws and regulations that govern pharmacies. You'll also hone your communication skills, learning how to handle customers courteously and efficiently. And finally, you'll explore the steps you can take to enhance your career prospects becoming a Certified Pharmacy Technician (CPhT). By the time you're done, you'll be prepared to start your career in this popular and rapidly-growing field. Note: This course is designed to give you an introduction to the profession of pharmacy technician. It will not supply enough information to sit for the national exam. If your goal is to become a Certified Pharmacy Technician (CPhT), then upon completion of this introductory course, enrollment in the advanced course is recommended.
Career Planning	Explore a Career as an Administrative Medical Assistant	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Learn what it takes to have a successful career as an administrative medical assistant in the exciting and high-demand world of healthcare. In this course, you will master the basics of scheduling patients' appointments, surgeries, and hospital admissions. In addition, you will discover how to create, maintain, and file medical charts. You will also find out how to verify patients' insurance, create encounter forms (charge tickets), post charges, obtain pre-authorizations from insurers, and schedule return visits. After that, go behind the scenes as you learn how to apply diagnostic and procedure codes to patients' accounts and bill their insurance companies. Next, explore additional accounts receivable tasks including posting payments and adjustments, billing secondary insurance, and following up on unpaid insurance claims. You will also learn what a day sheet is, why it's important, and how to keep track of all your patient accounts on a daily, monthly, and yearly basis. Finally, delve into the basics of keeping a medical office running smoothly—from ordering supplies to scheduling staff meetings and making travel arrangements. If you're organized, a "people person," and interested in a secure job in the healthcare field, a career as an administrative medical assistant may be just what you're looking for. This course will set you on the path to that career and help you determine which aspect of medical information management, such as patient contact or billing and coding, suits you best.
Career Planning	Explore a Career in Medical Coding	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			This is your chance to find out what it's really like to be a medical coder. In this course, you'll learn exactly what medical coders do on a daily basis. You'll learn to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure, which will give you a leg up on other people who are new to this career. The knowledge you gain here will help you work almost anywhere in the medical field—doctors' offices, clinics, public health facilities, hospitals, labs, nursing homes, insurance agencies, or even the comfort of your own home. As you explore a career in medical coding, you'll also explore each of the main systems of the human body—integumentary (skin), musculoskeletal, respiratory, cardiovascular, gastrointestinal, endocrine, and male and female genitourinary—outlining the medical terminology, conditions, diseases, injuries, treatments, and procedures you will see most often in each of these systems. Along the way, you will see numerous real-world examples and coding exercises to help you begin using your coding tools in conjunction with your analytical skills to come up with just the right choices to describe any medical situation. As you explore a career in medical coding, you'll get all the hands-on experience and knowledge you need to begin your career with confidence. Check it out, because this might just be a great career choice for you!
Career Planning	Explore a Career in Medical Transcription	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			In this course, you will learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. This knowledge will help prepare you to work almost anywhere in the medical field—doctors' offices, clinics, public health facilities, and hospitals. With this foundation, you will be set to advance your education so you can work as a subcontractor for a company that outsources transcription, or you can eventually even take on your own clients—all from the comfort of your own home. You will go through each of the nine main report types—their formatting requirements, the components of each one, and how they are used in the clinical setting. Every lesson will include a grammar review, pointing out important elements that will make your reports perfect. You will also gain important clinical knowledge of major disease processes that are essential to enhance your skill as a medical documentation specialist. Along the way, you will download a free transcriber to listen to dictation and produce reports. These hands-on exercises will give you the practice you will need to determine if this field is for you. You will also go through your current options and in the future by developing the skills of a medical transcriptionist. By the end of this course, you will know the basic report types, have clinical knowledge of major diseases, be able to correct grammar from dictated reports on the fly, and know the next steps you will need to take!
Career Planning	Explore a Career in Medical Writing	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			Take your first step toward a lucrative and rewarding career as a medical writer; no specialized or advanced degrees required! In this course, you'll learn about the different types of medical writing that you can do, how to break into and succeed in this industry, and how to write effectively on medical topics, whether you're writing for healthcare providers, patients, or regulatory organizations like the U.S. Food and Drug Administration. You will examine the various types of writing that you can do, from producing technical pieces like abstracts and regulatory documentation to writing breezier items like medical news stories and patient education materials. You will gain insights about what goes into putting together a solid and compelling article, regardless of what you're writing about or who you're writing for. You will review how to consider your audience and construct an outline that addresses your audience's informational needs. You'll also learn how to keep your writing free of medical jargon and common grammatical errors, while ensuring the scientific integrity of your work. Throughout these lessons, you will discover invaluable tools and technologies that can make your life as a medical writer easier. You will examine informational resources, productivity tools, marketing resources, devices, and software, and review how to use them optimally to achieve your goals. You will also discover numerous tips and tricks that can help set you apart from others in the field and enable you to keep your career momentum going. And of course, you'll master key medical and statistical terms that you'll need to know. The knowledge you will gain in this course will give you the foundation and confidence you need to work for almost anyone as a medical writer, whether your goal is to find permanent employment with a company or to work as a freelancer from the comfort of your own home.
Career Planning	Explore a Career in Nursing	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			Are you interested in a career that's meaningful and challenging with a great salary, benefits, and opportunities for advancement? No segment of the economy is growing faster than the healthcare industry, and nurses have more options than ever before. As you progress through the course, you'll learn about several different fields of nursing—from traditional bedside work to critical care areas, like the OR and ICU, to lesser known branches of the field, like nursing informatics. Basically, there's a nursing specialty for everyone, whether your dream is an adrenaline-fueled job in a fast-paced emergency department or a desk job working for the government. You'll also gain information about what you can do with a graduate degree in nursing, and take a quick peek at some of the other medical positions you might be interested in, like radiology technician or physical therapist. If you've ever thought about nursing, now is the time to find out more!
Career Planning	Individual Excellence	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			Personal development is key to success in and out of the workplace. You can develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization. You will learn how to improve your creative abilities, gain confidence with financial matters, and how to minimize conflict in your life. By the time you finish this course, you will have developed a fulfilling career plan and will hold the skills to improve your interpersonal relationships.

Career Planning	Introduction to the Medical Laboratory	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			This course will introduce you to working in a medical laboratory. You will learn how to perform common tests in each laboratory department, as well as specimen collection, handling, and processing. You will gain also key skills for working with laboratory instruments and computer systems and how they work with laboratory professionals to improve quality and efficiency.
Career Planning	Landscaping Design and Business Career Prep	Online - Self-paced	ProTrain		On Demand				In this course, we will explore the art and business of landscaping, from an understanding of plants and foliage, to principles of design, to technology, to business and management considerations. <a href="https://www.protrainedu.org/Course/Full-Description/922">https://www.protrainedu.org/Course/Full-Description/922</a> For additional information click this link: <a href="https://jccctheknowledgebase.org/">https://jccctheknowledgebase.org/</a>
Career Planning	LEED Green Associate Career Prep	Online - Self-paced	ProTrain		On Demand				This course is designed to help students pass the Green Associate exam, certifying their knowledge of the green industry's 39's preeminent standards: the first step in becoming a LEED Professional. In an easy-to-review format, it ties all the critical points students need to know about green building. It provides many flexible study tools, including individual and group learning activities, as well as review and practice questions utilizing the same format as the actual exam. <a href="https://www.protrainedu.org/Course/Full-Description/903">https://www.protrainedu.org/Course/Full-Description/903</a> For additional information click this link: <a href="https://jccctheknowledgebase.org/">https://jccctheknowledgebase.org/</a>
Career Planning	Paralegal Career prep	Online - Self-paced	ProTrain		On Demand				The purpose of this course is to provide foundational knowledge of all aspects of the paralegal profession in order to prepare the student for a career as a paralegal. Topics of study include career opportunities, the paralegal workplace, technology, the court system, criminal and civil law, interviewing and investigating skills, and legal writing and research. The course also includes exercises and assignments designed to build critical thinking and hands-on skills. <a href="https://www.protrainedu.org/Course/Full-Description/1365">https://www.protrainedu.org/Course/Full-Description/1365</a>
Career Planning	Photographer Career Prep	Online - Self-paced	ProTrain		On Demand				In this course, you will find information about both conventional film photography and digital capture. You will develop a step by step understanding of both photographing and developing with digital tools as well as conventional photography and darkroom techniques. We will discuss general photographic techniques, visual awareness, and a variety of troubleshooting issues, as well as a basic understanding of the photography business. <a href="https://www.protrainedu.org/Course/Full-Description/923">https://www.protrainedu.org/Course/Full-Description/923</a> For additional information click this link: <a href="https://jccctheknowledgebase.org/">https://jccctheknowledgebase.org/</a>
Career Planning	Resume Writing Workshop	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. Learn different resume formats and the advantages and disadvantages of each. Make the most of your work experience and discover how to use references to your advantage. This course includes the use of online resumes and is invaluable for anyone who wants to create their own resume, or learn how to write resumes and cover letters for profit.
Communications	A to Z Grant Writing	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Do you love writing and building rewarding, long-lasting relationships? Do you have a passion for a cause? As a grant writer, you can help nonprofit organizations, schools, religious institutions, and research organizations acquire the funds they need to operate and to thrive. In this A to Z Grant Writing class, you'll learn how to put together a Gold Medal Proposal Package&mdash;one that will capture the attention, and the funds, of donors. This informative course will equip you with the skills and tools you need to enter this exciting and fulfilling field. No matter who you are or what level of experience you have, you can be a successful grant writer. You'll find the A to Z of writing and submitting successful proposals right here. This is one of the best online grant writing courses around, whether you're already involved in a related position or are looking to take your first step into this rewarding career.
Communications	A to Z Grant Writing II Beyond the Basics	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Are you ready to continue your journey into the world of grants? You will learn how to create a fundraising plan for all types of grantmakers. In addition, you will explore websites for finding and reviewing corporate, foundation, and government grant funding opportunities and grant application guidelines. You will go through every aspect of strategic funding research, preparing a fundraising plan, writing an award-winning plan of operation, and creating a project budget without red flags. Then you will journey into the world of grants available for your projects. The excitement will build when you discover just how many funding opportunities are available. You will see grants for arts and humanities, education, medical, science and agriculture, human services, and corporate foundation grants. You will also explore new grant-writing trends and what to do when you're notified of a grant award or a grant rejection. Don't worry, there's a plan to implement for future grant seeking success if you don't get your project funded. By the end of the course, you will be prepared to continue tracking future grant-writing and funding trends, bounce back successfully from rejection notices, and manage all of your grant awards proficiently. In addition, you will gain confidence in all areas of grant seeking, grant writing, and grants management (post-award reporting requirements).
Communications	Business and Marketing Writing	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Are you a writer working in the business world? Or a marketing professional responsible for obtaining great marketing copy? Maybe you're just interested in a writing or marketing career. Whatever your background, this fun, introductory course will teach you to write or identify copy that achieves business and marketing goals. Improve your work, your knowledge, your company's image, and your chances of getting hired, promoted or applauded! Using clear explanations, real-life examples, and an animated style, the course solidifies the relationship between business, marketing principles, and written communications. You will learn how business and marketing objectives affect writing choices. You'll get practical writing instruction in grammar, clarity, structure and more. You'll understand issues unique to this discipline, such as buzzwords, working with a team, and marketing ethics. This course will help you understand the power of writing - and use it to present a solid, cohesive message to your target audience.
Communications	Business Writing for Busy Professionals	Online - Self-paced	ProTrain		On Demand				You will learn strategies to write documents faster and better. You will learn how to customize your documents for a specific reader and to accomplish your writing purpose. You will discover ways to create documents when time is limited. You will also master models to organize and format letters, emails, and reports in order to make them clear, direct, and reader friendly. Conversational writing style and parallel structure will also be covered. One of the keys to success in any business is good communication skills and one of the most common ways to communicate in business is through writing. In the second half of the course, we look at the importance of grammar and tone to good writing and approaches to rewriting. We will also look at specific types of documents we might create. <a href="https://www.protrainedu.org/Course/Full-Description/1331">https://www.protrainedu.org/Course/Full-Description/1331</a> For additional information click this link: <a href="https://jccctheknowledgebase.org/">https://jccctheknowledgebase.org/</a>
Communications	Editing and Proofreading for Business Writers	Online - Self-paced	ProTrain		On Demand				Writing well means following the rules so that you can best make yourself understood. We will review some basic grammar and look at correcting common mistakes that can make our writing harder to read. In this course we will review some basic grammar and using the parts of speech correctly in our writing. <a href="https://www.protrainedu.org/Course/Full-Description/1360">https://www.protrainedu.org/Course/Full-Description/1360</a> For additional information click this link: <a href="https://jccctheknowledgebase.org/">https://jccctheknowledgebase.org/</a>
Communications	Editing, Revising, and Polishing Business Writing	Live Online	Live Online,	W	11/4/2020	11/4/2020	08:00 AM	12:00 PM	Once you have drafted and composed your written communication, you have another stage to apply to the message. Editing is deciding what changes to make, revising is making the changes, and polishing is making it sound good. One slipped word or one convoluted sentence can send a miscommunication and create a misunderstanding. Learn to avoid wordiness, misplaced verbs and modifiers, unrepresented pronouns, inappropriate tone, unfortunate informality, and other writing issues. We will practice editing, revising, and polishing. This class is part of the Business Communication Certificate.
Communications	Effective Business Writing	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.
Communications	Facilitating Adult Learners	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			If you're excited about the challenge of reaching and teaching adult learners, then you're in the right place! In this course, you will discover how to use the newest educational methods to create a student-centered classroom that's perfectly suited for adult learners. First, you will be introduced to the unique needs and motivations of adult students and find out just what they expect from your class. After that, you will examine your students' different learning styles and multiple intelligences and look at how you can teach to each learner's strengths. Next, you will delve into a host of innovative teaching techniques that will turn your students into active learners and set them up for success. You will discover high-tech, low-tech, and no-tech educational tools you can use to capture and hold your students' attention. Following that is a challenging topic: how to organize your material effectively and design strong lesson plans. In addition, you will learn how to create effective tests and how to teach your students good study skills. You will also explore a wide range of assessments and how to grade them. Finally, you will learn how to make your classroom accessible and enjoyable for students with disabilities. Note: To receive 25 hours of instruction in the State of Oregon, please ensure your school is eligible to issue professional development units, and that the course is approved by your professional learning coordinator.
Communications	Fundamentals of Technical Writing	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			Do you have a knack for explaining complex subjects in a way that makes them easy to understand? If so, you should consider entering the well-paying field of technical writing. This course will teach you the fundamental techniques that all successful technical writers use. You will learn how to translate complex information into easily understood language, and how to become a wizard at marrying the art of publishing with the science of technology. You will also learn the secrets of successful technical writers, including technical writing conventions, interviewing skills, desktop publishing and formatting techniques, key tips for developing graphics and templates, documentation management, and how to publish documents both on paper and electronically.

Communications	Grammar Essentials	Online - Self-paced	ProTrain							We use grammar everyday, so why is it that we don't regularly review our knowledge? This course is designed to help you improve your writing and review the rules of grammar. You will have the opportunity to brush up on your skills and review some common rules of grammar that may have been forgotten. This course will improve your written expression by providing grammatical lessons and reference materials. <a href="https://www.protrainedu.org/Course/Full-Description/1247">https://www.protrainedu.org/Course/Full-Description/1247</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Communications	Grant Writing	Online - Self-paced	ProTrain							The Certificate in Grant Writing course is perfect for anyone wanting to learn the essentials of writing or acquiring grants for private, public, or government use. If you are thinking of starting a business that utilizes grants, learning the essentials of writing, researching, obtaining, maintaining, operations and strategies within the grant system is imperative. Books included <a href="https://www.protrainedu.org/Course/Full-Description/340">https://www.protrainedu.org/Course/Full-Description/340</a>
Communications	Interpersonal Communication	Online - Instructor Led	Ed2Go - ILC			10/14/2020	12/4/2020			Communicating successfully depends on effective use of communication strategies and behaviors. Words, facial and body movements, tone of voice, even clothing and situation, all form an intricate symbol system that must be quickly translated by those who want to communicate. It has been said that there is no communication unless a mutual sharing of meaning takes place. It has also been said that one cannot NOT communicate. These two ideas seem to oppose one another, but they are two sides of the same coin. A smile can have many meanings, but so can silence. This course will show you how to manage the conscious and unconscious codes of meaning people send to each other and how to respond with appropriate codes in turn. You will explore concepts of verbal and nonverbal expression, including personal style, listening, relationship dynamics, self-esteem, conflict management, and cultural and gender communication differences.
Communications	Mastering Public Speaking	Online - Instructor Led	Ed2Go - ILC			10/14/2020	12/4/2020			You can become an effective public speaker! In this course, you will discover how to talk confidently and persuasively to both large audiences and small groups. You will also learn how to plan and deliver your presentations skillfully and how to manage one of the most common public speaking barriers and fears. You'll learn the secrets to presenting a speech, how to handle questions and manage conflict in meetings, and even how to shine in a job interview. You will get tips for training your voice and learn how to use both verbal and nonverbal communication effectively. By the time you finish this course, you'll have an entire set of skills you can use on the job, in social settings, and in any other situation where you need to communicate with ease and authority!
Communications	Professional Communication	Online - Self-paced	ProTrain							In this course students will define communication, learn about its key components and discuss ways they can improve their communication skills. Topics include defining communication, form v. content, communications issues, two major communications theories, and communications ethics. Participants will discuss aspects of good communication, their own communication styles and how best to communicate with their audience. <a href="https://www.protrainedu.org/Course/Full-Description/455">https://www.protrainedu.org/Course/Full-Description/455</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Communications	Write Effective Web Content	Online - Instructor Led	Ed2Go - ILC			10/14/2020	12/4/2020			Is your web content as effective as it could be? In this course, you will gain tips for crafting content to make your website or blog into an exciting multimedia place for visitors. You will learn how to develop a website writing style that speaks to your readers' needs and ensures that your content is clear and easy-to-understand. You will explore ways your web copywriting can convey the right "feel" through your content, how to get conversations going with your visitors, and how to organize your content to produce better search engine rankings and happier readers. You will also explore all kind of multimedia: images, info-graphics, slideshows and screen casts. You will also discover ways to encourage interaction with your readers through polls, surveys, and quizzes. Finally, you will examine ways to make your online copywriting appear as professional and authoritative as possible. By the end of this course, your content will be well on its way to rising to the top of the billions of pages on the web.
Construction	BPI Building Science Principles Certificate of Knowledge	Online - Self-paced	ProTrain							Earning the Building Science Principles certificate is your first step into the world of energy efficient home performance. Building science demonstrates how various components of the home interact to affect the home's overall performance. Understand the relationship between the building envelope, heating, A/C, insulation, mechanical ventilation, lighting, appliances and other systems of the home. Learn how all of these systems affect the comfort, health and safety of occupants and durability of the home. Discover why improving the energy efficiency of the home is the first step toward solar, geothermal or other renewable energy improvements. <a href="https://www.protrainedu.org/Course/Full-Description/1128">https://www.protrainedu.org/Course/Full-Description/1128</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Construction	Certified Maintenance and Reliability Technician Exam Prep	Online - Self-paced	ProTrain							Industrial Maintenance addresses the needs of the multicrafted maintenance technician and presents an all-encompassing view of the field of industrial maintenance, which covers a variety of technical skill areas. These include, but are not limited to, mechanics (mechanical installation, fluid power, piping systems, power transmission, print reading, and safety, to name a few), electrical (electrical theory, test equipment, electronics, the National Electrical Code, control circuits, rotating machines, PLCs, and drives, for example), and welding (gas welding and arc welding). A multicrafted maintenance technician must have knowledge and skills in all these areas. Industrial Maintenance addresses these areas in a format designed with the technician in mind. <a href="https://www.protrainedu.org/Course/Full-Description/1171">https://www.protrainedu.org/Course/Full-Description/1171</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Construction	HazWoper 24-Hour Moderate Risk	Online - Self-paced	ProTrain							This self-paced HazWoper education course on the internet meets the OSHA/EPA training requirements for workers performing hazardous waste site functions in accord with the provisions of 29 CFR 1910.120. The regulation stipulates that employers at hazardous waste sites, and at many other sites as further defined by the regulation, shall ensure that all workers with the potential of chemical exposure will receive a minimum of 24 hours of waste site health and safety training. Content for the course will be provided through text, manuals, web sites, assignments and exercises. <a href="https://www.protrainedu.org/Course/Full-Description/422">https://www.protrainedu.org/Course/Full-Description/422</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Construction	Household Hazardous Waste Operations	Online - Self-paced	ProTrain							This internet-assisted class is an 18-hour Moderate Risk awareness course for those in the solid waste field at landfills, recycling centers, and household hazardous waste facilities. Eighteen hours of the course are delivered over the internet and can be taken anytime anywhere. The course includes online text, interactive exercises, web links, self-grading quizzes, final exam, and job specific hands-on training. <a href="https://www.protrainedu.org/Course/Full-Description/420">https://www.protrainedu.org/Course/Full-Description/420</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Construction	QuickBooks 2015 for Contractors	Online - Instructor Led	Ed2Go - ILC			10/14/2020	12/4/2020			Contractors have many unique bookkeeping needs, so this course is designed specifically for the construction industry. In this course, you'll learn how to use the Premier Contractor Edition of QuickBooks 2015 to run your business more efficiently. Lessons are clearly illustrated and include easy-to-follow, step-by-step instructions to give you hands-on practice with the features that you're sure to use every day. You'll discover how to create custom, professional-looking contract estimates and track time and materials, and you'll learn the different methods you can use to bill your clients, including how to use the QuickBooks progress invoicing and job-costing features. You'll find out how to deal with tricky situations, like change orders and retainage requirements, and you'll learn how to properly set up accounts, items, customers, and jobs. All along the way, you'll learn how to avoid many of the big and often costly mistakes contractors commonly make with QuickBooks. Finally, you'll learn how specific transactions impact all your accounts, and even some techniques to protect your business from fraud, prepare for tax time, and generate useful and dynamic reports.
Construction	Spanish for Construction	Online - Self-paced	ProTrain							Spanish for Construction is a self-paced, online Spanish course designed for construction workers, contractors, foreman, and anybody who works with Spanish-speaking employees and co-workers in the construction industry. <a href="https://www.protrainedu.org/Course/Full-Description/370">https://www.protrainedu.org/Course/Full-Description/370</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Data Management	Advanced Data Visualization with Tableau	Live Online	Live Online,	M,Tu		12/7/2020	12/8/2020	08:00 AM	04:00 PM	Participants learn to master charts and build sophisticated dashboards with guided analytics. This is the continuation of Introduction to Data Visualization with Tableau work with parameters, calculations, dates, if statements, data blending, story points and collaboration.  This is a component of the Data Visualization with Tableau Certificate.  Materials are included in course fee.  Prerequisites: Introduction to Data Visualization with Tableau or equivalent experience.

