



**SCHOOL OF CONTINUING AND
PROFESSIONAL EDUCATION**

WILLIAM PATERSON UNIVERSITY

Fall/Winter 2021 Catalog

Start Your Transformation

1600 Valley Road, Wayne, N.J. • 973.720.2354 • wpunj.edu/cpe

Table of Contents

(All course titles are hyperlinked)

<u>Registration Policies & Procedures</u>	1	<u>Business Efficiency and Innovation</u>	9
<u>Cancellation Policies</u>	1	<u>Intro to Business Analysis</u>	9
<u>Human Resources</u>	2	<u>Certificate in Agile Project Management</u>	9
<u>SHRM Essentials of HR Management 2</u>	2	<u>Certificate in Sustainable Management</u>	9
<u>SHRM CP/SCP Exam Prep</u>	2	<u>Certificate in Small Business Management</u>	9
<u>Payroll Wage & Hour Training</u>	2	<u>Operations Management</u>	10
<u>Payroll Management Training 2</u>	2	<u>Certificate in Business Communications</u>	10
<u>Project Management/ Leadership</u>	2	<u>Certificate in Creativity and Innovation</u>	10
<u>Certificate in Management</u>	3	<u>Six Sigma Green Belt Certification</u>	10
<u>Certificate in Managing Change & Resolving Conflict</u> ..	3	<u>Six Sigma Black Belt Certification</u>	11
<u>Certificate in Negotiation</u>	3	<u>Lean Six Sigma Yellow Belt Prep Course & Exam</u>	11
<u>Certificate in Leadership</u>	3	<u>Certificate in Entrepreneurship</u>	11
<u>Leadership PDU Bundle</u>	3	<u>Marketing</u>	11
<u>60 PDU Project Management Course Bundle</u>	3	<u>Digital Marketing Certificate – Essential</u>	11
<u>Finance</u>	4	<u>Digital Marketing Certificate – Professional</u>	12
<u>Certificate in Accounting & Bookkeeping Studies</u>	4	<u>Digital Marketing – Expert</u>	12
<u>QuickBooks Online Basics</u>	4	<u>Specialist Certifications:</u>	12
<u>QuickBooks Desktop Pro Basic (2020 WIN)</u>	4	<u>Search Marketing</u>	12
<u>QuickBooks Desktop Pro Basic (2017 MAC)</u>	5	<u>Social Media Marketing</u>	12
<u>Certificate of Financial Essentials</u>	5	<u>Digital Marketing Strategy</u>	13
<u>Non-Profit Management</u>	5	<u>Digital & Social Selling</u>	13
<u>Intro to Grant Writing</u>	5	<u>Track Certifications:</u>	13
<u>Advanced Grant Writing</u>	5	<u>Social Media Marketing</u>	13
<u>Certificate in Non-profit Management</u>	5	<u>Data and Web Analytics</u>	13
<u>Digital/Web for Business</u>	6	<u>Online Ecommerce</u>	13
<u>Digital Graphic Design</u>	6	<u>UX and Website Design</u>	13
<u>Certificate in Digital Marketing</u>	6	<u>Search Engine Optimization (SEO)</u>	13
<u>Social Media & Marketing Online</u>	6	<u>Paid Media</u>	14
<u>Healthcare/Paraprofessional</u>	7	<u>Online Digital Display</u>	14
<u>Medical Assistant/ PCT/ Multi-skilled Healthcare</u>		<u>Customer Experience (CX)</u>	14
<u>Professional</u>	7	<u>Digital Strategy</u>	14
<u>Patient Care Technician</u>	7	<u>Online Content Marketing</u>	14
<u>Phlebotomy</u>	7	<u>Online Email Marketing</u>	14
<u>ICD-10 Medical Billing and Coding Specialist</u>	7	<u>Other Career/Professional Certification</u>	15
<u>Technology/Software</u>	7	<u>Intro to Emergency Management in the US</u>	15
<u>Management Guide to Blockchain</u>	8	<u>Fast Company: Future-Proofing your Career</u>	15
<u>Management Guide to Artificial Intelligence</u>	8	<u>Complete Paralegal Training Program</u>	15
<u>COMPTIA A+</u>	8	<u>Test Preps</u>	16
<u>COMPTIA S+ & N+</u>	8	<u>MCAT Strategy Personal Coaching Program</u>	16
<u>Certificate in Web Design</u>	8	<u>GRE Personal Coaching Program</u>	16
<u>Certificate in Cybersecurity</u>	8	<u>LSAT Personal Coaching Program</u>	17
		<u>Optional Externships</u>	18
		<u>Degree Completion & Adult Learning</u>	19
		<u>Youth Programs</u>	20

Registration Policies & Procedures

All Registrations Will Be Processed Online!

