2021 Course Catalog

Adult Education & Apprenticeship Programs

Skills for a Lifetime
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**PAYMENT PLANS** are available for most program tuition. Call us at 434-973-1945, email stomlin@k12albemarle.org or visit the Adult Education and Apprenticeship webpage at [www.catec.org](http://www.catec.org).

CATEC offers limited scholarships for fall and spring semesters.
Founded in 1973, Charlottesville-Albemarle Technical Education Center (CATEC) is a regional technical education center offering Adult Education and Apprenticeship programs. Training covers a range of technical education courses. Our career and technical offerings will help lifelong learners: enhance current skills, gain new knowledge for increased job marketability, continue life-long learning, make life more enjoyable, or simply have fun. CATEC provides a positive place for post-secondary learning. Apprenticeship programs are approved by the Virginia Department of Labor and Industry and provide employer sponsors and their employees with the required related technical instruction hours needed to satisfy a full Apprenticeship program.

For additional information on CATEC or about any of our programs, please call us at (434) 973-1945, visit our website at www.catec.org, or email stomlin@k12albemarle.org
Auto Body Repair

The Automotive Body Repair program introduces students to all aspects of the industry, including planning, management, technical, and production skills. Students prepare for non-structural analysis and damage repair, repair body panels and movable glass and hardware, and practice metal welding and cutting. Students work with a variety of materials to operate equipment, apply paint, and identify paint defects, causes, and cures. Additionally, students practice shop safety and gain workplace skills experience in preparation for entering the industry. The fall semester ($600) focuses on Collision Repair and the spring semester ($685) focuses on Auto Body Surface Prep and Painting. Have a car you want to work on? We welcome you to bring it in as your project!

Automotive Technology

Owning a car is expensive enough with car payments, insurance, and gas. Stop shelling out money for repairs that you could do yourself. Start taking control of your car, and learn how to keep it looking beautiful and performing flawlessly without having to spend thousands of dollars. CATEC's three-semester Automotive Service Technology program is an Automotive Service Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF) accredited program. Students learn all aspects of automotive repair, safety, and customer service by concentrating on the eight automotive areas needed to become an ASE-certified technician. Students extensively practice shop and personal safety and identify and demonstrate proper usage of tools and equipment. Students develop skills in inspecting engine assembly, repair, and performance and study lubrication, cooling systems, transmissions, brakes, and electrical systems. Tuition varies by semester.
CATEC’s Adult Education and Apprenticeship Programs support our veterans and welcomes students meeting requirements to receive aid from the Veteran’s Administration. Any student using Ch. 33 Post 9/11 GI Bill or Ch. 31 Voc Rehab benefits must submit a certificate of eligibility upon registering.

Refund Policy: No refunds for online classes. In the event a class must be cancelled, full refunds will be made.

**Adult Education Refund Policy:**

*Online classes are non refundable.*

Tuition and fees will not be refunded after the *first week of class.*

Textbooks are non-refundable unless CATEC cancels the class.

Refund checks will be issued if you pay by cash or check; this process can take up to three weeks.

Credit card payments will be refunded to the same credit card.

**Apprenticeship Refund Policy:**

*Online classes are non refundable.*

Self-pay Students:

Tuition and fees will not be refunded after the *first week of class.*

Textbooks are nonrefundable unless CATEC cancels the class.

Refund checks will be issued if you pay by cash or check; this process can take up to three weeks.

Credit card payments will be refunded to the same credit card.
Medical Administrative Assistants keep healthcare offices running smoothly. They interact often with both healthcare professionals and patients. Medical Administrative Assistants are in high demand in our area and play a critical role in our changing world of health care. Our program provides updated information on computers, telecommunications, interpersonal and written communication, and management of the electronic medical record. It includes content that helps guide assistants as they move into management positions within a practice by incorporating financial record lessons and insurance regulations. Program completers are eligible to take the NHA (National Healthcare Association) CMAA certification exam. Program is 100% virtual and self-paced with access to the curriculum for a full year. Tuition includes textbook. $950