Data Management	Advanced Python Programming	Live Online	Live Online,	M,Tu	12/14/2020	12/15/2020	08:00 AM	04:00 PM	<p>The Advanced Python course is the continuation of the Introduction to Python programming. In this course, learn advanced Python techniques including: Object Oriented Programming with Python; List comprehensions, mapping and filtering; lambda functions; advanced sorting; and working with regular expressions. Topics also include Working with databases, Relational Databases, CSV files, JSON and XML as well as testing and debugging.</p> <p>This is a component of the Python Programming Certificate.</p> <p>Materials are included in course fee.</p> <p>Prerequisite: Introduction to Python Programming or equivalent experience.</p>
Data Management	Intermediate SQL	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>When it comes to query language for relational database management systems, SQL is the industry benchmark. This hands-on course will help you advance your knowledge and keep pace with today's SQL standards. You will practice designing, writing, and testing complex SQL queries to execute on a practice database using SQL Server Express.</p>
Data Management	Introduction to Crystal Reports	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			<p>Want to "wow" people with your business reports? In this course, you'll master the techniques the pros use to produce attractive, reader-friendly reports for any audience. Designed for Crystal Reports XI through Crystal Reports 2016, this course will teach you how to transform the information that lies buried in your database or accounting program into clear, easy-to-understand documents. Whether you're new to Crystal Reports or want to enhance your skills, this course is ideal for you. By the time you're done, you'll be able to produce anything from a quick meeting handout to an elaborate annual report—and you'll never be intimidated by report-writing tasks again!</p>
Data Management	Introduction to Data Visualization with Tableau	Live Online	Live Online,	M,Tu,W	11/9/2020	11/11/2020	08:00 AM	04:00 PM	<p>Tableau users turn massive amounts of data into easily understood visualizations. Tableau®39; Data Engine translates actions into ad hoc queries and builds the visualization quickly. Students learn to connect to data, navigate the Tableau interface, build and format visualizations, and build interactive dashboards. Topics include: Tableau Architecture, Filters, Graphs, Maps, Table Calculations, and Aggregating data.</p> <p>This is a component of the Data Visualization with Tableau Certificate.</p> <p>Materials are included in course fee.</p> <p>Prerequisite: Understanding of databases.</p>
Data Management	Introduction to Database Development	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>A number of powerful tools are available to help you build databases and database applications. However, if you do not apply a systematic, structured approach to the use of those tools, you will probably produce systems that fail to meet user needs. Many projects bog down or are never completed for lack of a disciplined approach to development. This course will guide you step-by-step through all the phases of a system development project to guarantee that the resulting product will not only work as it was designed to work, but also that the design truly responds to user needs.</p>
Data Management	Introduction to Oracle	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>Learn how to use the Oracle database management system to plan, organize, and manage your data. Introduction to Oracle will provide you with a practical hands-on approach to relational database concepts and Oracle's database management system. This course will introduce you to the Structured Query Language (SQL), Oracle's SQL*Plus, and other valuable tools used to develop, manage, and reference an Oracle database.</p> <p>In this online course, you will learn how to create an Oracle database, build database objects, and write various SQL statements. This course will teach you how to write Data Definition Language statements to create, update, and delete database objects. You will learn how to execute Data Control Language statements to give or delete access rights to database objects. You will write Data Manipulation Language statements to insert, update, and delete records from a database. Finally, you will learn how to query the data and create finished reports.</p>
Data Management	Introduction to Python 3 Programming	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>The Python programming language was developed to provide a way to develop code that's easy to create and understand. While Python contains the same basic structures as other languages, it also offers unique functionality that makes your life as a programmer easier.</p> <p>This course will show you how to create basic programming structures like decisions and loops. Then, you will move on to more advanced topics such as object-oriented programming with classes and exceptions. In addition, you will explore unique Python data structures such as tuples and dictionaries. You will even learn how to create Python programs with graphic elements that range from simple circles and squares to graphical user interface (GUI) objects like buttons and labels.</p> <p>Whether you're interested in writing simple scripts, full programs, or graphical user interfaces, this course will give you the tools you need to use Python with skill and confidence.</p>
Data Management	Introduction to Python Programming	Live Online	Live Online,	W,Th,F	11/4/2020	11/6/2020	08:00 AM	04:00 PM	<p>Python is a multipurpose scripting language for the web. Students learn basics of writing and running Python scripts. Advanced topics include file operations, regular expressions, working with binary data, and how to use Python modules. Other discussion includes the IDLE environment, control flow constructs, strings, I/O, collections, classes, modules, and regular expressions.</p> <p>This is a component of the Python Programming Certificate.</p> <p>Materials are included in course fee.</p> <p>Prerequisite: Programming/Scripting experience suggested.</p>
Data Management	Introduction to SQL	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			<p>Learn the key concepts of SQL (Structured Query Language) the powerful and standard database management query language for relational databases. SQL (Structured Query Language) is one of the best programming languages for beginning web developers to learn. This course will teach you the basics of designing and writing SQL queries to execute on a practice database. Using a SQL Server Express, you'll learn several real-world applications for SQL so you can put this valuable skill set on your resume.</p>
Data Management	Introduction to SQL Server	Live Online	Live Online,	Tu,W,Th	TBD	TBD	08:00 AM	04:00 PM	<p>Learn to use the SQL Server Management Studio to build basic and advanced Structured Query Language (SQL) statements to retrieve and update data in a database. Topics include: Management Studio, retrieving data from one or more tables, joins, subqueries, insert, update and delete, data types, and SQL Server Functions using SQL DDL commands for creating databases, tables, and views are also discussed. Special emphasis is given to Functions, Joins, and Subqueries.</p> <p>Content applies to SQL Server 2012 or SQL Server 2016.</p> <p>This is a component of the SQL Server Developer Certificate.</p> <p>Materials are included in course fee.</p> <p>Prerequisites: Basic understanding of relational databases and exposure to simple SQL SELECT statements.</p>
Data Management	MySQL Introduction	Online - Self-paced	ProTrain		On Demand				<p>This course will give students the skills they need to set up and manage a MySQL database. Students will learn the basics of designing a relational database and learn to use SQL statements to create databases, tables and manage data in the data tables. Students will create a MySQL database and will identify the types of data that can be stored in data tables. Students will use the PHPMyAdmin tool to view and manage their MySQL databases. Students will learn to write applications which use MySQL databases. <a href="https://www.protrainedu.org/Course/Full-Description/241">https://www.protrainedu.org/Course/Full-Description/241</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>

Data Management	Python Data Analysis with NumPy and Pandas	Online - Self-paced	Ed2Go - SPT							<p>This advanced programming course will teach you how to analyze Python data with NumPy and pandas. As machine learning becomes more prevalent, Python has emerged as a scientific language. Within Python, NumPy and pandas are essential for any scientific computation. Understanding how these elements work together is critical for the aspiring data scientist.</p> <p>What students will learn</p> <ul style="list-style-type: none"> <li>To work with Jupyter Notebook</li> <li>To use NumPy to work with arrays and matrices of numbers</li> <li>To work with pandas to analyze data</li> <li>To work with matplotlib from within pandas</li> </ul> <p>How students will benefit</p> <ul style="list-style-type: none"> <li>Gain highly marketable skills in the programming field</li> <li>Study Python in a completely online, self-paced learning environment</li> </ul>
Data Management	SQL Reporting Services	Live Online	Live Online,	Tu,Th	12/1/2020	12/10/2020	06:00 PM	09:30 PM	<p>A primary service in the SQL Server BI Platform is SSRS. It is an enterprise-level reporting platform allowing the creation of reports and BI solutions. Learn to author, deploy and manage reports using Microsoft SSRS. Microsoft Report Builder is introduced. Course content applies to SQL Server 2012 or SQL Server 2016.</p> <p>This is a component of the SQL Server Developer Certificate.</p> <p>Materials are included in course fee.</p> <p>Prerequisites: Introduction to SQL Server or equivalent experience.</p>	
Data Management	SQL Server Integration Services	Live Online	Live Online,	M,Tu	11/16/2020	11/17/2020	08:00 AM	04:00 PM	<p>A primary service in the SQL Server BI Platform is SSIS. SQL Server Integration Services (SSIS) replaces Data Transformation Services. Students learn to use SSIS, including transforming data, creating workflows, and maintaining SQL Server. Major topics include Import and Export Wizard, SSIS Control Flow, SSIS Data Flow, SSIS Workflow, and deploying SSIS Packages.</p> <p>Content is delivered using SQL Server Integration Services 2012.</p> <p>Content applies to SQL Server 2012 or SQL Server 2016.</p> <p>This is a component of the SQL Server Developer Certificate.</p> <p>Materials are included in course fee.</p> <p>Prerequisites: Introduction to SQL Server or comparable knowledge.</p>	
Data Management	SQL Server T-SQL Programming	Live Online	Live Online,	M,W	TBD	TBD	06:00 PM	09:30 PM	<p>Transact-SQL (T-SQL) is a full-featured programming language that extends the power of SQL. Students learn to use T-SQL syntax and statements to write effective code for querying and modifying data in SQL Server. Topics include: coding Scripts, T-SQL modules, Stored Procedures, Functions, and Triggers. Discuss cursors, transactions and locking. Content designed for developers or database administrator. Course is delivered using SQL Server 2012.</p> <p>This is a component of the SQL Server Developer Certificate.</p> <p>Materials are included in course fee.</p> <p>Prerequisites: Introduction to SQL Server or equivalent experience.</p>	
Design and Modeling	AutoCAD 4 - Advanced 3D and Basic Rendering	Online - Self-paced	ProTrain				On Demand		<p>Learn the advanced 3D modeling techniques and basic rendering tools for the latest versions of AutoCAD. This course covers 3D editing tools, advanced solid modeling techniques, surface and mesh modeling methods, and basic render procedures including render settings, camera views, and an introduction to render materials. Students will be able to receive a free copy of the latest version AutoCAD from Autodesk (valid for three years) at the time of enrollment. Instructions on how to do this will be included in their welcome letter. <a href="https://www.protrainedu.org/Course/Full-Description/1177">https://www.protrainedu.org/Course/Full-Description/1177</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>	
Design and Modeling	AutoCAD Fundamentals Certificate	Online - Self-paced	ProTrain				On Demand		<p>This Certificate training program covers all aspects of 2D Computer Aided Drafting and Design with the latest versions of AutoCAD. It also includes an introduction to basic 3D modeling concepts ensuring the graduate of this program will have a sound fundamental understanding of both 2D and 3D skills for working with AutoCAD. These three basic courses are essential for architects, engineers, interior designers and all those involved in the production of technical drawings. Students will be able to receive a free copy of the latest version AutoCAD from Autodesk (valid for three years) at the time of enrollment. Instructions on how to do this will be included in their welcome letter. <a href="https://www.protrainedu.org/Course/Full-Description/1182">https://www.protrainedu.org/Course/Full-Description/1182</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>	
Digital Marketing	Achieving Top Search Engine Positions	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>The vast majority of Web traffic comes from search engines. That means the most important thing you can do to increase your website's traffic is to improve its search engine ranking. To do that, you have to understand both the art and science of search engine optimization (SEO). In this course, you'll gain the knowledge you need to boost your website's visibility. By the end of the course, you'll have mastered proven, step-by-step SEO strategies that you can implement right away.</p>	
Digital Marketing	Digital Marketing Strategist	Online - Self-paced	Ed2Go - CTP				On Demand		<p>What you will learn</p> <ul style="list-style-type: none"> <li>Foundations of digital marketing, including email, and PPC</li> <li>Content marketing best-practices, including copywriting, SEO, and editorial calendars</li> <li>Campaign management, including budgets, planning, and implementation</li> </ul> <p>How you will benefit</p> <ul style="list-style-type: none"> <li>Increase your employability by understanding all aspects of a sales strategy</li> <li>By learning to manage your customer's experience you will be able to generate more sales and quality reviews, creating a positive feedback sales loop</li> <li>Improve your customer relationship management skills</li> <li>Be prepared for sales management roles</li> </ul>	
Digital Marketing	Email Marketing	Live Online	Live Online,	Tu,Th	11/10/2020	11/19/2020	06:00 PM	09:30 PM	<p>Email delivers significant ROI and may increase brand loyalty. It is a powerful tool in a marketing plan. Learn email marketing basics, manage details, and track and measure results.</p> <p>This is a component of the Digital Marketing Certificate.</p> <p>Materials are included in course fee.</p>	
Digital Marketing	Google Analytics	Live Online	Live Online,	M,W	12/7/2020	12/16/2020	06:00 PM	09:30 PM	<p>Improve ROI of website marketing efforts by understanding how to use the primary resource available to measure and analyze what is driving traffic to a website - Google Analytics. See how the science, tools and technologies of web analytics come together to receive to understand visitor trends, traffic channels, characteristics and behavior. Information can lead to optimizing web usage and performance.</p> <p>This is a component of the Digital Marketing Certificate.</p> <p>Materials are included in course fee.</p>	

Digital Marketing	Search Engine Optimization (SEO)	Live Online	Live Online,	W,Th	12/9/2020	12/10/2020	08:00 AM	04:00 PM	Take a systematic approach to the art and science of search engine optimization (SEO). Set the foundation of SEO efforts and move to building an SEO strategy. Use tools and tasks needed for a comprehensive SEO plan. This is a component of the Digital Marketing Certificate. Prerequisite: HTML5 and CSS3 Fundamentals recommended but not required.
Digital Marketing	Social Media Marketing	Live Online	Live Online,	Tu,Th	10/27/2020	11/5/2020	06:00 PM	09:30 PM	Make social media an active part of the marketing plan. Turn customer conversations regarding brand, product, service, and company into a sustainable competitive advantage. An overview of several social media apps will be discussed. This is a component of the Digital Marketing Certificate. Materials are included in course fee.
Digital Marketing	YouTube: The Business of Telling Your Story	Live Online	Live Online,	M,Tu	11/2/2020	11/3/2020	08:00 AM	04:00 PM	Telling your story benefits your brand awareness, expands your social reach and boosts SEO. Learn proven, practical guidelines for developing and implementing video marketing. Cover key strategies and video optimization, distribution and promotion strategies to other sites and blogs. Understand advertising opportunities, important metrics and analysis. Prerequisite: Experience with SEO and Social Media Marketing
Early Childhood Education	Teaching Preschool: A Year of Inspiring Lessons	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			If you teach preschoolers, crafting original and inspiring lesson plans may have been a daunting task, but not for much longer. In this course, you will get equipped with a solid lesson plan template and lots of interchangeable activities to choose from&mdash;plenty of inspiration to take you and your students from September to May. You will learn over 100 circle-discussion, art, literacy, fine and large motor skill, science, and music activities that you can take into your classroom right away. Then you can adopt the ideas just as they are or tweak them slightly to fit a variety of themes. Either way, you will have ample material for crafting memorable, balanced, and engaging lesson plans. Whether you're already teaching or you're just investigating a career as an early childhood educator, you're sure to find the right mix of inspiration, motivation, and practical tips in this short yet comprehensive course. Note: To receive 25 hours of instruction in the State of Oregon, please ensure your school is eligible to issue professional development units, and that the course is approved by your professional learning coordinator.
Electrical	Electrical and Electronic Fundamentals	Online - Self-paced	ProTrain		On Demand				The Electrical and Electronic Fundamentals course focuses on the basic concepts and skills that students will require when they work with electrical equipment in a residential location. The course discusses the fundamental principles of electricity and electronics and the function of various devices such as resistors, capacitors, amplifiers, and oscillators. Different types of circuits and their applications are also discussed. Students will use electrical test equipment and diagnostic tools. They will also learn about safety measures, codes, and rules and regulations that must be followed for preventing mishaps. <a href="https://www.protrainedu.org/Course/Full-Description/313">https://www.protrainedu.org/Course/Full-Description/313</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Electrical	Electronic Systems Technician (EST) formerly DHTI+	Online - Self-paced	ProTrain		On Demand				Electronics systems technicians (ESTs) work in a wide variety of industries, performing numerous tasks to install, maintain and upgrade the systems and services we all depend upon. In today's job market, there is strong demand for in-house, bench, and field service technicians, technical support staff, and sales people with strong electronics training. The EST program will address the core competencies required to install, integrate, and troubleshoot interconnected home subsystems, including entertainment, telecommunication, lighting, HVAC, water management, security, and access control systems. The curriculum explores the design approach, working principles, processes, and standards that apply to the home technology industry. <a href="https://www.protrainedu.org/Course/Full-Description/291">https://www.protrainedu.org/Course/Full-Description/291</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Electrical	Master Electrician Exam Prep	In Person	Campus Career & Technical Education Center, 145	Tu, Th	10/6/2020	11/17/2020	5:00 PM	8:00 PM	This course prepares electricians with at least 5 years of working experience in the National Electrical Code to sit for the Master Electrician licensing exam. Topics to be covered include advanced calculations and requirements of the NEC, as well as best practices for passing the examination. Dependent on location where the student plans to test, different editions of the NEC are used. Instructor will utilize 2014 NEC book for the purpose of instruction.
Exam Prep	GMAT Preparation	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). GMAT Preparation Course is a must. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. You'll review the more familiar questions and learn how to approach question types that may be new to you, like critical reasoning and data sufficiency. In the verbal lessons, you will discover how to do your best on reading comprehension questions, sentence correction questions, critical reasoning questions, and the analytical writing assessment. In the quantitative lessons, you will be provided with comprehensive math review and techniques for tackling both problem solving and data sufficiency questions. You will practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test.
Exam Prep	GRE Preparation - Part 1 (Verbal and Analytical)	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			If you're planning to apply to graduate school, you will have to take the GRE. This course is here to help. Part 1 takes you through all the question types on the verbal reasoning and analytical writing sections, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks. You will also gain pointers on time management, anxiety relief, scoring, and general standardized test-taking. Be prepared to excel on exam day to achieve your best potential score.
Exam Prep	GRE Preparation - Part 2 (Quantitative)	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			If you're planning to apply to graduate school, you will likely have to take the GRE. This course is here to help! Part 2 features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE's unique new question formats. You will find pointers on time management, anxiety relief, scoring, and general standardized test-taking, too. Be prepared to excel on exam day and to achieve your best potential score! With GRE Preparation &dash; Part 1 (Verbal and Analytical), you will be prepared for all aspects of the computerized GRE&reg; revised General Test.
Exam Prep	LSAT Preparation - Part 1	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Congratulations! If you're in search of LSAT prep courses, you must be considering law school, and a career in law is always rewarding. No matter what type of law you want to practice, you want to ensure you get a great education at the school of your dreams. LSAT Preparation - Part 1 will begin to teach you the tips and tricks to help you ace this important test&mdash;and will also provide some helpful hints for surviving the rest of law school. The first step on the path to an excellent LSAT score is to sign up for a thorough and comprehensive LSAT exam prep. This course offers the best virtual LSAT training you can get and is taught entirely online. As a law student, you are very busy&dash;and this course fits into your schedule, on your terms. LSAT Preparation - Part 1 provides an overview of law school entrance procedures as well as what you can expect from a career in law. You'll also gain some useful law school survival techniques. In addition, the course provides an intensive review of analytical reasoning questions and the writing sample required in the admissions process.
Exam Prep	LSAT Preparation - Part 2	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Taking both part 1 and part 2 of this course will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. You will also learn test-taking techniques developed by The Center for Legal Studies and taught to thousands of prelaw students around the world. LSAT Preparation - Part 2 provides an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, explanations and interpretations of correct answers, and proven approaches for selecting the correct answers.
Exam Prep	Professional Tax Preparer Certification (DL)	Online - Self-paced	ProTrain		On Demand				The personal income tax preparation course teaches you how to become a tax preparation specialist equipped to prepare both state and federal income tax filings for individuals and businesses. It also teaches you the current tax guidelines needed to prepare tax filings, plus it provides an overview of the documents, statements and other necessary filing materials. <a href="https://www.protrainedu.org/Course/Full-Description/1">https://www.protrainedu.org/Course/Full-Description/1</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>