- ❖ Register early to guarantee your enrollment
- ❖ Registrations are accepted until the classes are full.
- ❖ Web Registration: <https://www.wpunj.edu/cpe/index.html>
- ❖ If you experience difficulty with online registration, please call for assistance (973) 720-2354 or (973) 720-3961
- ❖ Be sure to include daytime and evening telephone numbers, as well as, your email address to receive notification about potential cancellations.
- ❖ Online payment is by credit card or electronic check.
- ❖ Once you register and payment is processed, you are automatically enrolled for your course. **You will receive two emails: A registration confirmation and a payment confirmation.**
- ❖ Plan to attend your workshop or conference as scheduled. You will be notified of any cancellations or changes to workshop/ conference/ schedules. If you do not receive an email confirmation, please call for assistance (973) 720-2354 or (973) 720-3961

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

Cancellation Policy

Three Hour Workshops/ Conferences/ Institutes

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

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

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

Courses Cancelled by WPU

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

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

Pre-college & Summer Youth Programs

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

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

Human Resources



SHRM CP/ SCP Exam Preparation

36 Hours

October 19 – December 21

To meet business needs, SHRM has established two behavioral competency-based certifications, the SHRM Certified Professional (SHRM-CP®) for early and mid-career professionals and the SHRM Senior Certified Professional (SHRM-SCP®) for senior-level practitioners. SHRM regards the SHRM-CP and SHRM-SCP as the new global standard in certification for the HR profession.

The SHRM-CP and SHRM-SCP exams contain two types of multiple choice questions: stand-alone knowledge-based items that assess a candidate's knowledge and understanding of factual information, and scenario-based situational judgment items that assess a candidate's judgment, application and decision-making skills.

Times: Tues, Thu, Online

Fee: \$1350

Course: B118

Payroll Wage & Hour Training & Certification Program

8 Hours

Open Registration

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

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

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

Times: Online

Fee: \$625

Course: J102

The Payroll Management Training & Certification Program

8 Hours

Open Registration

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

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

Besides the basics, you'll also learn:

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

Times: Online

Fee: \$750

Course: J103

Project Management/ Leadership

Certificate in Management Skills

20 Hours

Open Registration

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

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

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

[Certificate in Managing Change and Resolving Conflict](#)

31 Hours
Open Registration

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

- *Leading and Managing Change*
- *Handling Difficult Employee Behavior*
- *Communicating Collaboratively*
- *Handling Workplace Conflict*
- *Emotional Intelligence for Managers*
- *Negotiations: Resolving Disputes*
- *Introduction to Managing Change and Resolving Conflict*

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

[Certificate in Negotiation](#)

10 Hours
Open Registration

This online certificate program helps learners develop the skills and strategies needed to become a successful negotiator. The fundamental concepts of negotiation are addressed, as well as the application of these concepts to the specific areas of Deal Making Negotiation and Dispute Settlement Negotiation. Video commentary provides learners with practical insights on translating the principles of negotiation into real-world bargaining success. Each 3- to 4-hour, self-paced course offers an assortment of interactive exercises, videos, readings, case studies, and self-assessments that will keep learners engaged as they sharpen their negotiating skills.

- *Introduction to Negotiations*
- *Negotiations: Making Business Deals*
- *Negotiations: Resolving Disputes*

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

[Certificate in Leadership](#)

20 Hours
Open Registration

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

- *Leaders and Work-Life Balance*
- *Leading and Managing Change*
- *Leading Teams*
- *Introduction to Leadership*
- *Body Language for Leaders*

Times: Online
Fee: \$199
Course: ME-221

[Leadership PDU Bundle](#)

12 Hours
Open Registration

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

Courses Included in this Bundle:

- *Leading and Managing Change*
- *Leading Teams*
- *Body Language for Leaders*

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

[60 PDU Project Management Course Bundle](#)

61 Hours
Open Registration

Need to earn 60 PDUs to maintain your Project Management Professional (PMP) certification? Are you also looking for a high quality and interesting training program to fulfill this requirement? This 60 PDU bundle offers Project

Management Professionals access to online, self-paced courses at a fraction of the price of purchasing courses individually. For \$999 participants can access seven online project management courses for a full year and earn 60 PDUs. That is a savings of \$550! Don't risk losing your PMP certification; enroll today and start earning PDUs. Courses are self-paced and can be conveniently accessed anytime and anywhere from a computer with an internet connection. Courses are engaging and include real-world examples, videos, interactive games, assessments, and focused instruction.