Online Medical Terminology

Medical Terminology for the Healthcare Professional focuses on word parts - common prefixes, suffixes, and root words organized by body systems. It provides an overview of body system structure and function, summary of applicable medical specialties and pathology, diagnostic, and treatment procedures. It helps you master the language necessary to describe how each body system works, what goes wrong, and how to treat it. Interactive exercises enable you to put what you learn into practice. Program is 100% virtual and self-paced with access to the curriculum for a full year. Tuition includes textbook. $650

Don’t Delay! Register Early!
Most Health and Medical Sciences classes are limited and often reach capacity early.
Medical Billing and Coding prepares students to become a part of the Allied Healthcare Industry as Medical Billers and Coders. It teaches the latest medical code sets and coding guidelines as you complete health care claims. It focuses on today’s most important topics, including managed care, legal and regulatory issues, coding systems and compliance, reimbursement methods, clinical documentation improvement, coding for medical necessity, and common health insurance plans. It introduces new legislation that impacts health care; ICD-10-CM, CPT, and HCPCS level II coding; revenue cycle management; and individual health plans. Participants who successfully complete the course will receive a Certificate of Completion and will be prepared to enter the world of Healthcare. Students will be able to use this course as a foundation, applying the concepts learned to the NHA CBCS (Certified Billing and Coding Specialist) certification. Certification exam fees not included. Students must purchase their own up-to-date coding manuals (ICD10CM, CPT, and HCPCS) [https://www.aapc.com/medical-coding-books/certification-exam-bundle/](https://www.aapc.com/medical-coding-books/certification-exam-bundle/). It is highly recommended students take Medical Terminology prior to this class but is not required. Program is 100% virtual and self-paced with access to the curriculum for a full year. Tuition includes textbook. **$1050**

Our Health and Medical classes are backed by the Virginia Department of Health Professions through the Board of Pharmacy and Board of Nursing. Certificates are awarded through the National Healthcareer Association in the Medical Administrative Assistant and Medical Billing and Coding course for those successfully passing the certification exam. For more information visit [https://www.dhp.virginia.gov/](https://www.dhp.virginia.gov/) [https://www.nhanow.com/](https://www.nhanow.com/)
Pharmacy Technician

This online course is intended to prepare students to become pharmacy technicians in a retail or hospital setting. Students study the fundamentals of the pharmacy, as well as the role of a pharmacy technician. Upon successful completion of this course, you may sit for the Exam for the Certification of Pharmacy Technicians (ExCPT), which is a nationally accredited certification exam for pharmacy technicians offered by NHA. Tuition includes textbook. $950

Dental Assistant

This certificate program is designed to provide students with the basic skills and knowledge to begin work as a Dental Assistant. The coursework will prepare students to take an exam to become certified in Radiation Hygiene and Safety and Infection Control. Included in the curriculum are chair side procedures, infection control record keeping, pertinent biology, methodology as well as instrument and equipment care. Self-Paced Online option also available. Tuition includes textbook. $1075

Emergency Medical Technician

The EMT program prepares students to test for National Registry to provide pre-hospital care as an EMT in emergency situations. Graduates will have the knowledge and skills necessary to function as entry-level EMTs. Employment opportunities for Nationally Registered/Virginia certified EMT's include local emergency departments, rescue squads, ambulance companies, and other public and private agencies providing pre-hospital care. Tuition includes e-Book. $950
Certified Nurse Aide

CNAs play a vital role in the healthcare team and are in critical shortage in our local community. This Board of Nursing approved Nurse Aide Education Program (120 hours in written, oral, and clinical skills) prepares students to take the National Nurse Aide Assessment Program licensure examination. The course consists of classroom and clinical instruction. Clinical instruction (40 hours) takes place on Saturdays, in addition to regular weekday evening classroom hours. The Virginia State Board of Nursing mandates that Nursing Assistant students MAINTAIN AN 80% GRADE AVERAGE in the CNA course. If a student completes the course work with less than an 80%, that student will not be able to continue on to clinicals and final testing.

Tuition cost includes textbook, background check, TB test, and one set of scrubs for clinicals. If you miss your scheduled appointment for your TB reading, you will be responsible for any additional charges or fees. $950

Registered Medication Aide

This Board of Nursing approved 68-hour Certified Medication Aide program is designed to increase your value in the workplace. If you are a PCA, Direct Care Assistant, CNA, or have just taken a Certified Nurse Aide class, you are eligible to take this class for the opportunity to become a Registered Medication Aide. Included in the curriculum are legal and ethical issues, documentation, storage and disposal of medications, and the introduction of Pharmacology. Clinicals will take place on three Saturdays.