Exam Prep	SAT/ACT Prep Course - Part 1	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT			10/14/2020 or On Demand	12/4/2020			<p>Making the decision to attend college is one of the most important decisions you will ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This course will prepare you for both tests. Both the ACT and the SAT contain verbal and math question types. SAT/ACT Preparation Part I will give you all the information you need to do well on the verbal questions of the ACT and the new SAT. The ACT verbal sections are called the Reading Test, the English Test, and the Science Test. The Reading Test and the English Test assess your knowledge of English usage, grammar, and reading comprehension.</p> <p>In 2005, the ACT began offering an optional essay test. If you choose to take the essay test, this course will show you how to do your best writing in the short period of time you will be given. Beginning March 2016, the SAT verbal questions also changed. The lessons in this course will prepare you for those changes. The new verbal sections are called Writing and Language and Reading. The Reading section consists of Information &amp; Ideas, Rhetoric, and Synthesis questions based on reading passages and quantitative information.</p> <p>The SAT also contains a Writing and Language section, which includes multiple-choice questions about rhetoric, grammar, and English usage. The essay on the SAT is now optional and administered in its own section. This course will prepare you to write the type of essays that grading officials are looking for and will provide you with a grammar and usage.</p> <p>In addition to preparing you for specific question types on both exams, this course will give you pointers in time management, anxiety relief, scoring, and general standardized test-taking.</p>
Exam Prep	SAT/ACT Prep Course - Part 2	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT			10/14/2020 or On Demand	12/4/2020			<p>Making the decision to attend college is one of the most important decisions you will ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This course will prepare you for both tests. SAT/ACT Preparation Part 2 will give you all the information you need to do well on the math questions of the ACT and the new SAT. The ACT math tests your knowledge of arithmetic, algebra, geometry, trigonometry, and basic statistics. This course provides you with a complete math review of all these subjects. You'll also learn how to use your time wisely so that you finish as many math questions as possible in the 60 minutes the ACT gives you for the math test. In addition to reviewing arithmetic, algebra, geometry, trigonometry, and basic statistics, you'll also examine functions and other algebra II subjects that are now tested on the SAT.</p> <p>In addition to preparing you for specific question types on both exams, this course will give you pointers in time management, anxiety relief, scoring, and general standardized test-taking. This course, along with Part 1, will prepare you to excel in all sections of the undergraduate college entrance exams and provide you with the means to achieve your best potential score.</p>
Exporting	Going Global Via Exporting	Live Online	Live Online,	Th		11/19/2020	11/19/2020	2:30 PM	5:00 PM	<p>Kansas businesses export nearly \$12 billion in goods and the U.S. actually has a trade surplus in services! If you want a larger market for your product or service, this class will show you how to determine demand</p>
Exporting	Riddle of the Exporter	Live Online	Live Online,	F		10/16/2020	10/16/2020	08:00 AM	5:00 PM	<p>Do you have a great product or service that you may be able to market internationally? Are you looking to diversify your markets to protect or expand your business? Learn how to sell to the 95% of the world's consumers who are outside the U.S. This day-long seminar will take you through the steps of exporting: readiness, market research, market entry, legal, regulatory compliance, transportation, payments/finance and cultural issues. Box lunch provided.</p>
Finance	Accounting Basics	Live Online	Live Online,	M,W,F		10/19/2020	10/23/2020	8:00 AM	12:00 PM	<p>You will learn the essential language, concepts and processes of accounting, presented in a practical, non-technical fashion. Cover the nature of accounting and generally accepted accounting principles, as well as the process of accounting, accounting equations, debits and credits, and accounting cycles. Explore how to create financial statements, balance sheets, statements of income and retained earnings, statements of changes in financial position, and more. This class is part of the Business Accounting Certificate.</p>
Finance	Accounting Fundamentals	Online - Instructor Led	Ed2Go - ILC			10/14/2020	12/4/2020			<p>In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.</p>
Finance	Accounting Fundamentals II	Online - Instructor Led	Ed2Go - ILC			10/14/2020	12/4/2020			<p>While it is true that accounting professionals are scarce, those with corporate accounting experience are even scarcer. This course will provide you with a solid understanding of corporate accounting practices. In Accounting Fundamentals II, you will explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this is the course for you.</p>
Finance	Analyzing Financial Statements	In Person	Regnier Center, 146	Tu,Th		12/8/2020	12/10/2020	01:00 PM	05:00 PM	<p>Learn the accounting terms and concepts that will help you interpret your company's true financial performance by taking an in-depth look at what statements can tell you. You will cover the information required for accurate financial statements, what such statements reveal, and the ratios used in their analysis. This class is part of the Business Accounting Certificate. Note: Those without an accounting background are strongly encouraged to start with Accounting Basics before registering for the other courses.</p>
Finance	Bookkeeping Administration	Online - Self-paced	ProTrain			On Demand				<p>This course will provide an introduction to the concepts and uses of accounting in a business environment. The primary areas of study in this course include analysis of business transactions, recording procedures and the use of ledgers and journals, accounting for sales and purchases, managing cash, payroll, accruals and deferrals, and preparation and analysis of basic financial statements. After completing this course, students will have solid understanding of business and financial accounting and its role in bookkeeping administration. <a href="https://www.protrainedu.org/Course/Full-Description/929">https://www.protrainedu.org/Course/Full-Description/929</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Finance	Budgeting Fundamentals	In Person	Regnier Center, 144	Tu		12/1/2020	12/1/2020	08:00 AM	05:00 PM	<p>There's no doubt, budgeting is critical to bottom-line performance. You will cover the basics of budgeting in a simple, nontechnical manner. Topics include budgeting concepts and terms; planning, building and implementing a budget; and budgetary management and control. The preparation of operating and capital budgets is emphasized. This class is part of the Business Accounting Certificate. Note: Those without an accounting background are strongly encouraged to start with Accounting Basics before registering for the other courses.</p>
Finance	Business Finance for Non-Finance Personnel	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT			10/14/2020 or On Demand	12/4/2020			<p>Are you interested in making better business decisions to increase your company's profits, move you up the corporate ladder, and help you reach a better, personal financial position? If so, this course is for you. Using practical explanations and real-life examples, this course will show you how money flows through a typical business. You will learn the basics of how a business operates, including how to develop successful business strategies and how to use financial statements to make better business decisions. Whether you're an employee, sales executive, supervisor, or manager, this course will help you understand basic financial information and use that information to make decisions that will positively affect your company's financial situation. This is a business finance course for non-financial employees and managers. By taking it, you will obtain significantly improved business acumen skills and financial understanding. Position yourself to be more confident in your business and financial decisions.</p>
Finance	Chartered Tax Professional	Online - Self-paced	ProTrain			On Demand				<p>The Chartered Tax Professional (CTP) designation is the undisputed professional credential for persons who typically advise clients on income tax situations. After completing this comprehensive program, certificants will be prepared to handle almost any individual and small business income tax situation encountered. Candidates must successfully complete a series of six 30-hour, computer-administered courses in income tax preparation. All courses are offered via the Internet and can be completed anywhere, anytime 24/7 - instructor support is included with each module. Each module consists of ten 3-hour lessons and can be completed in 5-10 weeks (one or two lessons per week). The entire program could be completed in less than eight months, but generally students complete the program in 18-24 months. <a href="https://www.protrainedu.org/Course/Full-Description/351">https://www.protrainedu.org/Course/Full-Description/351</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Finance	Chartered Tax Professional Business Package	Online - Self-paced	ProTrain			On Demand				<p>A Chartered Tax Professional (CTP) is someone who has completed a series of 5 federal tax courses in individual and small business income tax preparation. This nationally recognized certificate program enables students to start working and earning money as a tax preparer while completing coursework toward the CTP credential! With the talk of more requirements for tax preparers, many preparers have decided to work towards becoming an IRS Enrolled Agent (EA), the most distinguished credential in the tax industry. The CTP is the perfect career path for the EA! <a href="https://www.protrainedu.org/Course/Full-Description/1202">https://www.protrainedu.org/Course/Full-Description/1202</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Finance	Comprehensive Tax Course with Business Guide	Online - Self-paced	ProTrain			On Demand				<p>Learn to prepare tax returns for most Form 1040 individual, non-business taxpayers and small business taxpayers (self-employed/Schedule C). Learn how to research tax issues. <a href="https://www.protrainedu.org/Course/Full-Description/348">https://www.protrainedu.org/Course/Full-Description/348</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Finance	Cost Accounting	In Person	Regnier Center, 146	Tu,Th		11/3/2020	11/5/2020	01:00 PM	05:00 PM	<p>Cost accounting is the part of managerial accounting which identifies, defines, allocates, measures, reports and analyzes current and predicted costs. Cost information is accumulated by a firm's information system and then assigned to various segments and activities (departments, segments, branches, products, territories, etc.). This class is part of the Business Accounting Certificate. Note: Those without an accounting background are strongly encouraged to start with Accounting Basics before registering for the other courses.</p>

Finance	Credit Derivatives Training	Online - Self-paced	ProTrain							<p>The development of credit derivatives is a logical extension of two significant developments: securitization, and derivatives. Credit derivatives are contracts that transfer an asset's risk and return from one counterparty to another without transferring ownership of the underlying asset. The choice of the contract depends upon the goals a financial institution is looking to achieve. The global market for credit derivatives is still quite small compared with other derivatives markets, but it is growing rapidly. A number of impediments could slow the growth of this market, most of which revolve around the complexity involved in pricing and documenting these transactions. <a href="https://www.protrainedu.org/Course/Full-Description/475">https://www.protrainedu.org/Course/Full-Description/475</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Finance	Ethics Seminar CE courses	Online - Self-paced	ProTrain							<p>Upon completion of this course you will be able to describe professional responsibilities in tax return preparation, determine the actions necessary to maintain client confidentiality and identify the requirements to practice before the IRS. This seminar qualifies for EA CE. <a href="https://www.protrainedu.org/Course/Full-Description/472">https://www.protrainedu.org/Course/Full-Description/472</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Finance	Finance for Non-Financial Professionals	In Person	Live Online,	Tu,W	11/17/2020	11/18/2020	01:00 PM	05:00 PM		<p>In this course, you will learn the language of finance and accounting; how to read balance sheets and income statements; how to analyze retained earnings and cash flow statements; how to calculate key financial ratios, and more. This information-packed workshop has been developed following the accelerated learning model of teaching adults. Interactive exercises, relevant examples, and attendee participation reinforce learning and keep the session interesting and fun. This course is part of the Professional Assistant Certificate.</p>
Finance	Financial Mathematics	Online - Self-paced	ProTrain							<p>Financial Mathematics is a building block to learners in the field of finance. The topics expose the user to fundamental concepts such as cash flows, present value, future value, yield and probability that form the basis for further advanced learning. <a href="https://www.protrainedu.org/Course/Full-Description/490">https://www.protrainedu.org/Course/Full-Description/490</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Finance	Financial Risk Manager (FRM)	Online - Self-paced	ProTrain							<p>In recent years, the globalization of financial markets, the emergence of international banking regulations and the rapid growth of new sophisticated products have dramatically elevated the role risk management plays in an organization. The Financial Risk Manager (FRM) exam leads to the Financial Risk Manager Certification - a prestigious designation granted by Global Association of Risk Professionals (GARP) since 1997. GARP certifies Risk professionals, Practitioners &amp; Regulators as eligible for independent risk management analysis and decision making for the benefit of the company and its investors. <a href="https://www.protrainedu.org/Course/Full-Description/481">https://www.protrainedu.org/Course/Full-Description/481</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Finance	Fundamentals of Accounting	Online - Self-paced	ProTrain							<p>This course will provide an introduction to the concepts and uses of accounting in a business environment. The primary areas of study in this course include analysis of business transactions, recording procedures and the use of ledgers and journals, accounting for sales and purchases, managing cash, payroll, accruals and deferrals, and preparation and analysis of basic financial statements. After completing this course, students will have solid understanding of business and financial accounting and its role in bookkeeping administration. <a href="https://www.protrainedu.org/Course/Full-Description/1207">https://www.protrainedu.org/Course/Full-Description/1207</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Finance	Market Risk - Basic, Intermediate, Advanced	Online - Self-paced	ProTrain							<p>Every professional involved in the Global Financial Services industry would benefit from this training! This comprehensive course covers several important topics in the industry such as: Statistical concepts, Risk measurement, Back Testing, Stress Testing, and Value of Risk methodologies, used by leading financial institutions worldwide. <a href="https://www.protrainedu.org/Course/Full-Description/485">https://www.protrainedu.org/Course/Full-Description/485</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Finance	Sarbanes-Oxley Act Training	Online - Self-paced	ProTrain							<p>The series of corporate financial scandals that took place in the United States has led to the framing of new legislation called Sarbanes-Oxley Act. This legislation was implemented to help strengthen corporate governance, restore investor confidence, and eliminate corporate corruption. The law was intended to bolster public confidence in the nation's capital markets and imposes new duties and significant penalties for non-compliance to executives, directors, auditors, attorneys and securities analysts in public companies. <a href="https://www.protrainedu.org/Course/Full-Description/476">https://www.protrainedu.org/Course/Full-Description/476</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Finance	Tax Law Updates Seminar	Online - Self-paced	ProTrain							<p>With this seminar you will gain an understanding of new or changed tax laws. 3 Hours CE Credit. <a href="https://www.protrainedu.org/Course/Full-Description/474">https://www.protrainedu.org/Course/Full-Description/474</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Foreign Language	Spanish for Law Enforcement	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020				<p>With more and more Spanish-speaking people living in the United States every year, learning the Spanish language is becoming ever more important. In the law enforcement field, mastering basic Spanish will give you more power to handle situations involving Spanish-speaking victims, witnesses, or criminals. It's also a smart career move, because adding Spanish skills to your resume can open doors to new job opportunities.</p> <p>Whether you're new to the Spanish language or just want a refresher, this course will teach you the basic Spanish phrases you need for everything from making casual conversation to handling life-or-death situations. You'll start with simple vocabulary for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. You will learn Spanish terminology you can use during arrests, traffic stops, medical emergencies, and many other common law enforcement situations. By the end of this course, you will be well on your way to being a Spanish speaker and communicating more effectively with the Spanish speakers all around you.</p>
Foreign Language	Spanish in the Classroom	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020				<p>If you struggle to communicate with your Spanish-speaking students and their families, and you don't know your cabeza from your codo (that's your head from your elbow), don't worry&amp;mdash;help is here!</p> <p>Whether you took a Spanish class 20 years ago and just want to brush up a bit, or you have never taken a Spanish class, you will learn the essential Spanish for teachers and bridge the communication gap with your Spanish-speaking students and parents. Rest assured that this won't be anything like your typical high school Spanish course. You will learn new words in easy-to-digest bites, and each lesson will include Supplementary Material to help you keep expanding your vocabulary.</p> <p>This course starts with the basics of Spanish pronunciation and then moves right into simple words for everyday things, such as colors, numbers, and question words. It then moves on to conversational phrases, family names, and directions. You will understand what it's like on the first day of school and words relating to enrolling new students, conversing in the classroom, talking about rules and behavior, and basic vocabulary for various academic subjects.</p> <p>Finally, you will discover some survival phrases for the parent-teacher conference as you learn to describe how a child is doing, talk about academic or behavior problems, and discuss grades and homework. By the end of this course, you will be well on the path to becoming a Spanish speaker and communicating more effectively with the Spanish-speakers all around you.</p> <p>Note: To receive 25 hours of instruction in the State of Oregon, please ensure your school is eligible to issue professional development units, and that the course is approved by your professional learning coordinator.</p>
Graphic Design	Adobe Acrobat DC	Online - Self-paced	ProTrain							<p>Adobe Acrobat allows users to convert documents you create in Word, Excel, PowerPoint or any other application into Portable Document Files (PDF). A PDF can be viewed and printed by any with a copy of Adobe's free Acrobat Reader. In this course students will learn to create and manage PDF files. Students will add navigation aids to their PDF files. Students will prepare documents for review and adding security features to their documents. Students will also learn to complete PDF forms electronically. Students must have a copy of Adobe Acrobat DC in order to do coursework. <a href="https://www.protrainedu.org/Course/Full-Description/1209">https://www.protrainedu.org/Course/Full-Description/1209</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Graphic Design	Adobe Illustrator CC	Online - Self-paced	ProTrain							<p>Adobe Illustrator allows you to create artwork that you can use for web pages or any print or electronic media. This course will give students a good overview of the tools and features of Illustrator. Students will create artwork using the various tools including the pencil and pen tools. Students will learn the various ways to apply color to their artwork. Students will work with layers, the 3D effects, and symbols. Students will need to have a copy of Adobe Illustrator CC in order to do coursework. <a href="https://www.protrainedu.org/Course/Full-Description/268">https://www.protrainedu.org/Course/Full-Description/268</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Graphic Design	Adobe InDesign CC	Online - Self-paced	ProTrain							<p>Adobe InDesign allows you to design and produce stunning documents on your desktop printer or using a professional printer. Or convert your documents to PDF format or publish them on a website. This class will walk you through setting up the InDesign workspace, adding text and graphics to your document, creating layouts with frames and applying formatting with styles. Students will need a copy of Adobe InDesign to follow along with the practice activities. <a href="https://www.protrainedu.org/Course/Full-Description/258">https://www.protrainedu.org/Course/Full-Description/258</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>