Courses Included in this Bundle:

- Allerton Connector Highway Project Management Simulator
- Ethics for Project Managers
- Emotional Intelligence for Project Managers
- Quality Management Basics
- Introduction to Agile
- Project Management Team Leadership
- Challenges for Agile Team

Times: Online

Fee: \$999

Course: ME-308

Finance



Certificate in Accounting & Bookkeeping Studies

300 Hours

Open Registration

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

The Certificate in Accounting and Bookkeeping Studies includes 10 courses:

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

Times: Online

Fee: \$2867

Course: J104

QuickBooks Online Basics

5 Hours

Open Registration

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

Times: Online

Fee: \$99

Course: ME-293

QuickBooks Desktop Pro Basics (2021 WIN)

5 Hours

Open Registration

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

Times: Online

Fee: \$99

Course: ME-295

QuickBooks Desktop Pro Basics (2020 Mac)

5 Hours

Open Registration

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

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

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

Times: Online

Fee: \$99

Course: ME-295

Certificate in Finance Essentials

19 Hours

Open Registration

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

Times: Online

Fee: \$399

Course: ME-207

Non-Profit Management

Intro to Grant Writing

5 Hours

Open Registration

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

Times: Online

Fee: \$150

Course: ME-268

Advanced Grant Writing

6 Hours

Open Registration

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

Times: Online

Fee: \$159

Course: ME-276



Certificate in Non-Profit Management

44 Hours

Open Registration

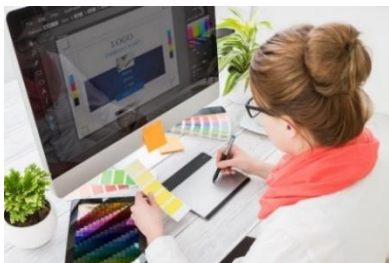
This online certificate program introduces learners to key current management issues for nonprofit organizations. Fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing, and setting strategic direction are all addressed, and video commentary on these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

- Budgeting in a Nonprofit Organization Online
- Capital Campaigns Online

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

Times: Online
Fee: \$699
Course: ME-274

Digital/ Web for Business



Digital Graphic Design 50 Hours Open Registration

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

Updated for Adobe Creative Cloud, this course has been redesigned and enhanced to meet the requirements of today's digital designer. We cover the fundamental elements of graphic/ web design using the latest versions of the most in-demand software programs in the digital design industry today – Photoshop, Illustrator and InDesign. In addition, the course now includes WordPress for the rapid development of web pages. Students will learn to use Photoshop for image preparation and Illustrator to create original graphics and stylized text for both print and digital media. We then bring these visual elements together using

InDesign to structure page content/layout for printing and electronic distribution. This is an introductory course and no experience with Adobe Creative Cloud is required.

Times: Online
Fee: \$1200
Course: T015D

Certificate in Digital Marketing 30 Hours Open Registration

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

Courses included in this Certificate:

- Social Media Marketing
- Content Marketing
- Search Engine Optimization
- Web Analytics
- Paid Search (PPC)
- Conversion Rate Optimization
- Mobile Marketing
- Digital Marketing Strategy

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

Social Media & Marketing Certification 100 Hours Open Registration

This 10-week course is designed to provide students with an insight to the background history, technology, the impact, and strategic uses of social media, as well as a basic hands-on experience with several forms of the most current social media technology. In this course, students gain a broad understanding about Web 2.0 Tools used for Social Media which are all relatively inexpensive but accessible technologies that provide individuals with an instant means/online medium to create, publish, edit, and/or access information for targeted audiences; ranging from one single person, to millions of viewers."