Tuition cost includes textbook, Nursing Drug Handbook, background check, TB test, and one set of scrubs for clinicals. If you miss your scheduled appointment for your TB reading, you will be responsible for any additional charges or fees. $750
WANT TO BE A LICENSED COSMETOLOGIST IN VIRGINIA?
Completion of an approved training program:
1500 hours in licensed Virginia school or
3000 hour registered apprenticeship (DOLI) and 150 hour theory course or
Virginia high school cosmetology program
AND Pass written and practical exam

CATEC offers the Apprenticeship-related theory instruction required. The course is 150 hours and students must pass the final exam with a 75%. This course is designed to teach the apprentice the needed information to pass their licensure exams. The course will also teach contemporary techniques to ensure success once they are on the job. Classes are open to anyone, but in order to test for your State Boards, you will need to apprentice for 18 months and complete 3000 clock hours in a salon. Tuition includes eBook. $550

WANT TO BE A LICENSED BARBER IN VIRGINIA?
Completion of approved training program:
1100 hours in licensed Virginia school or
2000 hour registered apprenticeship (DOLI) and 150 hour theory course or
Virginia high school barber program
AND Pass written and practical exam

CATEC offers the Apprenticeship-related theory instruction required. The course is 150 hours and students must pass the final exam with a 75%. This course is designed to teach the barbering apprentice the needed information to pass their licensure exams. The course will also teach the contemporary techniques to ensure success once they are on the job. Classes are open to anyone, but in order to test for your State Boards, you will need to apprentices for 12 months and complete 2000 clock hours in a salon or barber shop. Tuition includes eBook. $550
WANT TO BE A LICENSED NAIL TECHNICIAN IN VIRGINIA?
Completion of an approved training program:
150 hours in licensed Virginia school or
2000 hour registered apprenticeship (DOLI) and 150 hour theory course OR
Virginia high school nail tech program
AND Pass written and practical exam

CATEC offers the Apprenticeship-related theory instruction required. The course is 150 hours and students must pass the final exam with a 75%. This course is designed to teach the student the needed information and contemporary techniques to ensure success when taking the State Board exam for Nail Technician. This course is open to all students, but in order to qualify for the State Board exam, students must have completed 2000 hours in a salon. Tuition includes eBook. $550
WHY INVEST IN APPRENTICESHIP? It is no secret that the skilled trades industry faces a shortage of skilled workers. Companies that invest in employee development through apprenticeship programs attract a quality workforce of loyal and highly-skilled employees.

WHY CHOOSE CATEC APPRENTICESHIP? CATEC has a long history of providing high quality, student-centered learning with an emphasis on hands-on training. Our goal is to give individuals the opportunity to learn a trade, become skilled crafts professionals, earn a good living, and build Virginia. Through our educational affiliate, the National Center for Construction Education and Research (NCCER), instruction is competency-based, task-driven, and nationally-recognized. The Central Virginia Apprenticeship Council represents the participating employers and works with CATEC staff to oversee the program. This council has shown an unwavering commitment to making certain our program is on the cutting edge, meeting today’s workplace needs.

CATEC offers both in person and online Apprenticeship classes.

NAWIC offers scholarships. Minimum Qualifiers: Enrolled in construction related training program. Website: https://www.nawic.org/nawic/NFSFScholarships.asp

The term of apprenticeship consists of four years or 8,000 hours (approximately 2,000 hours per year) of on-the-job training, and four years or 576 hours (144 hours per year) of related classroom instruction. OJT is administered by the student’s employer. Related classroom instruction is administered by CATEC.
Online Apprenticeship Offerings

Apprentice-related instruction is the “classroom” portion of apprenticeship and is an integral part of an apprenticeship program. It provides each apprentice with the theoretical and technical knowledge-base necessary to become a successful journeyworker. The National Apprenticeship and Training Standards require that a minimum of 144 hours per year of apprenticeship–related instruction be provided to each apprentice in related and supplementary subjects. CATEC programs are approved by DOLI.