Graphic Design	Adobe Photoshop CC	Online - Self-paced	Online,		On Demand					Looking for a solid foundation in the industry standard graphics and image editor, Photoshop? Learn the basics and much more in this online program. If you are a graphic/web designer, digital artist or a photographer, with little or no working knowledge of Photoshop, or even if you are already familiar with Photoshop, this is the course for you! Take the plunge and sign up today to learn how to master the world's number one image editing software! Students will need a copy of Adobe Photoshop CC in order to do coursework. <a href="https://www.protrainedu.org/Course/Full-Description/266">https://www.protrainedu.org/Course/Full-Description/266</a>
Graphic Design	Adobe Photoshop CC	Online - Self-paced	Online,		On Demand					For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Graphic Design	Photoshop CC for the Digital Photographer	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SFT		10/14/2020 or On Demand	12/4/2020				Adobe Photoshop CC (also known as Photoshop Creative Cloud) is a powerful subscription software solution providing support and specialized editing tools for digital photographers and graphic artists. In this course you will master techniques to edit and enhance your digital images and add a professional polish to your work. The course offers simple, step-by-step instructions for basics like cropping, rotation, and sizing images. You will experiment with Photoshop's tools for correcting exposure, adjusting color and colorcasts, and work with Adobe's powerful layer and selection tools. You will learn how to add text, retouch, and even clone away unwanted elements from your images. You will discover how to work with raw images and prepare images for print or online use. In this course, you will be guided through detailed explanations and instructions for using the tools that make this software so popular and unique in the world of digital editing. Whether you are a novice or accomplished photo editor, this course will give you a collection of useful techniques that will quickly show you amazing results in your images.
Healthcare Career Programs	Administrative Dental Assistant Career Prep	Online - Self-paced	ProTrain		On Demand					As an integral part of the dental healthcare team, an administrative dental assistant is responsible for managing the daily operations of the dental office while providing a caring environment for patients. This course will provide a comprehensive overview of the dental office and the role of the administrative dental assistant. Students will learn how to manage patient records, maintain office inventory, conduct scheduling and recall functions, submit and manage patient insurance claims, and utilize technology to ensure a well-structured administrative system. Upon completion of this course, students will be fully prepared to become vital members of the dental healthcare team. <a href="https://www.protrainedu.org/Course/Full-Description/874">https://www.protrainedu.org/Course/Full-Description/874</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Healthcare Career Programs	Administrative Medical Assistant Career Prep	Online - Self-paced	ProTrain		On Demand					Administrative Medical Assisting is one of the fastest growing careers in the health care industry today. The need for professionals that understand how to utilize computerized medical office software and perform administrative office procedures is growing substantially. Physician practices, hospitals, chiropractic practices, and other health care providers all depend on administrative professionals for day-to-day support. In the Administrative Medical Assistant course you will learn medical terminology, patient confidentiality, scheduling, customer service, basic patient documentation, and basic billing as well as other administrative duties required by front office personnel. <a href="https://www.protrainedu.org/Course/Full-Description/886">https://www.protrainedu.org/Course/Full-Description/886</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Healthcare Career Programs	Advanced Hospital Coding and CCS Prep (Voucher Included)	Online - Self-paced	Ed2Go - CTP		On Demand					What you will learn Identify the roles and responsibilities of a coder in both inpatient and outpatient facilities Abstract health information from clinical documentation using your knowledge of medical terminology, anatomy/physiology, and disease processes. Assign ICD-10-CM/PCS and CPT/ HCPCS Level II codes and modifiers in accordance with current coding guidelines. Understand reimbursement methodologies Clarify conflicting, ambiguous, or missing information from health records by querying the physician Participate in clinical documentation improvement initiatives to ensure accurate and complete health data How you will benefit Acquire the skills to successfully complete the American Health Information Management Association's (AHIMA) mastery-level credentialing exam, the Certified Coding Specialist (CCS) Increase your earning potential in coding by learning a new skill set Take advantage of booming employment and advancement opportunities in medical coding Become an essential part of the healthcare industry
Healthcare Career Programs	Dental Assistant Career Prep	Online - Self-paced	ProTrain		On Demand					As a member of the dental care team, Dental Assistants are responsible for helping prepare patients for dental procedures, and often assist with the procedures themselves. Depending on the type of dental office, the dental assistant may even be involved in laboratory or surgical procedures. However, regardless of the specialty, the dental assistant is responsible for providing direct patient care while working alongside the dentist. This course will provide you with the information and skills necessary to serve in this capacity. You will learn how to prepare patients for treatment, including taking X-rays and preparing the necessary equipment for each procedure. You will also learn about the various dental specialties and the specific responsibilities of the dental assistant in each area of specialization. <a href="https://www.protrainedu.org/Course/Full-Description/860">https://www.protrainedu.org/Course/Full-Description/860</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Healthcare Career Programs	ICD-10 Medical Coding	Online - Self-paced	Ed2Go - CTP		On Demand					What you will learn Understand the structure of an ICD-10-CM code Navigate the layout of the ICD-10-CM coding manual Identify and apply the steps required code diagnoses and procedures using the ICD-10-CM and ICD-10-PCS coding manuals Describe the layout and guidelines of the ICD-10-PCS Identify the characters that make up an ICD-10-PCS code and identify each character's purpose How you will benefit Jump-start your career as a medical coder, medical administrative assistant, front office coordinator, or insurance claims specialist Learn how to code to better serve the needs of patients, healthcare staff, physicians, and IT specialists Set yourself apart from competitors by learning skills within a niche industry
Healthcare Career Programs	Kansas Assisted Living Facility Operator Training Course	In Person	Regnier Center, 175 Su, Sa	10/3/2020	10/18/2020	08:00 AM	05:00 PM			This course is designed to train you for a career as an operator of assisted living facilities, residential health care facilities, home plus and adult day care facilities with information on the principles of assisted living. The aging process and its effect on activities, treatment and management of the elderly will be presented. Participants who attend all sessions and successfully complete a comprehensive examination will meet the requirements to be a long term care facility "Operator" for those mentioned above as established by the Kansas Department of Health and Environment. This course is also recommended for current Operators as a beneficial update on the latest information in assisted living and residential health care. Participants must have a high school diploma or equivalent with one year of relevant experience (to be determined by the KDHE Secretary), or an associate in a relevant field. Kansas ACHAs will earn 30 (A) hours and 15 (RC) hours. RNs, LPNs and social workers will earn 45 contact hours. This course does not provide a business plan of opening an assisted living, residential health care or home plus facility.
Healthcare Career Programs	Essential Emergency Medicine Spanish	Online - Self-paced	ProTrain		On Demand					Essential Emergency Medicine Spanish is a self-paced, online course that will prepare you to confidently perform a complete H&P and discuss testing, treatment, and disposition in Spanish for common patient scenarios encountered in emergency medicine. <a href="https://www.protrainedu.org/Course/Full-Description/1751">https://www.protrainedu.org/Course/Full-Description/1751</a>
Healthcare Career Programs	Home Health Aide Career Prep	Online - Self-paced	ProTrain		On Demand					Home Health Aides work directly with individuals in their homes to provide assistance with daily living and self-care tasks. Home health aides help people who are disabled, chronically ill, or cognitively impaired. They often help older adults who need assistance. In some states, home health aides may be able to give a client medication or check the client's vital signs under the direction of a nurse or other healthcare practitioner. This course will provide a comprehensive overview of the Home Health Aide profession through the use of theoretical and practical applications. Students will learn about the medical and social needs of home health care clients, as well as the nutrition, personal care, cleaning, and infection control tasks required of Home Health Aides. Upon completion of this course, students will be fully prepared to begin working with clients in their homes. In addition, this course will provide an initial educational foundation for students preparing to take state licensing or certification exams. However, since the requirements for each state differ, students will have to conduct their own research to determine state-specific certification requirements. Depending on the state requirements, the student may need to complete additional coursework or additional licensing requirements (e.g. externship or other work experience) beyond the completion of this course. <a href="https://www.protrainedu.org/Course/Full-Description/916">https://www.protrainedu.org/Course/Full-Description/916</a>

Healthcare Career Programs	Medical Assistant Career Prep	Online - Self-paced	ProTrain		On Demand				Health care is changing, and the role of the Medical Assistant is more important than ever. The Medical Assistant is the most versatile member of the healthcare team and is an important part of the successful physician practice. Although the skills the Medical Assistant performs will vary among medical offices, this course will fully prepare the student with a wide variety of skills, making him or her an essential part of the healthcare team. This course will provide a comprehensive overview of all aspects of clinical medical assisting, including care and management of the patient, the different body systems, administering and injecting medications, insurance and coding requirements, the special needs of pediatric and geriatric patients, and employment opportunities and strategies for Medical Assistants. <a href="https://www.protrainedu.org/Course/Full-Description/896">https://www.protrainedu.org/Course/Full-Description/896</a>
Healthcare Career Programs	Nursing Assistant Career Prep	Online - Self-paced	ProTrain		On Demand				Nursing Assistants are important members of the patient care team. They are directly responsible for providing patients with compassionate care through assistance with daily self-care tasks such as dressing, bathing, and feeding, as well as assistance with diagnostic procedures and general treatments. This course will provide a comprehensive overview of the nursing assistant profession, with instruction in all areas of patient care, patient management, and body system functions. Students will learn how to provide daily care to patients, as well as how to assist with technical treatments and basic diagnostic procedures such as vital sign assessment and pain identification. When a student completes this course, the student will be prepared to apply their skills to a clinical setting as a nursing assistant. <a href="https://www.protrainedu.org/Course/Full-Description/895">https://www.protrainedu.org/Course/Full-Description/895</a>
Healthcare Career Programs	Nutritional Consultant Career Prep	Online - Self-paced	ProTrain		On Demand				The purpose of this course is to equip the student with knowledge and understanding about the importance and health benefits of proper nutrition, exercise, fitness, and healthy living. In this course, the topics of diet, exercise, nutritional elements, supplements, disease prevention, and weight management are explored. The goal is to prepare the student to use this understanding to facilitate healthy living in others. <a href="https://www.protrainedu.org/Course/Full-Description/969">https://www.protrainedu.org/Course/Full-Description/969</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Healthcare Career Programs	Personal Fitness Trainer Career Prep	Online - Self-paced	ProTrain		On Demand				The fitness industry is booming, and there is a growing need for certified personal fitness trainers. Personal fitness trainers work with individuals to help them develop the skills necessary to successfully engage in physical activity. The specific role of the personal fitness trainer will depend on the needs and abilities of each client, but regardless, the personal fitness trainer will play a vital role in the physical health of each client. This course will provide a comprehensive overview of personal fitness training. Through a variety of practical and theoretical applications, the student will learn how to assess each client and develop programming that incorporates different fitness methods, with the goal of providing the client with a comprehensive approach to fitness. Upon completion of this course, the student will be prepared to sit for the ACSM Personal Trainer certification exam, and will also be able to begin working with clients immediately. <a href="https://www.protrainedu.org/Course/Full-Description/918">https://www.protrainedu.org/Course/Full-Description/918</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Healthcare Career Programs	Pharmacy Technician Career Prep	Online - Self-paced	ProTrain		On Demand				This program prepares students to be professional Pharmacy Technicians dedicated to assisting Registered Pharmacists in quality pharmacy operational procedures. Graduates are equipped to assist the Pharmacist filling prescriptions according to doctor's orders. Pharmacy Technicians also participate in ordering products and inventory control, as well as billing and receiving payments. Trained graduates that pass this course, are eligible to sit for a national certification exam. Once students pass the course and certification exam, they can submit an application to participate in an internship program with national affiliation partners like CVS and Walgreens, or local pharmacy operations near their residence. This internship is what many employers in this industry want to see that tells them the student is job ready for this high demand job. This course prepares a student to take the Pharmacy Technician Certification Board (PTCB) Certified Pharmacy Technician (CPT) or the National Healthcare Association (NHA) Pharmacy Technician (CPhT) certification exam. <a href="https://www.protrainedu.org/Course/Full-Description/862">https://www.protrainedu.org/Course/Full-Description/862</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Healthcare Career Programs	Spanish for Dentists and Dental Hygienists	Online - Self-paced	ProTrain		On Demand				Spanish for Dentists and Dental Hygienists is a self-paced, online occupational Spanish conversation course that seeks to bridge the communication gap between English-speaking dental professionals and Spanish-speaking patients. <a href="https://www.protrainedu.org/Course/Full-Description/1125">https://www.protrainedu.org/Course/Full-Description/1125</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Healthcare Career Programs	Spanish for Health Care	Online - Self-paced	ProTrain		On Demand				Spanish for Health Care is a self-paced, online occupational Spanish conversation course that seeks to bridge the communication gap between English-speaking health care professionals and Spanish-speaking patients. <a href="https://www.protrainedu.org/Course/Full-Description/367">https://www.protrainedu.org/Course/Full-Description/367</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Healthcare Career Programs	Spanish for the Medical Front Office	Online - Self-paced	ProTrain		On Demand				Spanish for the Medical Front Office is a self-paced, online occupational Spanish conversation course that solves the problems of miscommunication. Students will learn basic reception terms to greet their patients, as well as insurance and general medical terminology. <a href="https://www.protrainedu.org/Course/Full-Description/1124">https://www.protrainedu.org/Course/Full-Description/1124</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Healthcare Career Programs	Wellness Coach Career Prep	Online - Self-paced	ProTrain		On Demand				Wellness coaching is a specialization that builds on expertise in areas related to health, wellness, and fitness while relying on relevant theories and methods from the coaching field. Wellness coaches may work with clients who have specific health, wellness, and fitness goals, as well as those who have broad goals in the areas of health and wellness. This course will provide a comprehensive overview of wellness coaching and the specific skills and strategies that are used by wellness coaches. Students will learn about the different coaching models and paths of change, as well as the methods used to establish an effective coaching relationship. Students will also learn communication strategies, as well as how to listen and ask appropriate questions. Upon completion of this course, the student will be fully prepared to begin working as a wellness coach. <a href="https://www.protrainedu.org/Course/Full-Description/908">https://www.protrainedu.org/Course/Full-Description/908</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Healthcare Seminars, Courses	Legal Nurse Consulting	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			This online course will teach you everything you need to know to become a legal nurse consultant. Outside of nursing practice, legal nurse consulting is one of the most unique opportunities for nurses today. This role means you're more than a nurse; you're an expert witness that advises attorneys on the processes, procedures, and terminology of the medical field. Furthermore, this opportunity extends to other healthcare professionals as well. The legal field needs skilled healthcare professionals, so if you want to branch out, work remotely, or earn extra income, then you'll need to learn how to make your medical knowledge work for you.
Healthcare Seminars, Courses	Spanish for Medical Professionals	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			What do you do if a patient needs your help, but you can't understand them? What if you encounter worried family members, but aren't able to reassure them that everything will be fine? Those in the medical field can easily find themselves in such situations, and you want to be prepared. Medical Spanish courses are the perfect solution. This simple and enjoyable Spanish for Medical Professionals course will give you the basic tools you need to bridge the communication gap. With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's more crucial than ever for health professionals to learn medical Spanish. What's more, adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. This course skips the "touristy" topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting. Whether you're new to the language or just want a refresher, this medical Spanish class can help you. ¡Bien! Vamos! (Let's go!)
Healthcare Seminars, Courses	Spanish for Medical Professionals II	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Do you feel like you have a pretty good sense of intro Spanish, but are ready to take it to the next level? This course picks up where the first course, Spanish for Medical Professionals, left off. And if you didn't take the first course, no problem! This course is also for healthcare providers who already have a pretty good sense of Spanish, but just need more medical vocabulary to sharpen their skills. You'll review the basic body parts and organs and also explore vocabulary and phrases related to insurance and expressions for patient assessments, exams, and communicating pain. You'll learn terminology found in tons of specialties, including pediatrics, geriatrics, mental health, OB/GYN, radiology, orthopedics, cardiovascular, oncology, physical and occupational therapies, dermatology, dentistry, and ophthalmology. The course will even talk about terms related to diet and discharge. It's a great Spanish foundation for healthcare workers!
HR Management	Employment Law Fundamentals	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. This course will explain the difference between an employee and independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. You will gain an inside view of the law with court examples, real situations, and prevention strategies that prepare you to effectively resolve workplace issues. You will learn effective communication techniques, negotiation strategies, and what to expect if you do go to court. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.
HR Management	HIPAA Compliance	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Are you a health care professional or considering a career in the health care industry, or do you provide services to a health care organization? If the answer to any of these questions is yes, then it is mandatory that you understand the compliance requirements of HIPAA, and subsequent rules and laws that affect HIPAA. These laws require all health care professionals to take careful steps to protect protected health information. In this course you will examine the compliance process. You will focus specifically on the Administrative Simplification portion of HIPAA. This course will give real world examples to explain the Privacy rule. You will examine what is meant by covered entities, business associates, and many other relationships within the health care industry impacted by HIPAA. You will understand how computers fit into the Security Rule and examine many types of safeguards, which are crucial components of the Security Rule. You will also learn about the Office for Civil Rights, HIPAA's watchdog organization. By the time you finish this course, you will be confident and capable of implementing HIPAA's Administrative Simplification rules, and the laws impacting it, in your own organization. If you are just starting your career in the health care field, you will have a priceless addition to your resume.

HR Management	SHRM Essentials of Human Resources	Live Online	Live Online,	W	11/4/2020	12/9/2020	09:00 AM	12:00 PM	<p>This course will provide you with an overview of the human resource function and covers real-life HR issues and today's most vital and timely topics, including employment law, recruiting and selecting qualified employees, compensation and benefits, orientation and training, and the employee performance process. If you are new to human resources or simply want to strengthen your employee management skills, this course is for you. Knowledge of the essentials can make you a better manager, protect your company from needless litigation, and help advance your career.</p> <p>Online survey/pretest instructions will be emailed prior to class. Course materials are included in fee and will be distributed on the first day of class.</p> <p>Please view website for more details on this course.</p>
HR Management	Understanding the Human Resources Function	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>No matter what role you play in an organization, you are all affected by human resources. This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered.</p>
HR Management	Workers' Compensation	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>Anyone considering a career as a paralegal should have a firm understanding of workers' compensation law. The reason is simple: You're far more likely to be involved in workers' compensation cases than criminal law cases, intellectual property cases, or even business disputes. The only types of cases that are more common are personal injury or medical malpractice, both of which have very strong ties to workers' compensation law.</p> <p>Knowing the ins and outs of workers' compensation is an absolutely essential skill for any paralegal. Having a solid foundation in this field of law is also a great way to land a job with a private law firm or local, state, or federal governments. This course presents workers' compensation in a straightforward and enjoyable manner. It follows up on other criminal law and legal nurse consulting courses that have earned strong praise.</p>
HVAC	Certified Indoor Air Quality Manager (CIAQM)	Online - Self-paced	ProTrain		On Demand				<p>Are you a facility manager, building engineer or property owner that is interested in how indoor air quality (IAQ) affects the occupants of your space? The Certified Indoor Air Quality Manager (CIAQM) course is designed to help you diagnose indoor environmental problems in your building, correct those problems, and prevent them from ever happening again. The course gives you practical steps to establish an IAQ Management Plan for your facility that will help you collect, log and resolve air quality complaints. The course also prepares you for the only accredited certification specifically designed for those that manage indoor air quality problems, sponsored by the American IAQ Council. The certification requires certain experience, fees and passing an examination offered at computerized testing centers throughout the US. <a href="https://www.protrainedu.org/Course/Full-Description/433">https://www.protrainedu.org/Course/Full-Description/433</a></p> <p>For additional information click this link: <a href="https://iccc.theknowledgebase.org/">https://iccc.theknowledgebase.org/</a></p>
HVAC	HVAC/R Certified Technician (Voucher Included)	Online - Self-paced	Ed2Go - CTP		On Demand				<p>What you will learn</p> <p>Understand the procedures and criteria needed to conduct a residential energy audit Four basic components that make up the vapor-compression refrigeration cycle Functions and desired characteristics of system refrigerants Demonstrate piping operations typically performed by the air conditioning technician Properly installing and operating an air-conditioning system Latest advances and trends in green technology EPA laws governing safe refrigerant handling and transport Recovering, recycling, reclaiming, and retrofitting refrigerants How you will benefit</p> <p>Be prepared to sit for the NATE Certification exams Be prepared to sit for the HVAC Excellence Certification exams Be prepared to sit for the EPA 608 Refrigerant Handling exam Use real-world simulations included in this course to get "hands-on" experience Soft skills simulations included in the course will help sharpen your customer service skills</p>
HVAC	HVAC/R Simulations for Field Technicians	Online - Self-paced	Ed2Go - CTP		On Demand				<p>What you will learn</p> <p>Measure voltage, current, and resistance in electric circuits Properly install an air-conditioning system and put it into operation Troubleshoot mechanical problems in an air-conditioning system Troubleshoot electrical problems in an air-conditioning system Troubleshoot electrical and mechanical problems in heat pump systems How you will benefit</p> <p>The use of simulations allows you to get as close to "real world" troubleshooting scenarios as possible without an actual HVAC/R unit or system The scenarios may be repeated as many times as needed to hone troubleshooting and problem-solving skills</p>
HVAC	HVAC/R Technician (Voucher Included)	Online - Self-paced	Ed2Go - CTP		On Demand				<p>What you will learn</p> <p>Explain the concepts of heat transfer, Btu, temperature, heat content, sensible heat, latent heat, pressure, gas laws, and work, and describe how they apply to air conditioning and refrigeration systems Describe the four basic components that make up the vapor-compression refrigeration cycle Identify the four major system components and explain their functions in the refrigeration system Properly install an air-conditioning system and put it into operation Troubleshoot mechanical and electrical problems in an air-conditioning and heat pump systems How you will benefit</p> <p>You will be prepared to sit for the NATE Ready to Work Certificate Exams You will be prepared to sit for the HVAC Excellence Employment Ready Certificate Exams You will be prepared to sit for the EPA 608 Refrigerant Handling Certification Exam Use real-world simulations included in this program to get "hands-on" experience Soft skills simulations included in the course will help sharpen your customer service skills</p>
HVAC	HVACR Controls/Building Automation Systems	Online - Self-paced	Ed2Go - CTP		On Demand				<p>What you will learn</p> <p>Identify and describe typical uses of the following sensors in a commercial building Demonstrate the ability to identify and describe the function and operation of BAS and Controllers and Operator Interfaces Demonstrate the proper procedures to install and test BAS to include mounting, power supplies, communication networks, input/output wiring, and wireless systems Demonstrate typical building system management functions including alarms, data trending, graphics, and maintenance management software How you will benefit</p> <p>Develop your skills to work as a controls technician, HVACR technician, or facilities maintenance technician Build on your existing knowledge of HVACR fundamentals and equipment and help you learn HVACR Controls and Building Automation Systems Access video lectures to further your understanding of the course Set yourself apart from competitors by developing advanced knowledge of HVACR best practices</p>