Times: Online
Fee: \$2000
Course: B089

Healthcare/ Paraprofessional

Medical Assistant/PCT/Multi-Skilled Healthcare Professional

330 Hours
10/25/21 - 12/30/21

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

*(Includes books, materials, and ARMA fees, payment plan available) *

Times: Mon, Tues, Weds, Thu, Fri

Fee: \$3025

Course: H005B

Patient Care Technician

165 Hours
10/25/21 – 12/28/21

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

Times: Mon, Tues, Weds

Fee: \$2669

Course: H112

Phlebotomy – 50 Hours

10/25/21- 11/5/21

The phlebotomist is a vital member of the clinical laboratory team, whose main function is to obtain patient's blood specimens by venipuncture and micro collection for testing purposes. The demand for phlebotomy technicians has increased substantially with the overall complexity of healthcare services and the risks of infectious disease. Experts predict a 22% increase (*much faster than average*) in phlebotomy jobs by 2030.

The Phlebotomy Technician Program prepares

professionals to collect blood and other specimens from clients for the purpose of laboratory analysis.

This course covers the following key areas and topics:

- *Process and procedures for collecting blood specimens for laboratory analysis*
- *All aspects of blood collection and related procedures*
- *The order of draw*
- *Universal precautions*
- *Skills to perform venipunctures completely and safely*
- *Terminology and related Anatomy and Physiology*
- *Aspiring students should have, or be pursuing, a high school diploma or GED.*

Times: Mon, Tues, Wed

Fee: \$1325

Course: P005

ICD-10 Medical Billing and Coding Specialist

240 Hours
Open Registration

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

Times: Online

Fee: \$3000

Course: H006

Technology and Software



[A Management Guide to Blockchain](#)

3 Hours
Open Registration

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

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

[A Management Guide to Artificial Intelligence](#)

3 Hours
Open Registration

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

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

[COMPTIA A+ Certifications](#)

Open Registration

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

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

Times: Online
Fee: \$1299
Course: C026

[COMPTIA S+ & N+ Certifications](#)

Open Registration

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

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

Times: Online
Fee: \$1299
Course: C028

[Certificate of Web Design](#)

18 Hours
Open Registration

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

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

[Certificate in Cybersecurity](#)

40 Hours
Open Registration



Cybersecurity, also known as Information Security, is the protection of data and personally identifiable information from malicious attacks, theft, and destruction. Failures of cybersecurity policies, both in large corporations and governmental agencies, have earned significant visibility and negative publicity in recent months and years. As the

amount of data being stored continues to increase, and as hackers become more sophisticated, the need for cybersecurity is greater than ever.

Courses included in this Certificate:

- *Communication and Network Security*
- *Asset Security*
- *Security and Risk Management*
- *Security Engineering*
- *Identity and Access Management*
- *Security Assessment and Testing*
- *Security Operations*
- *Software Development Security*

Times: Online

Fee: \$499

Course: ME-143

Business Efficiency and Innovation



[Introduction to Business Analysis](#)

25 Hours

Open Registration

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

Times: Online

Fee: \$599

Course: ME-114

[Certificate in Agile Project Management](#)

19 Hours

Open Registration

Agile project management practices have become the

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

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

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

Times: Online

Fee: \$299

Course: ME-103

[Certificate in Sustainable Management](#)

15 Hours

Open Registration

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

Courses included in this Bundle:

- *Sustainable Management: Leadership Ethics*
- *Corporate Social Responsibility*
- *An Overview of Sustainable Management*
- *Triple Bottom Line Accounting*
- *Measuring Sustainable Management Performance*

Times: Online

Fee: \$299

Course: ME-346

[Certificate in Small Business Management](#)

30 Hours

Open Registration

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

understanding of the most critical areas in small business management.

Courses included in this Bundle:

- *Accounting Fundamentals for Small Business*
- *Introduction to Small Business Management*
- *Small Business Marketing*
- *Budgeting and Financial Analysis for Small Businesses*
- *Law for Small Business*
- *Project Management for Small Business*
- *HR Fundamentals for Small Business*
- *Leading and Managing Small Businesses*

Times: Online

Fee: \$499

Course: ME-337

Operations Management

10 Hours

Open Registration

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

Times: Online

Fee: \$299

Course: ME-296

Certificate in Business Communications

25 Hours

Open Registration

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

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

Times: Online

Fee: \$299

Course: ME-125

Certificate in Creativity and Innovation

18 Hours

Open Registration

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

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

Times: Online

Fee: \$249

Course: ME-134

Six Sigma Green Belt Certification

34.5 Hours

Open Registration

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

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

Times: Online

Fee: \$699

Course: ME-328

Six Sigma Black Belt Certification

34 Hours

Open Registration

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

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

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

[Lean Six Sigma Yellow Belt Prep Course and Exam](#)

