



ONLINE LEARNING

COURSES
START

APRIL 5, 2022



Certification Courses

Certificate in Accounting and Finance for Non-Financial Managers - Online

The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

COURSE SCHEDULE

Accounting and Finance for Non-Financial Managers

Apr 4 – 29

Financial Analysis and Planning for Non-Financial
Managers

Jun 6 – Jul 1

Cash is King

May 2 – 27

16 yrs and up

34399 Apr 4-Jul 1 Mon-Fri \$495

Digital Marketing Certificate- Online

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising.

Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary.

COURSE SCHEDULE

Improving Email Promotions

Apr 4 – 29

Boosting Your Website Traffic

May 2 – 27

Online Advertising

Jun 6 – Jul 1

16 yrs and up

34425 Apr 4-Jul 1 Mon-Fri \$495



CERTIFICATE IN BUSINESS WRITING- ONLINE

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill.

Begin with understanding the format, construction, and successful techniques of writing good business reports and proposals. Then improve your skills with editing and proofreading. Finally, discover what good journalists know. Learn how to write a news story, press release, or other publicity notice that zings.

COURSE SCHEDULE

Effective Copywriting

May 2 – 27

Business Writing

Apr 4 – 29

Writing News and Press Releases

Jun 6 – Jul 1

16 yrs and up

34404 Apr 4-Jul 1 Mon-Fri \$495

**THE CERTIFICATION COURSES
CAN BE TAKEN SEPARATELY
FIND MORE
[CLICK HERE](#)**

CERTIFICATE IN DATA ANALYSIS- ONLINE

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills.

COURSE SCHEDULE

Introduction to Data Analysis

Apr 4 – 29

Intermediate Data Analysis

May 2 – 27

Advanced-Data Analysis

Jun 6 – Jul 1

16 yrs and up

34408 Apr 4-Jul 1 Mon-Fri \$495

CERTIFICATE IN PROJECT MANAGEMENT- ONLINE

Project management is one of the fastest paths to promotion by increasing your network through greater exposure.

First, gain the skills, tools, and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education, and experience requirements are provided. Then acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge Guide. This basic information will assist you in learning the beginnings of Project Management, whether you are interested in project management, in a project management field, or any line of work. Finally, learn the ten Project management Knowledge Areas and their support role and relationships with the five Project Management Processes.

COURSE SCHEDULE

Introduction to Project Management

Apr 4 – 29

Project Management Processes

May 2 – 27

Project Management Knowledge Areas

Jun 6 – Jul 1

16 yrs and up

34435 Apr 4-Jul 1 Mon-Fri \$495



CERTIFICATE IN SIX SIGMA GREEN BELT CERTIFICATE- ONLINE

Six Sigma professionals are in strong demand by organizations around the world. On the front lines of Six Sigma efforts are Green Belts. LERN's Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve, and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialists able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. The instructors and mentors work closely with the class to not only teach the material but to guide candidates as they work on projects.

COURSE SCHEDULE

Introduction to Six Sigma Green Belt
Apr 4 – 29

Intermediate Six Sigma Green Belt
May 2 – 27

Advanced Six Sigma Green Belt
Jun 6 – Jul 1
16 yrs and up

34439 Apr 4-Jul 1 Mon-Fri \$495

SUPERVISORY AND LEADERSHIP CERTIFICATE- ONLINE

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy-to-understand, and insightful methods for new and even experienced supervisors and managers.

Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader.

Take home practical information along with tips and techniques that can be applied at your job immediately.

16 yrs and up

34443 Apr 4-May 27 Mon-Fri \$395

MANAGEMENT CERTIFICATE- ONLINE

Enhance your management skills through this program for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys to effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness.

Then you will explore the principles of collaborative management and gain insight on how to expand your collaborative skills for the success of your team or organization.

Finally, get the keys to managing different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value.

COURSE SCHEDULE

Management Boot Camp
Apr 4 – 29

Collaborative Management
May 2 – 27

1. Managing Generations in the Workplace
Jun 6 – Jul 1
16 yrs and up

34444 Apr 4-Jul 1 Mon-Fri \$595

SOCIAL MEDIA FOR BUSINESS CERTIFICATE- ONLINE

Get in on this exciting and growing way to communicate, market, and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work, and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.

COURSE SCHEDULE

Introduction to Social Media
Apr 4 – 29

Marketing Using Social Media
May 2 – 27

Integrating Social Media in Your Org
Jun 6 – Jul 1
16 yrs and up

34431 Apr 4-Jul 1 Mon-Fri \$495