HVAC	HVAC Technician Career Prep	Online - Self-paced	ProTrain		On Demand					HVAC Technicians are one of the most in demand jobs in the current job market, and the job opportunities are expected to continue growing over the next ten years. HVAC Technicians install, inspect, repair and maintain heating, air-conditioning, and refrigeration systems for residential and commercial settings. This course will provide the skills needed to obtain an entry-level position in the HVAC industry. It can also be used to upgrade your skill set if you are already employed as an HVAC technician. This course will provide a comprehensive overview of all aspects of HVAC, with the goal of preparing students to be able to install and maintain HVAC systems. Students will learn through a combination of theoretical and practical applications so that they have a solid understanding of how HVAC systems work prior to entering the workforce. Students will be prepared to obtain entry-level HVAC positions. Students will also meet the basic requirements to sit for the North American Technician Excellence (NATE) national certification exam to become a Certified HVAC/R Technician, as well as begin working toward advanced level certifications. <a href="https://www.protrainedu.org/Course/Full-Description/966">https://www.protrainedu.org/Course/Full-Description/966</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
HVAC	Refrigerant Handling (EPA 608) Technician Certification	In Person	Campus Career & Technical Education Center, 142	Sa	10/24/2020	10/24/2020	8:00 AM	5:00 PM		For HVAC technicians and contractors, this course will provide knowledge of the EPA regulations under Section 608 of the Clean Air Act and the corresponding EPA-Approved certification exam(s) required of persons who handle, maintain, service, repair, or dispose of appliances containing regulated refrigerants.  Upon successful completion of exam(s), you can be certified in any or all the following: Type I – servicing Small Appliances Type II - servicing or disposing of High- or Very High-Pressure Appliances, except small appliances and MVACS Type III - servicing or disposing of Low-Pressure Appliances Universal - servicing all types of equipment
Introductory Computing	Computer Skills for the Workplace	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020				Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees who have the ability to send emails, create spreadsheets, manage databases, understand memory and network limitations, and recognize the function and features of modern computer components. Any job candidate who already possesses these skills will stand above those who do not. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. This course will focus on practical application for software most common to the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.
Introductory Computing	Keyboarding	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020				If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you'll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type&mdash;that is, to type text you read from a printed page or a computer screen without looking at your keyboard. With the skills you master here, you'll become faster and more confident at the keyboard. By the end of the course, you'll know how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.
Introductory Computing	Understanding the Cloud	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020				What is the cloud? If you have trouble answering this question, you are not alone. In this course, you will explore how the cloud works, what drives its incredible growth, and how you can use cloud services. You will start by looking at the building blocks of the cloud, where it started, and how it transitioned. You will gain a clear understanding of IaaS (infrastructure), SaaS (software), and PaaS (platforms), and examine why each may be attractive to some businesses, but not to others. You will learn about the different kinds of clouds (public, private, and hybrid). You will also look inside the engine rooms of the cloud: data centers. You will examine the concept of big data and how the cloud infrastructure enables data to zip across the globe at lightning speed. You will look at how Facebook and Twitter contribute to the cloud, and how apps go from idea to app store. You will gain an understanding of how mobile devices and major mobile ecosystems continue to shape the cloud. Whatever your technical background, by the end of this course, you will be thoroughly cloud-savvy.
Literature and Writing	Grammar Refresher	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020				Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course. This course explores the eight parts of speech, punctuation and mechanics, and foundational sentence construction. You will learn about phrases, clauses, problemwords, common grammar mistakes, and much more through practical, hands-on exercises. You will also learn through short videos, examples, and even fun games. Take your writing and speaking to the next level of excellence!
Literature and Writing	Grammar Refresher II	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020				This course reviews the foundational elements of grammar, including the parts of speech, and master the basics of punctuation and mechanics. You will explore sentence structure, nouns and pronouns, and you will work with the different kinds of verb tenses. You will also explore adjective and adverb use and be introduced to some best practices for using these parts of speech effectively in your writing. Then, learn phrases and clauses, as well as parallelism, coordination, and subordination. You will see how different phrases and clauses fit together in sentences so that your writing is clear, concise, and meaningful. Finally, put your skills to work as you explore some different kinds of business writing, paragraph writing, and even formal essay writing. By the time you're done with the course, you will not only have the advanced grammar skills you need, you will also understand how to use those skills in practical ways.
Literature and Writing	Introduction to Internet Writing Markets	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020				Ever wondered if it would be better to start a WordPress blog or a Twitter microblog? Whether it's legal to publish fanfiction or not? How you can make some extra money if you also take photos or make videos? This course will answer all your questions about publishing on the Internet. The Internet provides unlimited opportunities if you're a writer, whether you just have a few hours a week to blog or want a full-time publishing career or just plan to promote your books or business on the Web. There is no single way to become successful writing for the Web, so this course shows you the hundreds of different choices you have, and helps you set your own goals. In fact, by the end of the course, you'll have your very own publishing plan, from the steps to take in developing your writer's platform or brand, to the markets that will help you accomplish your goals.
Literature and Writing	The Keys to Effective Editing	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020				Ask any published writer and you will hear that a good editor is not just helpful, but essential. If you aspire to be an editor, this copyediting course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. If you're already working as an editor, you will not only brush up on your skills, but will also learn about recent advances in your chosen profession. If you're a writer, you will learn essential self-editing tools to give your manuscripts the professional look that publishers like to see. From the language of editing to grammar, punctuation, and syntax to the all-important relationships between editor, author, and publisher, every facet of editing will be explored in this copyeditor course. Online editing is gaining popularity; its complexities will be unraveled and its advantages and pitfalls explored. Can you make a living as an editor? Tips and resources for finding work will be addressed at length. When you finish with this course, you will feel confident enough to tackle even the most complex of manuscripts.
Logistics	Distribution and Logistics Management	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020				Distribution and logistics management is a critical company function. Professionals in this field play a key role in fulfilling customer demands, ordering and managing inventory, controlling inbound and outbound shipments, reducing costs, saving time, and meeting company objectives. This course will not only show you how to create and operate a logistics function, but it will also show you how to achieve success through a combination of strategies and tactics. All elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP).
Microsoft Office	Advanced Microsoft Excel 2019/Office 365	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020				Most organizations rely heavily on Microsoft Excel to consolidate, analyze, and report financial information and other important data. Your company is probably no exception. If you work with data of any kind, learning Excel's advanced functions to taking on greater responsibilities in your organization. This course will help you master many features in Microsoft Excel 2019/Office 365 that most users don't know exist. You will learn the secret to using formula-based conditional formatting as a creative solution to common issues. You will also learn how to leverage Excel's Power Query tool to import and transform data from about any data source. By the time you finish this course, you will have mastered Microsoft Excel 2019/Office 365 and will be able to better serve your company's data management needs.
Microsoft Office	Excel Advanced	Live Online	Live Online,	W	11/11/2020	11/11/2020	08:00 AM	04:00 PM		This course is designed for students looking for discussion on tables, pivot tables, pivot charts, financial functions, structured references, goal seek, and workbook protection.  This is a component of the Excel Specialist Certificate.  Materials are included in course fee.  Prerequisite: Excel Intermediate or equivalent experience.

Microsoft Office	Excel Advanced	Live Online	Live Online,	Tu,W	12/15/2020	12/16/2020	06:00 PM	09:30 PM	This course is designed for students looking for discussion on tables, pivot tables, pivot charts, financial functions, structured references, goal seek, and workbook protection.  This is a component of the Excel Specialist Certificate.  Materials are included in course fee.  Prerequisite: Excel Intermediate or equivalent experience.
Microsoft Office	Excel Fundamentals	Live Online	Live Online,	F	10/16/2020	10/16/2020	08:00 AM	04:00 PM	Our content introduces essential uses, tools and features of Microsoft Excel. Enter, edit and format data. Manage data in a single worksheet. Manage workbooks. Link worksheets and create basic functions. Design and edit charts. Organize large amounts of data.  This is a component of the Microsoft Office Essentials Certificate and the Excel Specialist Certificate.  Materials are included in course fee.
Microsoft Office	Excel Fundamentals	Live Online	Live Online,	F	11/20/2020	11/20/2020	08:00 AM	04:00 PM	Our content introduces essential uses, tools and features of Microsoft Excel. Enter, edit and format data. Manage data in a single worksheet. Manage workbooks. Link worksheets and create basic functions. Design and edit charts. Organize large amounts of data.  This is a component of the Microsoft Office Essentials Certificate and the Excel Specialist Certificate.  Materials are included in course fee.
Microsoft Office	Excel Fundamentals	Live Online	Live Online,	W,Th	12/2/2020	12/3/2020	06:00 PM	09:30 PM	Our content introduces essential uses, tools and features of Microsoft Excel. Enter, edit and format data. Manage data in a single worksheet. Manage workbooks. Link worksheets and create basic functions. Design and edit charts. Organize large amounts of data.  This is a component of the Microsoft Office Essentials Certificate and the Excel Specialist Certificate.  Materials are included in course fee.
Microsoft Office	Excel Intermediate	Live Online	Live Online,	W,Th	11/4/2020	11/5/2020	06:00 PM	09:30 PM	Expand Excel knowledge with an in-depth look at conditional formatting, advanced text and analysis functions, vlookup, outlines and subtotals.  This course is a component of the Excel Specialist Certificate.  Materials are included in course fee.  Prerequisite: Excel Fundamentals or equivalent experience.
Microsoft Office	Excel Intermediate	Live Online	Live Online,	F	12/11/2020	12/11/2020	08:00 AM	04:00 PM	Expand Excel knowledge with an in-depth look at conditional formatting, advanced text and analysis functions, vlookup, outlines and subtotals.  This course is a component of the Excel Specialist Certificate.  Materials are included in course fee.  Prerequisite: Excel Fundamentals or equivalent experience.
Microsoft Office	Intermediate Microsoft Excel 2019/Office 365	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Many businesses rely on spreadsheets to manage budgets, schedules, and tracking. Microsoft Excel is considered the industry standard for spreadsheets. If you use Excel regularly and want to learn more advanced functions in this powerful software, this course is for you. You will learn how to harness the power of Excel's data analysis tools and AutoFilter commands and how to create macros that eliminate repetitive tasks. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and other intermediate functions to your professional skill set. In addition, you will learn to create macros that let you manipulate data with the push of a button. You'll also discover how to use Goal Seek and Solver and apply them to real-world problems.
Microsoft Office	Introduction to Microsoft Excel 2019/Office 365	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Do you manage large sets of numbers, names, dates, or other pieces of information? If so, then you need to create worksheets to manage, store, organize, and even analyze this information. Excel, Microsoft's powerful spreadsheet software, is the most widely-used program to handle this task. In fact, most workplaces require that new employees have a basic level of understanding of Microsoft Excel. If you want to learn the 2019 version of Microsoft Excel, this course will introduce you to the program's basic functions and uses. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets. You will also learn how to use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons. By the time you're done, you will know how to use this vital Office 2019 tool.
Microsoft Office	Microsoft Excel - Pivot Tables	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Wouldn't it be great to learn how to effectively use all the advanced Excel pivot table features? In this practical and information-packed course, you will learn how to maximize this program's functions and capabilities. Most organizations rely heavily on Microsoft Excel pivot tables to analyze and report financial information. Your company is probably no exception. By learning these advanced techniques, you can become more valuable to your organization. This course will teach you how to utilize the numerous pivot tables to develop useful analysis models and reports within your company. Impress your coworkers by learning how to create functional and eye-catching interactive dashboards using a combination of pivot tables, Pivot Charts, and Slicers. You will discover advanced techniques for pivot tables, like creating Timelines, calculated fields, and calculated items. You will learn how to use Excel's Table function to efficiently manage changes to the pivot table's source data in order to avoid making mistakes when data is added or deleted.
Microsoft Office	Microsoft Office Master 2019 Certification Training (Vouchers Included)	Online - Self-paced	Ed2Go - CTP		On Demand				What you will learn  Learn the most advanced skills and techniques to best use Microsoft Office 2019 programs Word, Excel, PowerPoint, and Outlook Create professional Word documents Present information in a compelling way using PowerPoint Organize lists, utilize spreadsheets, and manage other data with Excel Send messages, manage calendars, and collaborate with coworkers across Outlook How you will benefit  Prepare to take the Microsoft Office Specialist and Expert 2019 Master certification exams Demonstrate your advanced understanding of the most commonly used Microsoft Office products
Money Management	Keys to Successful Money Management	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			If you're interested in discovering how most wealthy people amassed their fortunes, this is the course for you. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you're serious about accumulating a sizable nest egg and living the life of your dreams, you will have to acquire the knowledge and skills necessary for success. In this course, a certified financial planner will walk you through the steps you need to take in order to achieve true financial success. You'll become comfortable with the broad array of investment choices available to you right now, and you'll discover the best ways to acquire and accumulate both cash and real property. You'll also learn about the tax implications of your investment decisions, along with steps you can take to protect any wealth you acquire.
Money Management	Real Estate Law	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			Explore the legal issues involved in real estate law, from investing to title examinations. You'll not only master the essentials, but you'll receive hands-on applications and examples that will show you how to use this knowledge in a day-to-day real estate practice or in personal real estate investing. The course will present real estate law in down-to-earth terms. By mixing explanation of legal theory with specific and practical examples, it draws a balance between legal philosophy and legal practice. You'll soon see just how fascinating a topic real property law can be.

Networking	A+ Exam Prep	In Person	Regnier Center, 236	M,W	10/19/2020	12/14/2020	06:00 PM	09:30 PM	Your class exercises are mapped toward both of CompTIA+ exams. Build a solid IT foundation with A+ Essentials and A+ IT Technician information. Focus on successful completion of both CompTIA A+ exams. Textbook and exam vouchers included in course fee. Textbooks distributed in first course meeting.
Networking	A+, Net+, Security+	Online - Self-paced	ProTrain		On Demand				This course prepares students to take the CompTIA A+ 220-901 & 220-902, N10-006; Network+, SYO-401; Security+ certification exams. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. <a href="https://www.protrainedu.org/Course/Full-Description/31">https://www.protrainedu.org/Course/Full-Description/31</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Networking	Any Two CompTIA+ Courses	Online - Self-paced	ProTrain		On Demand				This course allows students to bundle together any two of our CompTIA+ courses. Students can choose from: CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Linux+, or CompTIA Server+. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. <a href="https://www.protrainedu.org/Course/Full-Description/40">https://www.protrainedu.org/Course/Full-Description/40</a>
Networking	AWS	Live Online	Live Online,	Tu,W,Th	12/8/2020	12/10/2020	8:00 AM	5:00 PM	This course covers the fundamentals of building IT infrastructure on the AWS platform. Students learn how to optimize the AWS Cloud by understanding how AWS services fit into cloud-based solutions. In addition, students explore AWS Cloud best practices and design patterns for architecting optimal IT solutions on AWS, and build a variety of infrastructures in guided, hands-on activities. The course also covers how to create fledgling architectures and build them into robust and adaptive solutions.
Networking	AWS Certified Advanced Networking-Specialty	Online - Self-paced	ProTrain		On Demand				AWS Advanced Networking is a globally acknowledged certification targeted at professionals looking forward to a career in networking. The AWS ANS-C00 certification validates the skills of network practitioners in designing, developing, and deploying cloud-based solutions using AWS, implementing core AWS services according to basic architecture best practices, designing and maintaining network architecture for all AWS services. <a href="https://www.protrainedu.org/Course/Full-Description/1749">https://www.protrainedu.org/Course/Full-Description/1749</a>
Networking	AWS Certified SysOps Administrator - Associate	Online - Self-paced	ProTrain		On Demand				The AWS Certified SysOps Administrator Associate certification validates your skills in provisioning, operating and maintaining systems running on AWS. It confirms your ability to identify and gather requirements to create a solution built and operated on AWS. This certification also validates your ability to provide AWS operations, deployment guidance and recommend best practices throughout the lifecycle of a project. No programming knowledge or prior AWS experience is required to take the exam. <a href="https://www.protrainedu.org/Course/Full-Description/1746">https://www.protrainedu.org/Course/Full-Description/1746</a>
Networking	Cisco Certified Network Professional (CCNP)	Online - Self-paced	ProTrain		On Demand				Cisco Certified Network Professional (CCNP) Routing and Switching certification validates the ability to plan, implement, verify and troubleshoot local and wide-area enterprise networks and work collaboratively with specialists on advanced security, voice, wireless and video solutions. The CCNP Routing and Switching certification is appropriate for those with at least one year of networking experience who are ready to advance their skills and work independently on complex network solutions. Those who achieve CCNP Routing and Switching have demonstrated the skills required in enterprise roles such as network engineer, support engineer, systems engineer or network technician. The routing and switching protocol knowledge from this certification will provide a lasting foundation as these skills are equally relevant in the physical networks of today and the virtualized network functions of tomorrow. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. <a href="https://www.protrainedu.org/Course/Full-Description/42">https://www.protrainedu.org/Course/Full-Description/42</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Networking	CompTIA A+ Certification Training (Vouchers Included)	Online - Self-paced	Ed2Go - CTP		On Demand				What you will learn How to install, configure, and differentiate between common network devices. Routing protocols, computer forensic practices, and addressing and cloud computing technologies. All about WAN/LAN technology, addressing services like DHCP, the OSI model and the TCP/IP model, and Domain Name Services (DNS). How to implement a basic wireless network and wireless security. How to conduct network monitoring and perform network performance optimization. How you will benefit Equip yourself for a career in networking Be prepared to take the CompTIA Network+ certification exam (N10-007) Receive a certificate of completion and add this course to your resume to confirm your expertise
Networking	CompTIA Network+ Certification Training (Voucher Included)	Online - Self-paced	Ed2Go - CTP		On Demand				WHAT YOU WILL LEARN Understand basic PC hardware and its functions Learn the installation, maintenance, and troubleshooting processes for most devices Master the setup and installation of various operating systems Learn how to manage desktop and mobile devices HOW YOU WILL BENEFIT Prepare to take CompTIA 220-1101 and 220-1102 certification exams Become proficient in various technical processes so you can work for a variety of clients and employers Begin the path toward a successful IT career or professionally grow in a current career Understand the fundamental language of the IT world to better communicate with coworkers, employers, and clients
Personal Development	Introduction to Criminal Law	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			Criminal law is one of the most fascinating areas of legal practice. You'll get a behind-the-scenes look at criminal law by examining the world of prosecutors, defense attorneys, and the paralegals who work closely with them. You will examine all major areas of crime: from theft to murder, conspiracy to sexual assault. The trial of a criminal case will be dissected and explained for you. You'll also explore the various types of criminal defenses, sentencing, and appeals procedures. A variety of exercises based on the lessons will give you a hands-on experience. Each lesson will also feature A View from the Inside -- compelling information about the criminal justice system, in the words of actual people who experience it every day.
Personal Development	Keys to Effective Communication	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand			12/4/2020	If you often find yourself at a loss for words or lack confidence in your communication abilities, you will appreciate this course. Each lesson works through the step by step process needed to become a great conversationalist. You will learn to use communication to build rapport and create environments of trust, warmth, and respect. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships.
Plumbing	Cross Connection Control and Backflow Prevention Recertification	In Person	Campus Career & Technical Education Center, 141	F	10/16/2020	10/16/2020	8:00 AM	5:00 PM	KS and MO require recertification every three years for Backflow Prevention Assembly Testers. A written and hands-on exam will be administered at the end of the course. During registration, participants must provide their ASSE Certification Number, failure to do so will void registration into the class.
Plumbing	Cross Connection Control and Backflow Prevention Recertification	In Person	Campus Career & Technical Education Center, 141	F	11/13/2020	11/13/2020	8:00 AM	5:00 PM	KS and MO require recertification every three years for Backflow Prevention Assembly Testers. A written and hands-on exam will be administered at the end of the course. During registration, participants must provide their ASSE Certification Number, failure to do so will void registration into the class.
Plumbing	Plumbing Exam Prep	In Person	Campus Career & Technical Education Center, TBA	M,W	10/19/2020	11/18/2020	5:30 PM	8:00 PM	This course prepares you for the Journeyman or Master Plumber Exam. You will need to contact your local city or county codes office directly to apply for the exam.
Plumbing	Stormwater I	Online - Self-paced	ProTrain		On Demand				Stormwater effects on receiving streams and the aquatic ecosystems in them is very important. Developing performance goals and design criteria for stormwater controls is a necessary step. This course addresses the concept of unit processes and unit operations as they apply to stormwater management. Learners will become familiar with a simplified framework to facilitate communication between stormwater management professionals, and how to promote the development of a stormwater management strategy, at the site level, that serves as a blueprint for the design process. The importance of basin volume to effectively treat stormwater, and the five categories of stormwater controls, for example: swales and strips, and filters are explained. <a href="https://www.protrainedu.org/Course/Full-Description/1223">https://www.protrainedu.org/Course/Full-Description/1223</a>