20 Hours
Open Registration

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

Courses included in this Certificate:

- *Lean Six Sigma Yellow Belt Exam Prep Course*
- *Lean Six Sigma Yellow Belt Certification Exam*

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

[Certificate in Entrepreneurship](#)

25 Hours
Open Registration

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

Courses included in this Certificate:

- *Accounting and Finance for Entrepreneurs*
- *Introduction to Entrepreneurship*
- *Business Law for Entrepreneurs*
- *Strategic Marketing for Entrepreneurs*
- *Leadership and Management for Entrepreneur*

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

Marketing

[Digital Marketing - Essential](#) 6 Hours

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

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

- 6 Interactive Modules
- 6 Hours self-paced learning content
- Practical toolkits and Templates
- Associate Level certification
- Free DMI Membership included

What you'll learn:

- *Digital Opportunity*
- *Websites & Emails*
- *Social Media & Social Selling*
- *Social Customer Service*
- *Digital challenge and risks*
- *Digital Mindset*

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

[Digital Marketing Certificate - Professional](#) (Self-paced)

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

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

What's New?

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

What you'll learn:

- *Introduction to digital Marketing*

- Content Marketing
- Social Media Marketing
- Search Engine Optimization (SEO)
- Paid Search (PPC) using Google Ads.
- Display and Video Advertising
- Email Marketing
- Website Optimization
- Analytics with Google Analytics
- Digital Marketing Strategy

Times: Online

Fee: \$1955

Course: DMI – 004

[Digital Marketing Certificate - Expert](#) (Self-paced)

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

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

What you'll learn:

- Strategy and planning
- CX, Ecommerce and CRO
- Search and Digital Channels
- Social Media Marketing
- Digital Selling
- Essential Skills
- Leadership and Management

Times: Online

Fee: \$5870

Course: DMI-009

Specialist Certifications

[Search Marketing Certificate – Specialist](#) (Self-paced)

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

What you'll learn:

- Social Research
- Social Content
- Facebook, Instagram and Pinterest
- Twitter
- LinkedIn

- YouTube and Social Video
- Social Apps
- Social Commerce and Affiliate Marketing
- Social Customer Service
- Social Strategy

Times: Online

Fee: \$1955

Course: DMI – 005

[Social Media Marketing - Specialist](#) 3.5 Hours

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

What you'll learn:

- Social Research
- Social Content
- Facebook , Instagram and Pinterest
- Twitter
- LinkedIn
- YouTube and Social Video
- Social Apps
- Social Commerce and Affiliate Marketing
- Social Customer Service
- Social Strategy

Times: Online

Fee: \$79

Course: ME-252

[Digital Marketing Strategy Certificate - Specialist](#) (Self-paced)

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

What you'll learn:

- Introduction
- Traditional Communication
- Digital communications
- Digital Channels
- Automation and Communication
- Budget & Resourcing
- Big Data & Analytics
- Digital Leadership
- Strategy Formulation & Plan

Times: Online

Fee: \$1955

Course: DMI-007

Digital and Social Selling - Specialist (Self-paced)

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

What you'll learn:

- *Fundamentals of Social Selling*
- *Finding and Targeting Prospects*
- *Attracting Customers*
- *Increasing Engagement*
- *Closing and Retaining*

Times: Online

Fee: \$445

Course: DMI-008

Track Certifications

Social Media Marketing - Track 6 Hours

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

What you'll learn:

- *Revealing Insight: Social Customers*
- *Social content: Brand Storytelling*
- *Creativity: designing Social content*
- *Thinking Strategically: Social Sharing*
- *Social Selling: CX and Social Communities*

Times: Online

Fee: \$445

Course: DMI-009

Data and Web Analytics - Track 12 Hours

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

What you'll learn:

- *Data and Analytics Fundamentals*
- *Data Collection and Data Privacy*
- *Data Security and Compliance*
- *Data and Marketing*
- *Visualizing and Presenting Data*

Times: Online

Fee: \$445

Course: DMI-010

Online Ecommerce - Track 12 Hours

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

What you'll learn:

- *Websites and UX*
- *SEM and Sales Channels*
- *Traffic, Awareness and consideration Channels*
- *Conversion Rate Optimization*
- *Improving the Customer Experience*

Times: Online

Fee: \$445

Course: DMI-011

UX and Website Design - Track 11 Hours

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

What you'll learn:

- *Website Design and Problem-Solving*
- *Design-led Websites and Ecommerce*
- *Graphic Design and Creative Skills*
- *SEO for Websites*
- *Tracking Websites and Project Management*

Times: Online

Fee: \$445

Course: DMI-012

Search Engine Optimization (SEO) - Track 19 Hours

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

What you'll learn:

- *Getting Started with Search Ranking*
- *Problem-solving and Improving Website Performance*
- *Optimizing On-page and Content Performance*
- *Collaboration – enhancing Off-page and Local SEO*
- *Strategy and Evaluating Performance*

Times: Online

Fee: \$445

Course: DMI-013

[Paid Media - Track](#)

9 Hours

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

What you'll learn:

- *Search marketing and Ecommerce*
- *Productivity and Creating Optimized*
- *Managing and Improving*
- *Visualizing and Presenting Results*

Times: Online

Fee: \$445

Course: DMI-014

[Online Digital Display - Track](#)

8 Hours

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

What you'll learn:

- *Project Management and Planning and Advertising Campaign*
- *Creativity and Preparing and Advertising Campaign*
- *Creating and Display Advertising Campaign*
- *Data, Collaboration, and Optimizing Campaigns*

Times: Online

Fee: \$445

Course: DMI-015

[Customer Experience \(CX\) - Track](#)

10 Hours

This popular Customer Experience course teaches you the increasing importance of Customer Experience Management. Quickly grasp how to track and analyze the challenging nature of your digital customers, create feedback loops and fully embed the customer experience with your business.

What you'll learn:

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

Times: Online

Fee: \$445

Course: DMI-016

[Digital Strategy - Track](#)

11 Hours

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

What you'll learn:

- *The Customer and Your Brand Story*
- *Setting a Budget, Nurturing a Team, and Assessing*
- *Channel Planning for a Complex Buying process*
- *Becoming a Digital Leader*

Times: Online

Fee: \$445

Course: DMI-17

[Online Content Marketing - Track](#)

11 Hours

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

What you'll learn:

- *Personas and SEO Strategy*
- *Creativity and Storytelling*
- *Channel Promotion and Collaboration*
- *Measuring Performance*

Times: Online

Fee: \$445

Course: DMI-018

[Online Email Marketing - Track](#)

11 Hours

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

What you'll learn:

- *Data Strategy*
- *Crafting Content and Management*
- *Creativity and Designing Content*
- *Testing, Optimization, and Automation*

Times: Online

Fee: \$445

Course: DMI-019

Other Career/Professional Certifications

Introduction to Emergency Management in the US 10 Hours Open Registration

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

Learning Outcomes

- Define emergency management, explain the principles of emergency management, and recognize the various roles and responsibilities of emergency managers
- Identify the laws, authorities, and structures that shape and define emergency management in the U.S.
- Explain the purpose of an emergency operations center (EOC) and describe how and when to activate the EOC
- Recognize the components of a successful emergency management program, including financial planning, resource management, and exercise program management
- Describe the components of a mitigation plan and recognize how mitigation actions can prevent emergencies or minimize the resulting damages
- Identify the six steps of planning and outline an emergency operations plan
- Distinguish between the various types of training and exercises
- Recognize the key partners in response and their various roles and responsibilities, such as communicating with the public, saving lives, and clearing debris
- Explain the purpose and goal of recovery and identify the short-term and long-term activities that facilitate recovery
- Outline the steps in the Presidential Disaster Declaration process and identify the various kinds of assistance available to emergency.

Times: Online

Fee: \$199

Course: ME-183

Fast Company: Future-Proofing Your Career

18 Hours

Open Registration

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

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

Courses included in this Certificate:

- *Communicating with Flair*
- *Personal Growth*
- *Design Thinking*
- *Creativity and Innovation Toolkit*
- *Networking*
- *Personal Branding*

Times: Online

Fee: \$399

Course: ME-196

Complete Paralegal Training Program

~160 Hours

Open Registration

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

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

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

Times: Online

Fee: \$2100

Course: J101

Test Preps

GRE Personal Coaching Program

10 Hours

Open Registration

MCAT Strategy Personal Coaching Program

10 Hours

Open Registration

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

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

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

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

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

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

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

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

Times: Online

Fee: \$1250

Course: H010

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

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

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

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

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

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

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

Times: Online

Fee: \$1250

Course: B102

LSAT Personal Coaching Program

10 Hours

Open Registration

The LSAT Personal Coaching is provided by Jay Cutts, the lead author of the Barron's LSAT prep book. The program prepares students for the Law School Admissions Test (LSAT).