Plumbing	Stormwater II	Online - Self-paced	ProTrain						Maintenance activity to preserve the intended water quality benefit, and stormwater conveyance capacity of stormwater controls are critical to stormwater management. This course explores Whole life costing (also known as life cycle cost analysis) and teaches participants how to effectively evaluate the performance of stormwater controls. It addresses the importance of municipal, industrial, and watershed agencies to screen and select site-specific and feasible stormwater controls, that will achieve technical, and regulatory requirements in a cost-effective manner. This course examines recent challenges and specific considerations pertinent to the selection and application of analytical tools. <a href="https://www.protrainedu.org/Course/Full-Description/1224">https://www.protrainedu.org/Course/Full-Description/1224</a>
Plumbing	Stormwater Management Career Prep	Online - Self-paced	ProTrain						This bundle course includes the following courses - Stormwater I, Stormwater II, Stormwater Management Hydraulics And Hydrology I, Stormwater Management Hydraulics And Hydrology II. Upon completion of the course bundle, students will be prepared to take the American Public Works Association (APWA) Certified Stormwater Manager (CSM) certification exam. <a href="https://www.protrainedu.org/Course/Full-Description/1227">https://www.protrainedu.org/Course/Full-Description/1227</a>
Plumbing	Stormwater Management Hydraulics And Hydrology I	Online - Self-paced	ProTrain						The main focus of this course is engineering hydraulics and hydrology of yesterday and today. The course takes a close look at the various aspects of modern stormwater management and reviews general principles of engineering design. It describes the differences among solid, liquid, and gas, properties of water, such as: cohesion, adhesion, and capillarity, and provides a method of calculating the specific weight and gravity of various liquids, and the viscosity of a fluid. <a href="https://www.protrainedu.org/Course/Full-Description/1225">https://www.protrainedu.org/Course/Full-Description/1225</a>
Plumbing	Stormwater Management Hydraulics And Hydrology II	Online - Self-paced	ProTrain						In the past stormwater was annoying. Today, it is viewed as a beneficial resource with the ability to return to its natural path-ways through distributed controls. This course highlights the Manning's Equation, Channel, Pipe, and Stream flow. It describes varied flow in channels, culvert hydraulics, fundamental hydrology, and provide necessary calculations for runoff. Participants will explore designs for storm sewer, culvert, and detention, and explain stormwater detention. <a href="https://www.protrainedu.org/Course/Full-Description/1226">https://www.protrainedu.org/Course/Full-Description/1226</a>
Plumbing	Wastewater Treatment Plant Operation Career Prep	Online - Self-paced	ProTrain						This course is designed to train students to safely and effectively operate and maintain wastewater treatment plants. This course is designed to train students in the practical aspects of operating and maintaining wastewater treatment plants, emphasizing the use of safe practices and procedures. <a href="https://www.protrainedu.org/Course/Full-Description/888">https://www.protrainedu.org/Course/Full-Description/888</a> For additional information click this link: <a href="https://jcc.theknowledgebase.org/">https://jcc.theknowledgebase.org/</a>
Plumbing	Water Treatment Plant Operation Career Prep	Online - Self-paced	ProTrain						Water Treatment Plant Operation Career Prep is designed to train students to safely and effectively operate and maintain drinking water treatment plants. This course covers information on the importance and responsibilities of a water treatment plant operator, sources of water, reservoir management, and intake structures. This course also trains students in the practical aspects of operating and maintaining water treatment plants, emphasizing safe practices and procedures. <a href="https://www.protrainedu.org/Course/Full-Description/889">https://www.protrainedu.org/Course/Full-Description/889</a> For additional information click this link: <a href="https://jcc.theknowledgebase.org/">https://jcc.theknowledgebase.org/</a>
Process Improvement	Certified Six Sigma Green Belt (Exam Cost Included)	Online - Self-paced	Ed2Go - CTP						<p>What you will learn</p> <ul style="list-style-type: none"> <li>Why organizations implement Six Sigma and the relationship between lean concepts and Six Sigma</li> <li>How to apply Six Sigma in product and process design and apply the voice of the customer (VOC) to the voice of the process (VOP)</li> <li>How to incorporate high-performing team concepts</li> <li>How to apply process control as a replacement for appraisal/inspection</li> <li>How to use statistical distributions and apply design of experiments (DOE)</li> <li>How you will benefit</li> </ul> <p>You will be prepared for the Lean Six Sigma Green Belt Certification exam</p> <p>You will be prepared for careers such as Process Improvement Analyst, Six Sigma Green Belt Consultant, Quality Control/Quality Assurance Supervisor, Quality Technician, and more</p> <p>Upon completion, you will have access to the ASQ Certified Six Sigma Question Bank and the ASQ Certified Six Sigma Associate Membership</p>
Process Improvement	Lean Six Sigma Black Belt (Exam Cost Included)	Online - Self-paced	Ed2Go - CTP						<p>What you will learn</p> <ul style="list-style-type: none"> <li>Describe the ways that Black Belt Training enhances the Green Belt body of knowledge</li> <li>Define the process used to select an appropriate Black Belt Project</li> <li>List and define the influence and facilitation skills that help Black Belts improve their leadership capabilities</li> <li>Describe how to coach Green Belts and other Lean Six Sigma practitioners through each Phase of DMAIC</li> <li>List the steps involved in testing the measurement system, sampling the data, and assessing process capability</li> <li>Describe the steps involved in conducting hypothesis tests to assess theories of root cause</li> <li>Identify which type of tests are appropriate for any given data set</li> <li>Describe the steps involved and the different uses for Design of Experiments</li> <li>Identify which type of control charts are appropriate for any given data set</li> <li>Describe how and why to apply visual management to an improved process</li> <li>Describe how to construct an effective project storyboard</li> <li>How you will benefit</li> </ul> <p>Prepare yourself for a career as an engineering manager, product manager, operations manager, production manager, or quality manager</p> <p>Learn how to create happier customers, increase revenue, reduce costs, and improve collaboration at your place of employment</p> <p>Increase your efficiency at your job by learning to manage multiple projects at once</p> <p>Receive a voucher to take your Lean Six Sigma Black Belt Certification Exam</p>
Process Improvement	Lean Six Sigma Green Belt and Black Belt (Exam Cost Included)	Online - Self-paced	Ed2Go - CTP						<p>What you will learn</p> <ul style="list-style-type: none"> <li>Define what Lean Six Sigma is, where it came from, and why organizations benefit from it</li> <li>Summarize the Lean Six Sigma Improvement method known as DMAIC (Define, Measure, Analyze, Improve and Control)</li> <li>Describe how to create a project charter, gather the voice of the customer, and build a high-level map of the process</li> <li>Describe how to select measures, plan for data collection, and collect baseline data about a process</li> <li>Describe how to conduct process analysis, conduct data analysis, and then brainstorm and validate root causes of process problems</li> <li>Describe how to craft, filter and determine solutions to process problems, and then mitigate the risks of process change</li> <li>Understand how to create monitoring plans, develop response plans, and document the project</li> <li>Identify which type of tests and control charts are appropriate for any given data set</li> <li>Understand how to construct an effective project storyboard</li> <li>How you will benefit</li> </ul> <p>Gain the education and training you need to successfully prepare for Lean Six Sigma Green Belt and Lean Six Sigma Black Belt certification exams</p> <p>Learn how to effectively streamline processes and reduce problems to save your organization time and money</p> <p>Develop project management, leadership, and communication skills that will enhance your career opportunities</p> <p>Work more collaboratively with various partners, stakeholders, and peers as you learn better communication skills</p> <p>Master how to plan and execute strategic Lean Six Sigma programs</p>

Process Improvement	Lean Six Sigma Yellow Belt (Exam Cost Included)	Online - Self-paced	Ed2Go - CTP							<p>What you will learn</p> <p>Learn how to define what Lean Six Sigma is, where it came from and why organizations benefit from it          Be able to list and describe the Lean Six Sigma Roles          Be able to list and define each of the 8 Wastes          Learn how to summarize the Lean Six Sigma improvement method known as DMAIC (Define, Measure, Analyze, Improve and Control)          Be able to describe the main tools and techniques used in each of the five phases of DMAIC          How you will benefit</p> <p>Prepare for the Lean Six Sigma Yellow Belt certification exam          Jump-start your career in healthcare, technology, government, retail, finance, or the hospitality industry          Understand how Lean Six Sigma can transform your workplace or home for the better</p>
Process Improvement	Six Sigma Black Belt Certification Prep	Online - Self-paced	ProTrain							<p>The Six Sigma Management System has evolved to become an integration of business best practices that unleashes the power of the Six Sigma tools and methods in a way that fosters focused execution and breakthrough improvements. Using the Six Sigma Management System as the overall context for driving business improvement, this course provides unique insight for Black Belts, Six Sigma leaders, and all Six Sigma practitioners for how to apply the wide variety of tools and methods that sit inside of the Six Sigma tool set. <a href="https://www.protrainedu.org/Course/Full-Description/466">https://www.protrainedu.org/Course/Full-Description/466</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Process Improvement	Six Sigma Green Belt Certification Prep	Online - Self-paced	ProTrain							<p>The purpose of this course is to prepare students to be an ASO Certified Six Sigma Green Belt (CSSGB) professional. Students will develop a thorough understanding of all aspects within the phases of D-M-A-I-C. They will also develop an understanding of how to perform and interpret Six Sigma tools and how to use standard principles of Lean. <a href="https://www.protrainedu.org/Course/Full-Description/453">https://www.protrainedu.org/Course/Full-Description/453</a></p> <p>For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a></p>
Process Improvement	Total Quality Fundamentals	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020				<p>In this course you will learn how to effectively apply the fundamentals of total quality. You will gain understanding of what quality is and learn about the history of the quality movement. You will discover the role of customers in quality and determine the major elements of a quality system. This course will show you how to master key concepts such as the cost of non-quality, variation, and total employee involvement (TEI). Increase your value to your company by learning about various motivational models, leadership, and teamwork. Determine how to effectively apply quality standards by creating and implementing internal and external auditing activities. Learn the ins and outs of ISO 9000, ISO 14000, and the Malcolm Baldrige National Quality Award.</p> <p>In this online course, you will learn how successful organizations apply quality to their everyday activities. You will find out how to use teamwork to make the most of your employees' abilities and potential. You will learn to manage the process of change, reduce customer complaints, and increase customer service. You will learn of a number of quality fallacies and how to lessen their impact.</p>
Project Management	Business Continuity	In Person or Live Online	Regnier Center, 253	M,Tu,W,Th,F	10/12/2020	10/16/2020	08:00 AM	05:00 PM		<p>Join other professionals and prepare to become a certified Business Continuity Professional. This course is designed to give you all the tools you need to pass the Qualifying Examination of Disaster Recovery International Institute (DRI International). You will learn to build a business continuity program based on the most up to the minute information. Together you are focused on the most utilized and time tested standard in the field using DRI International Professional Practices for Business Continuity Management. The participatory nature of the course immerses you in the learning process, enables you to learn by doing, and ensures that you leave having outlined a firm foundation for your program that is specific to your entity.</p> <p>An experienced instructor using real world examples and interactive workshop exercises will walk you through the key elements of business continuity management, making this the perfect course for those who are relatively new to the profession and want a thorough, leave no stone unturned educational experience. Discuss all ten professional practices including new and expanded coverage of cloud computing, cyber threats, supply chain, risk transfer, insurance considerations, legal and regulatory requirements, and manufacturing processes, as well as more traditional topics such as evaluating risks, gaining leadership buy in, crisis communications, and program audit.</p> <p>4 days of instruction; certification exam on day 5</p> <p>JCCC has partnered with DRI International to offer Business Continuity (BCLE 2000).</p> <p>32 Continuing Education Activity Points (CEAPs) may be awarded towards recertification.</p>
Project Management	Certified Associate in Project Management (CAPM) Exam Prep	Online - Self-paced	ProTrain							<p>This course will provide entry-level project managers with the knowledge and skills necessary to successfully complete the Project Management Institute's nationally recognized Certified Associate in Project Management (CAPM) exam. This credential is considered the standard of excellence in the field of project management and is often a required credential in the field. This comprehensive course will use learning activities, practice exams, and assignments to help students prepare for, and successfully complete, the CAPM exam. <a href="https://www.protrainedu.org/Course/Full-Description/1026">https://www.protrainedu.org/Course/Full-Description/1026</a></p>
Project Management	Effective Communication for Project Managers	Live Online	Live Online,	Th,F	12/10/2020	12/11/2020	08:00 AM	04:00 PM		<p>Build successful communication and effectively connect with others. Discover influence strategies and gain skills to effectively persuade technical and non-technical audiences. Discover skills critical to building solid work relationships and become a more persuasive communicator. Gain valuable insights into personal communication styles and that of others. Take away hands-on skills for productively receiving and transmitting information, ideas and thoughts. Become skilled at analyzing situations and selecting the most productive communication strategies to use. Content goal is designed for business professionals to be strong and effective communicators to a variety of audiences across organizational boundaries. Aimed at project managers, business analysts, team leaders, and those seeking professional advancement. Courses offer PDUs and satisfy Project Management Institute's (PMI) classroom requirements for the PMP certification. Course content is approved by PMI and 14 Leadership PMI Talent Triangle PDU's (14 PDUs).</p> <p>This is a component of the Project Management Certificate.</p> <p>Materials included in course fee.</p> <p>Prerequisite: Project Management Essentials or equivalent experience.</p> <p>PMP is a registered trademark of Project Management Institute.</p>
Project Management	Effective Project Scheduling and Control	Live Online	Live Online,	W,Th	11/11/2020	11/19/2020	06:00 PM	09:30 PM		<p>Project Managers must understand time management and how scheduling software can help in creating and tracking a project plan. Course addresses time management using the Microsoft Project scheduling tool. Topics include the PMBOK time management processes, scheduling concepts, developing and analyzing schedules, creating and tracking a project plan using Project, managing float, the critical path method (CPM), resource management, and reporting the project plan. Courses offer PDUs and satisfy the Project Management Institute's (PMI) classroom requirements for the PMP certification. Content is approved by PMI. This course has been approved for 14 Technical PMI Talent Triangle PDU's (14 PDUs).</p> <p>This is a component of the Project Management Certificate.</p> <p>Materials are included in course fee.</p> <p>Prerequisite: Project Management Essentials or equivalent experience.</p> <p>PMP is a registered trademark of Project Management Institute.</p>



Project Management	Estimating and Managing Project Costs	Live Online	Live Online,	Th	12/3/2020	12/3/2020	08:00 AM	04:00 PM	<p>Cost Management is key in Project Management. Completing a project on time and within budget will determine its success. When developing the project plan, realistic estimates are necessary in making key decisions about project funding and selection. This course addresses the cost management knowledge area, developing project estimates, determining budget and practicing earned value management. Courses offer PDUs and satisfy the Project Management Institute's (PMI) classroom requirements for the PMP®; certification. Content is approved by PMI and 7 Technical PMI Talent Triangle PDU's (7 PDUs).</p> <p>This is a component of the Project Management Certificate.</p> <p>Materials are included in course fee.</p> <p>Prerequisite: Project Management Essentials or equivalent experience.</p> <p>PMBOK Guide and PMP are registered trademarks of Project Management Institute.</p>
Project Management	High Speed Project Management	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>With accelerated schedules driving many technology projects today, the smart project manager must rapidly retool their skill set. This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks.</p>
Project Management	PMP® Exam Prep	In Person	Live Online,	M,W	10/12/2020	11/11/2020	06:00 PM	09:30 PM	<p>Participate in a comprehensive review of the PMBOK®;reg. Guide specific to knowledge areas and certification process. Students use information to prepare for the PMP®;reg. certification examination. Content solidifies student's knowledge and understanding of the project management tools and processes. Discussion includes: the application exam process for PMP®;reg. Discuss key test topics: project integration, time, cost, quality, communication and risk. Courses offer PDUs and satisfy the Project Management Institute's (PMI) classroom requirements for the PMP®;reg. certification. Content is approved by PMI.</p> <p>Materials are included in the fee. Course materials pickup information will be emailed prior to class.</p> <p>Prerequisite: Industry experience with Project Management. Completion of prework suggested prior to first session.</p> <p>PMBOK and PMP are registered trademarks of Project Management Institute.</p>
Project Management	Project Management Essentials	Live Online	Live Online,	M,Tu,W	10/26/2020	10/28/2020	08:00 AM	04:00 PM	<p>Project Management uses principles, techniques and tools to execute projects effectively and efficiently to reach business goals. Through lecture, discussion and case studies, gain an overview of project management concepts and principles. Topics include the Project Management Framework, Process Groups, and Knowledge Areas. Specific issues discussed: project authority, leadership skills, and stakeholder communication strategies. Courses offer PDUs and satisfy the Project Management Institute's (PMI) classroom requirements for the PMP®;reg. certification. Content is approved by PMI and 21 Technical PMI Talent Triangle PDUs (21 PDUs).</p> <p>This is a component of the Project Management Certificate.</p> <p>Materials are included in course fee. The PMBOK®;reg. Guide book is provided.</p> <p>PMBOK Guide and PMP are registered trademarks of Project Management Institute.</p>
Project Management	Project Management Fundamentals	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners.</p> <p>If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management.</p> <p>In this course, an experienced Project Management Professional will help you master the essentials of project management. You will become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control and close any type of project.</p> <p>You will learn about project politics and ethics, project measurements, and project closure. You will be able to develop all sections of a project plan, you will become comfortable with the project management body of knowledge, and you will develop a variety of powerful techniques to generate project ideas.</p> <p>If you're new to project management, this course will provide you with the essential information you will need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies.</p> <p>This course and its follow-up (Project Management Applications) also include essential information that will help you prepare for the Project Management Professional (PMP)®;reg. and the Certified Associate in Project Management (CAPM)®;reg. exams offered by the Project Management Institute (PMI)®;reg. Certification Magazine recently identified PMP certification as "the highest-paying certification" of the year.</p> <p>PMP, Project Management Professional, Project Management Professional (PMP), PMBOK, PgMP, PMI-RMP, CAPM, PMI-SP, PMI Scheduling Professional (PMI-SP) and the PMI REP Logo are registered marks of the Project Management Institute.</p>
Project Management	Project Management Professional (PMP)® Prep 1	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>Learn how to prepare for the Project Management Institute's (PMI)®;reg. prestigious Project Management Professional (PMP)®;reg. certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge (PMBOK®;reg. Guide), 6th edition--the essential resource for the PMP®;reg. certification exam. Find out about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP®;reg. exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas.</p> <p>Project Management Institute (PMI) recently updated the PMBOK Guide with changes to the Project Management Professional (PMP) exam which took effect March 26, 2018. This course has been recently updated to align with the PMBOK Guide &amp;ndash; Sixth Edition and the current version of the PMP exam.</p> <p>PMP, Project Management Professional, Project Management Professional (PMP), PMBOK, PgMP, PMI-RMP, CAPM, PMI-SP, PMI Scheduling Professional (PMI-SP) and the PMI REP Logo are registered marks of the Project Management Institute.</p>
Project Management	Project Management Professional (PMP)® Prep II	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>Raise your project management IQ by discovering tips and techniques related to the questions you will encounter on the PMP®;reg. exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas.</p> <p>In this course, the second part of the two-part certification preparation series, you will learn more about the PMBOK®;reg. Guide, including relationships between inputs, tools and techniques, and outputs. This course will teach you all about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes.</p> <p>You will also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. In addition to learning about the PMBOK®;reg. Guide, you will gain insight into PMI®;reg.'s code of professional responsibility and discover powerful techniques you can use to continue preparing for the PMP®;reg. exam after this course is over.</p> <p>PMP, Project Management Professional, Project Management Professional (PMP), PMBOK, PgMP, PMI-RMP, CAPM, PMI-SP, PMI Scheduling Professional (PMI-SP) and the PMI REP Logo are registered marks of the Project Management Institute.</p>
Project Management	Project Quality Management	Live Online	Live Online,	W,Th	11/4/2020	11/5/2020	06:00 PM	09:30 PM	<p>Ensure process and product quality when creating project deliverables. Students master the quality planning process, quality planning tools, metrics and quality assurance. Courses offer PDUs and satisfy the Project Management Institute's (PMI) classroom requirements for the PMP®;reg. certification. Content is approved by PMI and 7 Technical PMI Talent Triangle PDUs (7 PDUs).</p> <p>This is a component of the Project Management Certificate.</p> <p>Materials are included in course fee.</p> <p>Prerequisite: Project Management Essentials or equivalent experience.</p> <p>PMP is a registered trademark of Project Management Institute.</p>

Project Management	Project Risk Management	Live Online	Live Online,	W,Th	10/28/2020	10/29/2020	06:00 PM	09:30 PM	<p>Successful project management includes identifying, analyzing, and responding to risk. Students gain an understanding of risk management and elements of a risk management plan. Students discuss risk impact identification, risk prioritization, and communication methods. Learn to monitor and control risk throughout the project life cycle. Courses offer PDUs and satisfy the Project Management Institute's (PMI) classroom requirements for the PMP® reg. certification. Content is approved by PMI and 7 Technical PMI Talent Triangle PDUs (7 PDUs).</p> <p>This is a component of the Project Management Certificate.</p> <p>Materials are included in course fee.</p> <p>Prerequisite: Project Management Essentials or equivalent experience.</p> <p>PMP is a registered trademark of Project Management Institute.</p>
QuickBooks	Intermediate QuickBooks 2017	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>This comprehensive online course introduces additional features that will help you get the most out of your QuickBooks 2017 software. You will learn how to manage multiple company files, export and import list data from one file to another, and make journal entries. If your business handles inventory, you will learn how to enter price levels and track discounts and credits. You will even learn how to track mileage on vehicles you use in your business.</p> <p>This course also covers many other common topics that small business owners encounter, including creating customer statements, assessing finance charges on overdue balances, using QuickBooks' batch invoicing features to create multiple invoices, and writing off past due balances when the customer won't pay.</p> <p>This course is designed for those who already have a good grasp on the basics of this program or have successfully completed the Introduction to QuickBooks course. Whether you're a small-business owner, or bookkeeper or accountant needing a QuickBooks refresher, this course will make you more confident and secure in accounting for your business.</p>
QuickBooks	Intermediate QuickBooks 2018	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			<p>Learning how to use QuickBooks to its full potential, goes far beyond learning the basic features of the program. Even many experienced QuickBooks users often struggle when applying certain business situations to QuickBooks. In this course, you'll learn how to utilize many of the more in-depth features and applications. It is designed for those QuickBooks users that already feel that they have a good grasp on the basics, or those that have successfully completed the Introduction to QuickBooks course. Whether you are a small business owner, bookkeeper or accountant needing a QuickBooks refresher, after taking this course, you'll feel more confident and secure in accounting for your business.</p> <p>You'll learn how to manage multiple company files and how to export and import list data from one file to the next. If your business handles inventory, you'll learn how to enter price levels and track discounts and credits. You'll even learn how to enter and track mileage that you incur on any vehicles that you use in your business.</p> <p>This course also covers many other common topics that small business owners encounter, including how to create customer statements and assess finance charges on overdue balances. You will learn how to write-off these past due balances when it appears that the customer is not going to pay.</p> <p>Lastly, you'll learn how to enter common transactions that occur between the owner and the business, such as when the owner takes money out of the business or invests new capital. You'll even learn how to deal with those difficult situations, where you may pay for a business transaction using personal cash. The course concludes with a discussion of how to track loans and how to use the budgeting feature to better plan and control your business.</p>
QuickBooks	Intermediate QuickBooks 2019	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>Millions of small businesses use QuickBooks for their accounting needs, but only a fraction know how to use all its features. This online course will help you build on previous skills to gain an intermediate-level proficiency of the QuickBooks 2019 software.</p> <p>The Intermediate QuickBooks 2019 course is ideal if you understand the basics of accounting software or previously completed an introductory-level QuickBooks training, and want to advance your QuickBooks skills. You will also learn how to use QuickBooks in many common scenarios that small business owners encounter, such as creating customer statements and assessing finance charges. By the time you complete the course, you will know how to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.</p>
QuickBooks	Intermediate QuickBooks Online	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>Learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. With this online version, you get all the advantages of computing in the cloud, which means that your accounting files will be available to you virtually anytime, anywhere. This course dives deeper into the software's intermediate features, such as tracking product and service items, managing inventory, and customizing sales forms.</p>
QuickBooks	Introduction to QuickBooks 2017	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small- to mid-sized-business owner who needs a fully functional accounting system that's also easy to use.</p> <p>In 12 lessons, you will gain hands-on experience as you master the tools you need set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.</p> <p>Whether you're new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business.</p>
QuickBooks	Introduction to QuickBooks 2018	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			<p>QuickBooks is designed for the small to mid-sized business owner who needs a fully functional accounting system that is also easy to use. Learn how this well-designed accounting program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, receivables, create estimates, and generate reports.</p>
QuickBooks	Introduction to QuickBooks 2019	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>From business owners to independent bookkeepers, millions use QuickBooks for payroll, inventory, reports, and other accounting needs. Now you can learn to manage your finances with QuickBooks in this introductory online course.</p> <p>Introduction to QuickBooks 2019 is designed for those new to QuickBooks or those wanting a refresher with the latest version. You will learn how QuickBooks makes it easy to set up a chart of accounts; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; and generate reports.</p>
QuickBooks	Introduction to QuickBooks Online	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			<p>This QuickBooks course will teach you how to manage your business finances with QuickBooks Online. This powerful accounting software has helped millions of small business owners oversee their finances. And with the cloud-based program outpacing the desktop version, there's no better time to refresh your QuickBooks knowledge.</p> <p>You will learn to use key features of QuickBooks Online and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. Whether you're new to QuickBooks or need a quick refresher, this course will empower you to take control of your business's financial accounting, all with the ease and convenience of an online platform.</p>
QuickBooks	Performing Payroll in QuickBooks 2015	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			<p>Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20 employees, the federal and state requirements are often the same! However, by using the payroll feature in QuickBooks 2015, you can master efficient techniques for creating checks, paying taxes, and generating forms and reports quickly and easily.</p> <p>And once you've mastered the basics, you'll gain troubleshooting tips and solutions to help you solve common problems and mistakes to simplify the whole payroll process. By the end of the course, you'll be ready to process payroll in QuickBooks and solve many of the problems that can pop up along the way.</p>
Quickbooks	QuickBooks Advanced- for Desktop Users	Live Online	Live Online,	Tu	10/13/2020	10/13/2020	8:30 AM	12:30 PM	<p>Do you already have a working knowledge of QuickBooks Desktop but want to use the program more efficiently? Do you have a desire to report profitability for your products and customers and use financial data to make wise decisions? Then, this course is for you! Topics covered include project estimates, progress invoicing, customizing form templates, purchase orders, time and expense tracking for projects, customized reporting, budgets and more!</p> <p>This course is for QuickBooks Desktop users. Bring your own questions. Participants should be familiar with QuickBooks or have completed the Fundamentals course.</p> <p>Facilitated by a Certified QuickBooks® Pro-Advisor.</p>
Quickbooks	QuickBooks Advanced- for Desktop Users	Live Online	Live Online,	Tu	11/24/2020	11/24/2020	12:30 PM	4:30 PM	<p>Do you already have a working knowledge of QuickBooks Desktop but want to use the program more efficiently? Do you have a desire to report profitability for your products and customers and use financial data to make wise decisions? Then, this course is for you! Topics covered include project estimates, progress invoicing, customizing form templates, purchase orders, time and expense tracking for projects, customized reporting, budgets and more!</p> <p>This course is for QuickBooks Desktop users. Bring your own questions. Participants should be familiar with QuickBooks or have completed the Fundamentals course.</p> <p>Facilitated by a Certified QuickBooks® Pro-Advisor.</p>
Quickbooks	QuickBooks Advanced- for Desktop Users	Live Online	Live Online,	Tu	12/15/2020	12/15/2020	12:30 PM	4:30 PM	<p>Do you already have a working knowledge of QuickBooks Desktop but want to use the program more efficiently? Do you have a desire to report profitability for your products and customers and use financial data to make wise decisions? Then, this course is for you! Topics covered include project estimates, progress invoicing, customizing form templates, purchase orders, time and expense tracking for projects, customized reporting, budgets and more!</p> <p>This course is for QuickBooks Desktop users. Bring your own questions. Participants should be familiar with QuickBooks or have completed the Fundamentals course.</p> <p>Facilitated by a Certified QuickBooks® Pro-Advisor.</p>

Quickbooks	QuickBooks Advanced - for Online Users	Live Online	Live Online,	Tu	10/13/2020	10/13/2020	1:30 PM	3:30 PM	Do you already have a working knowledge of QuickBooks Online but want to use the program more efficiently? Do you have a desire to report profitability for your products and customers and use financial data to make wise decisions? Then, this course is for you! Topics covered include project estimates, progress invoicing, customizing form templates, purchase orders, time and expense tracking for projects, customized reporting, budgets and more!  This course is for QuickBooks Online users. Bring your own questions. Participants should be familiar with QuickBooks or have completed the Fundamentals course.  Facilitated by a Certified QuickBooks® Pro-Advisor.
Quickbooks	QuickBooks Advanced - for Online Users	Live Online	Live Online,	Tu	11/24/2020	11/24/2020	8:30 AM	10:30 AM	Do you already have a working knowledge of QuickBooks Online but want to use the program more efficiently? Do you have a desire to report profitability for your products and customers and use financial data to make wise decisions? Then, this course is for you! Topics covered include project estimates, progress invoicing, customizing form templates, purchase orders, time and expense tracking for projects, customized reporting, budgets and more!  This course is for QuickBooks Online users. Bring your own questions. Participants should be familiar with QuickBooks or have completed the Fundamentals course.  Facilitated by a Certified QuickBooks® Pro-Advisor.
Quickbooks	QuickBooks Fundamentals - for Online Users	Live Online	Live Online,	M,W	10/26/2020	10/28/2020	12:30 PM	4:30 PM	Learn how to set up your business using this popular online accounting program - the right way. In this beginning-level seminar, you will learn how to create your own chart of accounts; set up customers and vendors; generate invoices, receive payments and sales receipts; pay bills and write checks; track credit card purchases and balances; reconcile accounts and bank fees; track and pay sales taxes; and produce customized financial statements and reports that will help you manage your business. Facilitated by a Certified QuickBooks® Pro-Advisor.
Quickbooks	QuickBooks Fundamentals - for Online Users	Live Online	Live Online,	Tu,Th	12/1/2020	12/3/2020	12:30 PM	4:30 PM	Learn how to set up your business using this popular online accounting program - the right way. In this beginning-level seminar, you will learn how to create your own chart of accounts; set up customers and vendors; generate invoices, receive payments and sales receipts; pay bills and write checks; track credit card purchases and balances; reconcile accounts and bank fees; track and pay sales taxes; and produce customized financial statements and reports that will help you manage your business. Facilitated by a Certified QuickBooks® Pro-Advisor.
Quickbooks	QuickBooks® Fundamentals - for Desktop Users	Live Online	Live Online,	Tu, Th	10/6/2020	10/8/2020	12:30 PM	4:30 PM	Learn how to set up your business using this popular desktop accounting program - the right way. In this beginning-level seminar, you will learn how to create your own chart of accounts; set up customers and vendors; generate invoices, receive payments and sales receipts; pay bills and write checks; track credit card purchases and balances; reconcile accounts and bank fees; track and pay sales taxes; and produce customized financial statements and reports that will help you manage your business. Facilitated by a Certified QuickBooks® Pro-Advisor.
Quickbooks	QuickBooks® Fundamentals - for Desktop Users	Live Online	Live Online,	M,W	11/2/2020	11/4/2020	12:30 PM	4:30 PM	Learn how to set up your business using this popular desktop accounting program - the right way. In this beginning-level seminar, you will learn how to create your own chart of accounts; set up customers and vendors; generate invoices, receive payments and sales receipts; pay bills and write checks; track credit card purchases and balances; reconcile accounts and bank fees; track and pay sales taxes; and produce customized financial statements and reports that will help you manage your business. Facilitated by a Certified QuickBooks® Pro-Advisor.
Quickbooks	QuickBooks® Fundamentals - for Desktop Users	Live Online	Live Online,	Tu, Th	12/8/2020	12/10/2020	8:30 AM	12:30 PM	Learn how to set up your business using this popular desktop accounting program - the right way. In this beginning-level seminar, you will learn how to create your own chart of accounts; set up customers and vendors; generate invoices, receive payments and sales receipts; pay bills and write checks; track credit card purchases and balances; reconcile accounts and bank fees; track and pay sales taxes; and produce customized financial statements and reports that will help you manage your business. Facilitated by a Certified QuickBooks® Pro-Advisor.
Safety	Electrical Safety	In Person	Campus Career & Technical Education Center, TBA	Th	10/15/2020	10/15/2020	8:00 AM	4:30 PM	Working with electricity can be shocking and this is why Safety is so vital. This Electrical Safety course is to keep workers safe while working on or around electrically energized equipment. Based upon the NFPA-70e standard, the course is to help companies meet their obligation to fulfill requirements set forth in OSHA 29 CFR Part 1910, Subpart S. Students will learn safety related work practices, electrical hazards-how to recognize, arc flash-causes, and much more.
Safety	OSHA 10 Hour General Industry	In Person	Campus Career & Technical Education Center, TBA	M,Tu	11/2/2020	11/3/2020	8:00 AM	3:00 PM	This course is intended to provide an entry level employee's understanding and general awareness of recognizing and preventing hazards in a general industry setting. Course is intended for those who are working in the manufacturing, warehouse, distribution, retail industry as an entry level General Industry Worker.  Objectives:  1. Understand emergency planning purpose and practice  2. Understand how to determine and use exit routes  3. Practice electrical safety  4. Use PPE properly  5. Understand proper use of ladders and fall protection requirements
Security	Certified Information Security Manager (CISM)	Online - Self-paced	ProTrain						The ISACA Certified Information Security Manager (CISM) exam is designed to certify the competency of security professionals to manage designs; oversee and assess an enterprise's information security. The exam covers competency in the following domains: Information Security Governance; Information Security; Incident Management; Information Risk Management and Compliance; Information Security Program Development and Management. <a href="https://www.protrainedu.org/Course/Full-Description/829">https://www.protrainedu.org/Course/Full-Description/829</a>  For additional information click this link: <a href="https://ccc.theknowledgebase.org/">https://ccc.theknowledgebase.org/</a>
Security	Certified Information Systems Auditor (CISA)	Online - Self-paced	ProTrain						The ISACA Certified Information Systems Auditor (CISA) exam is designed to certify the competency of security professionals to audit, control, monitor, and assess information technology and business systems. It covers process of auditing information systems governance and management of IT; protection of information assets; maintenance and service management; information systems operations; and much more. <a href="https://www.protrainedu.org/Course/Full-Description/1101">https://www.protrainedu.org/Course/Full-Description/1101</a>  For additional information click this link: <a href="https://ccc.theknowledgebase.org/">https://ccc.theknowledgebase.org/</a>
Security	Certified Information Systems Security Professional (CISSP) Exam Prep	In Person or Live Online	Regnier Center, 252	M,Tu,W,Th,F	11/16/2020	11/20/2020	08:00 AM	04:00 PM	Discuss security topics for a comprehensive review of exam preparation for the Certified Information Systems Security Professional (CISSP) certification. The CISSP is a globally recognized objective measurement of competence and achievement for information security professionals. Students review eight domains of the information security practice or common body of knowledge (CBK). Discussion includes security models, distributed access control methods, DBMS architectures, key cryptography algorithms, intrusion detection systems, and data network components and technologies. Topics include the application and exam process, key topics and practice questions. Visit <a href="http://www.isc2.org/cissp">www.isc2.org/cissp</a> for CISSP certification.  Materials are included in course fee.  Prerequisite: Industry experience suggested.
Security	CompTIA Security+ SY0-501	Online - Self-paced	ProTrain						Gain hands-on expertise in CompTIA Security+ certification exam by course and performance based labs. Performance based labs simulate real-world, hardware, software & command line interface environments and can be mapped to any text-book, course & training. CompTIA Security+ is an entry-level, international, vendor-neutral credential designed for IT security professionals to identify risk, participate in risk mitigation activities, provide infrastructure, information, operational, and application security. CompTIA Security+ SY0-501 exam covers the application of security controls to maintain confidentiality, integrity, and availability; identification of appropriate technologies and products; troubleshooting security events and incidents, and many more. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. <a href="https://www.protrainedu.org/Course/Full-Description/1427">https://www.protrainedu.org/Course/Full-Description/1427</a>  For additional information click this link: <a href="https://ccc.theknowledgebase.org/">https://ccc.theknowledgebase.org/</a>
Security	Cybersecurity Awareness - Building Your Cybersecurity Vocabulary	Online - Self-paced	ProTrain						This course is focused on conveying topics and vocabulary specific to cyber security, so if you are new to infosec and want to start learning the basics, this course is for you. Throughout this course students will learn new words, their meanings, the context in which they are used and will ultimately gain an understanding of topics and terminology as they relate to cyber security. This course is aimed at beginning skill levels. <a href="https://www.protrainedu.org/Course/Full-Description/1718">https://www.protrainedu.org/Course/Full-Description/1718</a>

Security	Cybersecurity Awareness - The Internet of Things	Online - Self-paced	ProTrain			On Demand				The Internet of Things will change our personal and professional lives forever. By 2020, there are expected to be over 50 billion devices communicating through the Internet. These devices will range from doorbells, thermostats, cars, and washing machines. This devices can make our lives easier and more efficient. At the same time, some of these devices may put our safety and privacy at risk. Knowing about the how the Internet of Things works and what we can do to be safe is important. <a href="https://www.protrainedu.org/Course/Full-Description/1721">https://www.protrainedu.org/Course/Full-Description/1721</a>
Security	EC-Council Certified Ethical Hacker (CEH) Exam Prep	In Person or Live Online	Regnier Center, 234	M,Tu,W,Th,F	11/9/2020	11/13/2020	08:00 AM	04:00 PM		Complete a review of topics and exam preparation for the Certified Ethical Hacker (CEH) exam. Certification is a vendor neutral certification in the network security discipline of Ethical Hacking. Standards and language involved in attempting to penetrate a network or computer system are discussed. The Ethical Hacker is a technical professional using the same knowledge and tools as a hacker to look for the weaknesses in target systems and to help prevent unauthorized penetration. Certification applies to security officers, auditors, security professionals, site administrators, and anyone concerned about network infrastructure integrity. Prepare for the CEH exam by studying security risks using lectures and in-class exercises. Review the application, exam process and topics for the CEH.  Materials are included in course fee.  Prerequisite: Industry experience suggested.
Security	EC-Council Certified Security Analyst (ECSA) [Voucher Included]	Online - Self-paced	Ed2Go - CTP			On Demand				What you will learn  Monitor, capture and analyze network traffic and identify the possible security breaches Identify the various computer security issues and select a suitable framework to evaluate security policies, procedures, and controls Compare and contrast various network security assessment tools Assess various network security techniques and design appropriate protection levels for the network How you will benefit  Become certified as an EC-Council Certified Security Analyst (ECSA) Obtain real world hands-on penetration testing experience from a globally accepted hacking and penetration testing class that covers the testing of modern infrastructures, operating systems and application environments while teaching the students how to document and write a penetration testing report
Security	Information Security Essentials	In Person or Live Online	Regnier Center, 255	Tu,W	11/17/2020	11/18/2020	08:00 AM	04:00 PM		Discuss an overview of the most relevant practices in information security. Students explore the techniques and methodologies used to configure, build, deliver, and troubleshoot network security. Topics include: role of information security in the enterprise, formal data classification, enterprise identity management, components of comprehensive and layered security architecture, and the threat of viruses, worms, Trojans and improper configurations.  This is a component of the Cybersecurity Certificate.  Materials are included in course fee.
Security	Introduction to Hacking, Defense and Response	In Person or Live Online	Regnier Center, 253	M,Tu	11/30/2020	12/1/2020	08:00 AM	04:00 PM		This 2-day course provides a comprehensive overview of hacking and cyber security defense and response tools and techniques. It incorporates several hands-on exercises utilizing the same attack methods used by hackers and cybersecurity professionals. The course starts with a discussion of why people hack and how they hack. It then focuses on the methods used, including the initial footprinting of the target, scanning the network and finally enumerating target host machines. The second day focuses on the measures necessary to protect your network from the threat. Topics include understanding your network traffic, firewalls, host hardening, intrusion detection systems and network design. Tools used for this class include: Nessus, Nmap, SuperScan, Snort, Fport, John the Ripper, and many others.  This class is a component of the Cybersecurity Certificate.  Materials are included in course fee.  Prerequisites: Security Architecture and Design or equivalent experience.
Security	Introduction to PC Security	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020				Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. This course will quickly bring you up to speed on the fundamentals of PC and network security. You will understand and explore the vulnerability of operating systems, software, and networks. Then, you will get into the minds of hackers and crackers, developing an understanding of the exploits they use to access your computer without your knowledge. You will find out why, where and how viruses, worms, and blended threats are created. You will learn a safe way to handle files and data across the Internet through a virtual private network. By the end of this course you will be able to install and configure a firewall to build an impenetrable moat around your computer or network.
Security	Security Architecture and Design	In Person or Live Online	Regnier Center, 253	Th,F	11/19/2020	11/20/2020	08:00 AM	04:00 PM		Get an overview of cybersecurity control technologies. Discuss security policies and perimeter security fundamentals. Learn to design network borders for maximum security and monitor them for unauthorized activity. After an introduction to firewalls, packet filtering, and access lists, discuss how to set up routers, special-purpose firewalls, and general-purpose security hosts. Focus on security-conscious design, both for green field projects and existing networks needing expansion or improvement.  This is a component of the Cybersecurity Certificate.  Materials are included in course fee.  Prerequisites: Information Security Essentials or equivalent experience.
Security	Security+ Exam Prep	In Person or Live Online	Regnier Center, 254	M,Tu,W,Th,F	11/2/2020	11/6/2020	08:00 AM	04:00 PM		Discuss topics and exam preparation for the CompTIA Security+ Exam. The Security+ exam acknowledges an understanding of foundation level security standards. Review all areas of the Security+ exam including systems security, network infrastructure, access control, assessments and audits, cryptography and organizational security. The application and testing process and key exam topics and practice questions are reviewed.  Materials and exam voucher included in course fee. Textbooks distributed in first course meeting.  Prerequisite: Industry experience suggested.
Sign Language	Discover Sign Language	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020				Discover Sign Language will teach you how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation. Along the way, you will learn signs for colors, numbers, locations, family, and the activities you like to do. Throughout the course, you will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout it, you will be immersed in silence, which will help you gain an understanding of the perspective of Deaf people and sign language. You will also gain an introduction to the world of the Deaf culture and explore topics such as lip reading, baby signs, and the career of interpreting. By the end of the course, when you meet a Deaf person, you will be ready to sign!
Sign Language	Discover Sign Language II	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020				Learn to build phrases and sentences with the vocabulary you used in Discover Sign Language 1, as well as some new vocabulary. You will practice phrases and sentences by recording your own signing and uploading them for review. Not only that, but you will also continue to explore the world of Deaf culture by learning more about the history of Deaf culture in the United States, famous Deaf individuals, and the impact of recent laws and technology on the modern-day Deaf community.
Small Business Basics	Business Basics in a Day - How to Start a Business	Live Online	Live Online,	Tu,Th	10/13/2020	10/15/2020	08:00 AM	12:00 PM		Learn the fundamentals of what it takes to get your business started and apply for a business loan, including determining the feasibility of your business, creating a lean canvas plan, choosing a legal entity, forming financial projections, marketing, bookkeeping, and much more! Guest presenters during this day-long seminar include an attorney, a commercial banker, an insurance broker and an accountant. Entrepreneurs will share their stories during a panel discussion with an opportunity for questions. This active learning module includes hand-on computer lab time. Box lunch is provided.
Small Business Basics	Business Basics in a Day - How to Start a Business	Live Online	Live Online,	Tu,W	11/17/2020	11/18/2020	08:00 AM	12:00 PM		Learn the fundamentals of what it takes to get your business started and apply for a business loan, including determining the feasibility of your business, creating a lean canvas plan, choosing a legal entity, forming financial projections, marketing, bookkeeping, and much more! Guest presenters during this day-long seminar include an attorney, a commercial banker, an insurance broker and an accountant. Entrepreneurs will share their stories during a panel discussion with an opportunity for questions. This active learning module includes hand-on computer lab time. Box lunch is provided.