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

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

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

The course covers timing strategy and problem-solving strategies for the Reading Comprehension, Logical Reasoning, and Analytical Reasoning sections of the test, as well as for the essay.

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

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

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

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

Times: Online

Fee: \$1250

Course: S100

Optional Externship Courses:

Organizational Behavior Professional

Fee: \$1,299
Course Number: C036

Wills, Trusts & Estates Specialist

Fee: \$1,699
Course Number: C061

Victimology

Fee: \$1,699
Course Number: C051

Torts Law Specialist

Fee: \$1699
Course Number: C060

Real Estate Law Professional

Fee: \$1699
Course Number: C059

Legal Writing Specialist

Fee: \$1699
Course Number: C057

Legal Assistant

Fee: \$1699
Course Number: C056

Law Office Technology Specialist

Fee: \$1699
Course Number: C055

Law Enforcement Professional

Fee: \$1699
Course Number: C050

Juvenile Justice Specialist

Fee: \$1699
Course Number: C49

Homeland Security Specialist

Fee: \$1699
Course Number: C048

Family Law Professional

Fee: \$1699
Course Number: C054

Criminal Procedure Specialist

Fee: \$1699
Course Number: C047

Criminal Justice Professional

Fee: \$1699
Course Number: C046

Criminal Investigation Professional

Fee: \$1699
Course Number: C045

Corrections Specialist

Fee: \$1699
Course Number: C044

Contract Specialist

Fee: \$1699
Course Number: C053

Psychology

Fee: \$1299
Course Number: C032

Sociology

Fee: \$1299
Course Number: C033

Writing Professional

Fee: \$1299
Course Number: C034

Human Resources Professional

Fee: \$1299
Course #: C35

Six Sigma Black Belt

Fee: \$1299
Course #: C037

Six Sigma Green Belt

Fee: \$1299
Course #: C038

Computer Security Technician

(Comp TIA security +, Network+)
Fee: \$1299
Course #: C039

Computer Technician (Comp TIA A+)

Fee: \$1299
Course #: C040

Network Technician (Comp TIA Network+)

Fee: \$1299
Course #: C041

Project Management Professional with PMI PMP Exam Prep

Fee: \$1699
Course #: C042

Project Management Specialist for CAPM

Fee: \$1699
Course #: C043

Diesel Technician

Fee: \$2599
Course #: C062

Electrical Technician

Fee: \$2299
Course #: C062

HVAC Technician

Fee: \$2299
Course #: C064

Introduction to Building Trades & Technology

Fee: \$899
Course #: C065

Plumbing Technician

Fee: \$2299
Course #: C066

Welding Technician

Fee: \$2599
Course #: C067

Degree Completion & Adult Learning:

CENTER FOR DEGREE COMPLETION AND ADULT LEARNING

WILLIAM PATERSON UNIVERSITY

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

You can build on your professional experience to earn additional credits towards your degree through Prior Learning Assessment:

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

Prior Learning Assessment Categories

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

For more information visit: <https://www.wpunj.edu/cpe/adult-degree-completion-programs/>



Youth Programs:

WILLIAM PATERSON UNIVERSITY
SCHOOL OF CONTINUING AND PROFESSIONAL EDUCATION
1600 VALLEY ROAD • WAYNE, NEW JERSEY 07470

Youth Saturday University

William Paterson University is proud to offer educational and enrichment programs for students in grades 4-12.

IN-PERSON classes are now available!



Grades 4-8

Pop Culture & Me
Kitchen Engineers
Reading Enrichment
Scratch for Kids
Creative Writing: short Stories

Grades 9-12

SAT Prep
College Essay & Resume Writing
Pre-Calculus Clinic
Introduction to Biochemistry
Pop Culture & Me



✉ youthprograms@wpunj.edu

☎ 973-720-3804

Ⓜ Pre-College Youth Programs

📷 @wpuyouthprograms

REGISTER
HERE