Small Business Basics	Business Basics in a Day - How to Start a Business	Live Online	Live Online,	Tu,Th	12/15/2020	12/17/2020	08:00 AM	12:00 PM	Learn the fundamentals of what it takes to get your business started and apply for a business loan, including determining the feasibility of your business, creating a lean canvas plan, choosing a legal entity, forming financial projections, marketing, bookkeeping, and much more! Guest presenters during this day-long seminar include an attorney, a commercial banker, an insurance broker and an accountant. Entrepreneurs will share their stories during a panel discussion with an opportunity for questions. This active learning module includes hand-on computer lab time. Box lunch is provided.
Small Business Basics	Moving from Business Startup to Business Stability	Live Online	Live Online,	W,Th	11/4/2020	11/5/2020	8:00 AM	12:00 PM	Learn the essential skills and tactics required to stabilize your business to move out of the day-to-day operations and into the enjoyment of owning a business. This seminar will provide the tools to position your business for growth including leadership, strategic planning, management, developing and managing a budget, marketing, human resources and more! This active learning module will empower you to make the shift from working in your business to working on your business.
Small Business Basics	Start and Operate Your Own Home-Based Business	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Starting a home-based business is the hottest trend in today's challenging business environment! Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless! Earn what you deserve, be independent, have tax deductions, do away with traffic, office politics and more! Learn how to develop the entrepreneurial qualities - motivation, discipline, creativity - that you will need to succeed! This class is a great way to start your own business or enhance the one you already have.
Small Business Basics	Start Your Own Online Business	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Today, the Internet has changed everything. It is now entirely possible to create, launch, and build a profitable business from the convenience of your home with little to no upfront investment. This course will give you a solid foundation for building and growing a successful digital business. You will be given a step-by-step approach that is easy to follow&mdash;from building a simplified strategy to branding your business. You will learn to create a product and how to build and launch your own website. You will learn to engage prospective customers, and implement a process that will drive fresh leads to your business. You simply need to know what to do and how to do it. So whether you are looking to generate a nice side income or even to replace your current income and ditch your full-time job, this course is for you.
Small Business Basics	Start Your Own Small Business	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Learn how to take your dream of starting a business and put it into action. In this class, you will learn everything you need to know about starting a business. You will begin by discovering the tricks to picking the right opportunity for you. Next, you will learn how to develop proven marketing techniques to easily build sales. Since every business needs money, this course discusses traditional and nontraditional financing options. Finally, you will learn easy-to-implement employee-management procedures and how to write business policies that help you build your business. You, as a business owner, need to manage all your limited resources. One resource that often gets overlooked is your time. In the final lesson, you will learn time-management techniques especially for entrepreneurs. While taking this course, you will discover the secrets that separate the successful entrepreneurs from the struggling ones.
Small Business Finance	Know Your Numbers and Make More Money	Live Online	Live Online,	W	10/7/2020	10/7/2020	1:30 PM	4:30 PM	Learn to read and interpret basic financial reports, explore three fundamental ways to increase profitability, and identify key financial indicators. Gain a better understanding of how to use financial reports to operate a more profitable business.
Small Business Finance	Know Your Numbers and Make More Money	Live Online	Live Online,	Tu	12/8/2020	12/8/2020	1:30 PM	4:30 PM	Learn to read and interpret basic financial reports, explore three fundamental ways to increase profitability, and identify key financial indicators. Gain a better understanding of how to use financial reports to operate a more profitable business.
Small Business Marketing	Marketing Your Business on the Internet	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity. You'll learn how search engine optimization (SEO) works and how to track your site's performance using web analytics. You will discover how to use online advertising, email marketing, and social media (including blogs) to drive business to your website. Finally, you'll learn how to keep your visitors coming back again and again! Throughout the course, you'll learn to think strategically about marketing your website, products, and services using Internet technologies. You will also explore how to use an Internet marketing checklist and other tools and materials to develop a sound online business strategy. Before you know it, you'll have the skills and knowledge you need to develop a winning Internet marketing plan for your own business.
Small Business Marketing	Small Business Internet Marketing Basics: Websites, Email, Social Networks, SEO and Ads	Live Online	Live Online,	Tu,Th	10/6/2020	10/8/2020	6:00 PM	8:30 PM	Learn how Web tools can be used effectively, and gain an understanding of issues to consider in creating your digital strategy for promoting and expanding your business. Computer lab time included for keyword analysis, search engine optimization (SEO) and content creation. An attorney will also discuss the legal issues encountered when doing business via the internet, including electronic contracts.
Small Business Marketing	Small Business Internet Marketing Basics: Websites, Email, Social Networks, SEO and Ads	Live Online	Live Online,	Tu,Th	11/10/2020	11/12/2020	3:00 PM	5:30 PM	Learn how Web tools can be used effectively, and gain an understanding of issues to consider in creating your digital strategy for promoting and expanding your business. Computer lab time included for keyword analysis, search engine optimization (SEO) and content creation. An attorney will also discuss the legal issues encountered when doing business via the internet, including electronic contracts.
Small Business Marketing	Small Business Internet Marketing Basics: Websites, Email, Social Networks, SEO and Ads	Live Online	Live Online,	Tu,Th	12/1/2020	12/3/2020	6:00 PM	8:30 PM	Learn how Web tools can be used effectively, and gain an understanding of issues to consider in creating your digital strategy for promoting and expanding your business. Computer lab time included for keyword analysis, search engine optimization (SEO) and content creation. An attorney will also discuss the legal issues encountered when doing business via the internet, including electronic contracts.
Small Business Marketing	Small Business Marketing on a Shoestring	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			When it comes to marketing for small businesses, money isn't everything! In this course, you'll learn how to use the same marketing tricks the big companies employ&mdash;without making a big dent in your wallet. The small business marketing strategies you'll learn will fit into any budget&mdash;and some are even free! With the help of videos, spreadsheets, and hands-on activities, you'll build your skills in each lesson. You'll master cost-effective strategies, including strategic partnerships, local marketing, search engine optimization, social networking, email marketing, lead generation, and niche marketing. Along the way, you'll see many real-world examples from other small businesses much like yours. Whether you're new to advertising or looking for a refresher, this course will make you a marketing pro. And by the time you're done, you'll have a personalized plan of action for increasing your sales&mdash;all on a shoestring budget.
Small Business Marketing	Using Social Media in Business	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020			One of the biggest challenges for business owners is finding new customers. Over the past decade, some business owners have leveraged social media to do just that. Whether you're a social media novice or a seasoned veteran, this course will give you a solid foundation in social media marketing and using it to grow your business. In today's globally connected environment, social media is a game changer for businesses. So, whether you're looking for a new way to market your business or simply want to better understand social media, this online social media marketing course will empower you.
Supply Chain	Introduction to Supply Chain Management	Online - Self-paced	ProTrain		On Demand				What you will learn  Monitor, capture and analyze network traffic and identify the possible security breaches Identify the various computer security issues and select a suitable framework to evaluate security policies, procedures, and controls Compare and contrast various network security assessment tools Assess various network security techniques and design appropriate protection levels for the network How you will benefit  Become certified as an EC-Council Certified Security Analyst (ECSA) Obtain real world hands-on penetration testing experience from a globally accepted hacking and penetration testing class that covers the testing of modern infrastructures, operating systems and application environments while teaching the students how to document and write a penetration testing report
Supply Chain	Manufacturing Applications	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020			Learn to apply the principles and concepts of manufacturing. Discover the nature of strategy and learn how it leads to the development of manufacturing strategy. Understand the purpose of customer demand forecasting and find out what forecasting methods are suitable for which situations. Explore the nature of planning and learn how to effectively use Gantt charts and the precedence diagram method. Determine how purchasing, production and inventory control, and logistics support a manufacturing operation. Discover the basics of lean manufacturing and see how capacity management converts production plans into concrete products. Learn why manufacturing, industrial, and quality engineering are so essential to any firm. Understand the true meaning of productivity and how to improve it.  In this online course, you will learn how successful organizations effectively use master production scheduling (MPS), production activity control (PAC), material requirements planning (MRP), and inventory management. You'll also discover how the application of Six Sigma, and statistical process control (SPC) increase customer satisfaction, and you'll learn about the elements of a logistics system, including warehousing and receiving.

Supply Chain	Manufacturing Fundamentals	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020		Learn the basic skills required to work in the manufacturing field. Discover the role of production design, process planning, and the heart of 13 different manufacturing processes. Understand why facility location and plant layout decisions are so vital and learn how job design helps you accomplish company goals and achieve worker satisfaction. Find out what makes up the physical work environment and learn how to characterize different types of production materials. Master product development concepts such as the voice of the customer (VOC), quality function deployment (QFD), and failure mode and effects analysis (FMEA). Learn how performance measurements and standardization improve manufacturing operations. In this online course, you will learn how successful organizations use costs to communicate manufacturing progress and how to effectively develop short and long-term budgets. Also, you will discover how the application of technology turns an ordinary company into a high-performing organization. You will also find out how ISO 9000 and enterprise resource planning (ERP) make the most of a manufacturer's potential.
Supply Chain	Purchasing Fundamentals	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020		Discover and master the fundamentals of purchasing by understanding your strategic and tactical roles as a purchasing practitioner. Improve your company's bottom-line profitability by learning and implementing key concepts such as negotiation, supplier sourcing and qualification, outsourcing and make-or-buy analysis. Learn the basics of supplier partnerships, capital budgeting and green buying. In this online course, you will learn how to define internal customer needs, generate purchase requisitions and purchase orders, expedite, trace and receive supplier deliveries, maintain effective purchasing records and create and manage various purchasing budgets. You'll learn about business law, contracts, leasing, Six Sigma and total quality management (TQM). You will also learn how to recruit, select and evaluate purchasing personnel, and learn the importance of business ethics.
Supply Chain	Spanish for Manufacturing and Warehousing	Online - Self-paced	ProTrain		On Demand			Spanish for Manufacturing and Warehousing is a self-paced, online Spanish course designed for managers, supervisors, team leaders, or anybody who works with Spanish-speaking employees and co-workers in a manufacturing and/or warehousing setting. <a href="https://www.protrainedu.org/Course/Full-Description/372">https://www.protrainedu.org/Course/Full-Description/372</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Supply Chain	Supply Chain Management Fundamentals	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020		Supply chain management professionals play a key role in capturing customer demands, creating forecasts, developing schedules, ordering and managing inventory, controlling production orders, and maximizing customer satisfaction. This course will help you succeed in the supply chain management field. You'll master the fundamentals of supply chain management, including customer demand forecasting, master production scheduling (MPS), material requirements planning (MRP), capacity planning, and production activity control (PAC). The course also includes essential information to help you prepare for internationally recognized supply chain and materials management certification examinations.
Supply Chain	Tool and Die Maker	Online - Self-paced	Ed2Go - CTP		On Demand			What you will learn Production Floor Safety CNC Controls and Programming Metallurgy Machining and Grinding Processes Inspection Methods Six Sigma, 5S, Lean, and TPM Workholding Principles How you will benefit Prepare for a career as a tool and die maker, die maker, tool and die machinist, or toolmaker Gain confidence in your ability to perform your job
Web	Adobe Animate CC	Online - Self-paced	ProTrain		On Demand			This course provides hands-on learning with Adobe Animate to create interactive animations for games, apps, and the web. Working through 10 project-based lessons, students will learn step-by-step how to create animations using Adobe's latest version of Animate. <a href="https://www.protrainedu.org/Course/Full-Description/1409">https://www.protrainedu.org/Course/Full-Description/1409</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Web	Adobe Dreamweaver CC	Online - Self-paced	ProTrain		On Demand			At the end of this class students will be able to create and manage web sites using Adobe Dreamweaver. Students will insert pictures and media objects into web pages. Students will use Cascading Style Sheets to format web pages. Students will use layers and tables for designing layout for pages. Students will manage sites using Dreamweaver's site management tools. Students will need a copy of Dreamweaver CC in order to do coursework. <a href="https://www.protrainedu.org/Course/Full-Description/262">https://www.protrainedu.org/Course/Full-Description/262</a> For additional information click this link: <a href="https://jccc.theknowledgebase.org/">https://jccc.theknowledgebase.org/</a>
Web	Blogging and Podcasting for Beginners	Online - Instructor Led	Ed2Go - ILC		10/14/2020	12/4/2020		Blogging and Podcasting for Beginners will teach you how to plan and create your very own blog and podcast. Through hands-on exercises, you will discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube. You will find that creating a blog and podcast is much easier than you ever imagined. First, you will learn how to develop a plan for the content, setup, maintenance, and how to use free blogging software like Blogger and WordPress to put that plan into action. After that, learn how to record a professional-sounding audio podcast with a very simple recording tool you already have. You will edit the file with another free software program, add music to it, and then post it online for others to enjoy. Finally, you will find out how to record a video podcast. You will edit it, add special effects, drop in a podcasting-safe music file, and then publish it online.
Web	C++ Introduction	Online - Self-paced	ProTrain		On Demand			Students will be introduced to the concepts of Object-oriented programming using C++. Students will learn the fundamentals of .NET programming as they create C++ applications. You will create applications that use variables, conditional statements, looping statements, arrays and function. No programming background is required for this course. You can use Visual Studio Community 2017 to follow along with the course content. <a href="https://www.protrainedu.org/Course/Full-Description/251">https://www.protrainedu.org/Course/Full-Description/251</a>
Web	C++ Programmer	Online - Self-paced	Ed2Go - CTP		On Demand			What you will learn How to write C++ programs utilizing proper coding techniques How to apply problem solving methods Important programming terminology How you will benefit Have a solid understanding of C++ language can lead to more advanced programming languages Meet the standard job requirements for an entry-level software development career by understanding how to write C++ programs Know how to use your knowledge in C++ programming to solve industry-specific problems and advancing your career in this field
Web	Creating Mobile Apps with HTML5	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020		Do you want to make mobile apps that run on iPhone and iPad, as well as on Android, and Windows Phone? Sure you do! Do you want to learn five different programming languages? Of course you don't! Fortunately, you're about to discover a better way to build apps. In this course, you'll learn how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone or tablet computer.
Web	Creating Web Pages	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020		Create and post your very own website using HTML. You will learn the best strategies for planning the content, structure, and layout of your website as well as creating pages with neatly formatted text, building links between the pages, and more! This course will also cover search engine optimization and powerful no-cost or low-cost web marketing strategies.
Web	Creating WordPress Websites	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT		10/14/2020 or On Demand	12/4/2020		Learn how to create attractive, sophisticated blogs and websites without any coding! WordPress is the world's most popular content management system, powering more than 34 percent of all sites on the Internet. WordPress is an easy-to-use solution that will help you put your site on the web in far less time than by coding, and at a much lower cost than hiring a professional. In these lessons, you'll get hands-on experience with this powerful tool as you create your own WordPress.org site and blog. You'll find out how to use WordPress to create pages and posts, add images and videos, change a site's look and feel, and include user-friendly features. You'll discover the ease of using WordPress design themes to express your creativity, and you'll see how much fun it is to be part of the vibrant WordPress online community. In addition to mastering the technical elements of WordPress, you'll learn how to organize a blog or website, create appealing content, keep your site secure, and achieve better positions on search engine results pages. By the end of this course, you'll be able to confidently use WordPress to create a blog or a personal, business, or organizational website. The WordPress.org version covered in this class is the platform the pros use. While it normally requires a paid hosting account, this course includes a free SiteGround hosting account for three months, along with a private place on the web for practice.

Web	How to Get Started in Game Development	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT	10/14/2020 or On Demand	12/4/2020			There has never been a better time to start a career in the game development industry. Games can be found on computers, the Web, gaming consoles, and virtually every mobile tablet and phone. Industry forecasts indicate that gaming will be worth close to \$100 billion dollars in the next two years. Talented, creative, and enthusiastic people are in great demand in this industry. Whether you want to start your own independent game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You will start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences. Next, you will learn tools and techniques to help you make better design decisions and achieve greater efficiencies as you develop your own games. You will learn why many games fail and how to ensure your games are positioned for success. During the course, you will gain hands-on experience in many of the game development processes. By the end of the course, you will have the experience and confidence to start developing your own games.
Web	Intermediate WordPress Websites	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT	10/14/2020 or On Demand	12/4/2020			Take your WordPress site to the next level! This online course will teach you how to optimize your site for a more dynamic user experience. You'll learn how to easily use CSS to improve your site's appearance. And if you don't know how to use WordPress plugins, you'll learn to add and manage them. If you're using the world's most popular CMS, learn to get the most out of it with Intermediate WordPress Websites.
Web	Introduction to Bootstrap Training (Self Paced Tutorial)	Online - Self-paced	Ed2Go - SPT	On Demand				If you're looking to expand your web development skills, Bootstrap is an essential tool for today's front-end developers. With today's websites being mobile first, Bootstrap 4 has become one of today's most widely used HTML, CSS, and JS front-end framework for developing mobile first sites. This self-paced online course will teach you how to use Bootstrap 4 like a professional web developer. What students will learn To use Bootstrap's predefined classes and Bootstrap's grid system To create responsive navbars To style typography, tables, and forms with Bootstrap To use the most popular Bootstrap components To use an array of Bootstrap Utilities  How students will benefit  Gain skills that every developer needs Bring your Bootstrap skills to any web development job
Web	Introduction to C# Programming	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT	10/14/2020 or On Demand	12/4/2020			This course starts with programming fundamentals: input/output operations, decision making, and looping. Then, you will explore the many benefits of object-oriented programming, with plenty of vivid, real-life examples. Then, you will gain hands-on experience with sequential data files, and you will be able to build a professional-looking and intuitive Graphical User Interface (GUI) application on your very own computer. Because there is no better way to learn programming than hands-on practice, almost every lesson includes practical examples and assignments you can use to develop your knowledge of programming. Learn to program the right way: by using a state-of-the-art language to build impressive applications on your schedule and on your very own computer.
Web	Introduction to Creating, Styling, and Validating Forms (Self-Paced Tutorial)	Online - Self-paced	Ed2Go - SPT	On Demand				It's no secret that web developers are in high demand. This self-paced course is all about creating and processing web forms, skills every developer needs. You will learn how to use the latest HTML standards to create and provide basic validation for an HTML form. By course completion, you will know how to write client-side form validation with JavaScript, and how to use Node.js, JSON, and Ajax. What students will learn  To create HTML forms using the latest HTML standards To style forms with CSS To validate forms on the client with JavaScript and regular expressions To validate forms on the server with Node.js To use Ajax techniques to do server-side validation on specific form fields  How students will benefit  Gain highly marketable skills for a career in web development.
Web	Introduction to CSS3 and HTML5	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT	10/14/2020 or On Demand	12/4/2020			Learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros. If you want to survive and excel in the fast-paced world of Web publishing, you're going to need to keep up with ever-evolving standards. The new standard for Web developers is to use CSS3 and HTML5. CSS3 and HTML5 not only make it easier for you to build and manage large websites, these powerful languages can also give you more precise control over the appearance of every page you build. Almost every Web development tool—including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer—offer support for CSS3 and HTML5. This course will provide you with the foundation you will need to master two critical and fast-growing new Web languages. If you're a Web developer, why not begin your transition to CSS3 and HTML5 today?
Web	Introduction to Java Programming	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT	10/14/2020 or On Demand	12/4/2020			Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. So, whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start! This course uses the latest release of Java, from Oracle, the company that maintains and supports the language. You will also learn how to use BlueJ, a graphical development environment designed especially for students. Both are free and open-source products and you will receive instructions on how to download and install them. By the time you're done, you will be comfortable with Java programming and ready for more!
Web	Introduction to JavaScript	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT	10/14/2020 or On Demand	12/4/2020			You may already know how to use HTML and CSS to create websites. If so, you're ready to add more power to your programming with JavaScript. This programming language lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your web pages. The course begins with the basics of JavaScript code and then moves on to more advanced topics. Throughout the course, you'll get plenty of hands-on practice to give you the experience you need to really understand how JavaScript works. And since no JavaScript course would be complete without a discussion of jQuery, you'll learn about it as well. By the end of the course, you'll understand how to use jQuery to catapult your basic JavaScript knowledge to incredible new heights. This course assumes you already know HTML and CSS. JavaScript is always used with these two programming languages, not as an alternative to them.
Web	Introduction to PHP and MySQL	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT	10/14/2020 or On Demand	12/4/2020			Learn how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site's visitors. In this online course, you'll see how to create dynamic web pages using the PHP programming language and the MySQL database server. During the course, you'll walk through the development of a complete content management system web application. You'll receive clear, step-by-step, instructions demonstrating how to create a complete website capable of dynamically displaying data from a MySQL database. You'll discover how you can allow your site's visitors to add new information to an online database, search through posted data, and create meaningful printed reports. By the end of this course, you'll have plenty of useful code templates that will help you create your very own dynamic, web-based, content management system.
Web	Introduction to Visual Basic	Online - Instructor Led or Self-paced	Ed2Go - ILC Ed2Go - SPT	10/14/2020 or On Demand	12/4/2020			Visual Basic is the most widely used programming language for creating Windows applications. It is easy to learn and does not require you to memorize difficult commands like other programming languages. In this course, you will learn how to write Windows applications and programs using the Visual Basic programming language and the Visual Basic development environment. You will see how Visual Basic development environment enables you to create the application program and its components literally with the click of a button or menu item. It even writes all the necessary code to get the application started for you. In this course you will learn the building blocks of programming, including using variables to store data, control structures, and loops. You will discover how to use the large function library built into Visual Basic as well as how to write and use your own functions. You will also explore using Windows's large and varied library of controls and how to access files and handle errors. You will learn about event-driven and object-oriented programming, which are important not just in Visual Basic, but in other programming languages as well.

Web	WordPress	Live Online	Live Online,	W,Th	12/2/2020	12/3/2020	08:00 AM	04:00 PM	<p>Set up, create and customize a WordPress site, beginning with creating a website and multiple pages. Install and modify themes. Discuss how to use WordPress as a content management system, create menus, and modify the CSS behind the theme. Add videos and podcasts. Coursework includes RSS for syndication and basic analytics.</p> <p>This is a component of the Web Design Certificate and the Digital Marketing Certificate.</p> <p>Materials are included in course fee.</p> <p>Prerequisite: HTML5 and CSS3 Fundamentals or equivalent experience.</p>
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