CATEC offers the full selection of apprenticeship classes in an online format. The virtual component grants completers the full 144 related technical instruction hours per year if students maintain a 70% (C) or above. Some employers require students maintain a B average, so please check with your employer to confirm their requirements.

Courses available online include: Carpentry 1-4, Electrical 1-4, HVAC 1-4, Plumbing 1-4, Construction Technology, Building Maintenance and OSHA.

All ONLINE Year 1 – 4 courses include required textbooks and e-Book. $1025.

All Year 1 courses also include the NCCER CORE course.

(CORE is a pre-requisite to all Level 2 NCCER courses and covers Basic Safety, Introduction to Construction Math, Introduction to Hand Tools and Power Tools, Construction Drawings, Basic Rigging, Basic Communication Skills, and Basic Employability Skills.)

We also offer OSHA 10 and OSHA 30 for Construction or General Industry training in a fully virtual platform. Study and complete at your own pace! Students will receive a certificate of completion and their official plastic OSHA 10 or 30 Department of Labor wallet card upon completion. See page 18 for more information.
Apprenticeship Offerings

Carpentry

Offered ONLINE only - self-paced program.

Carpenters make up the largest building trades occupation in the industry and those with all-around skills are in high demand. Carpenters are involved in many different kinds of construction activities, from building highways and bridges to installing kitchen cabinets. Carpenters construct, erect, install, and repair structures and fixtures made from wood and other materials. This four-level curriculum covers content such as Building Materials, Cabinet Fabrication, Roofing, Rigging, and Advanced Wall Systems. Includes tuition and textbooks. $1025

Construction Technology

This online course is designed to introduce students to construction site layout, concrete, reinforcing materials, masonry, floor systems, wall and ceiling framing, roof framing, roofing applications, exterior finishing, basic stair layout, electrical safety, residential electrical services, HVAC, introduction to drain, waste and vent systems, plastic pipe and fittings, and copper pipe and fittings. Includes tuition, CORE curriculum, and textbooks. $1025

Building/Apartment Maintenance

Employees with all around skills and mastery in more than one trade are in HIGH demand. Take Level 1 classes in all the major trades! Become proficient in Carpentry, Electrical, HVAC, and Plumbing. Offered online or in-person.
Electrical Apprenticeship

Offered in person or a fully online self-paced program.

Electricians install and maintain electrical power, communications, lighting, and control systems in homes, businesses, and factories and typically do the following:

• Read blueprints or technical diagrams
• Install and maintain wiring, control, and lighting systems
• Inspect electrical components, such as transformers and circuit breakers
• Identify electrical problems with a variety of testing devices
• Repair or replace wiring, equipment, or fixtures using hand tools and power tools
• Follow state and local building regulations based on the National Electric Code
• Direct and train workers to install, maintain, or repair electrical wiring or equipment


**LEVEL FOUR** The primary purpose of the fourth year class is to provide apprentices with comprehensive instruction on the practical application of the National Electric Code.

See pages 22–23 for a full listing of dates and prices for all in-person programs.
HVAC Apprenticeship

Offered in person or a fully online self-paced program.

We are a NATE approved testing provider and offer EPA608 testing.

HVAC mechanics and installers work on heating, ventilation, cooling, and refrigeration systems that control the temperature and air quality in buildings. Mechanics and installers typically do the following:

- Use blueprints or design specifications to install or repair HVACR systems
- Connect systems to fuel and water supply lines, air ducts, and other components
- Install electrical wiring and controls and test for proper operation
- Inspect and maintain customers’ HVACR systems
- Test individual components to determine necessary repairs
- Repair or replace worn or defective parts
- Determine HVACR systems’ energy use and make recommendations to improve efficiency


Plumbing Apprenticeship

Offered in person or a fully online self-paced program.

Plumbers install and repair pipes that carry liquids or gases to and into businesses, homes, or factories and typically do the following:

- Install pipes and fixtures
- Study blueprints and follow state and local building codes
- Determine the amount of material and type of equipment needed
- Inspect and test installed pipe systems and pipelines
- Troubleshoot and replace worn plumbing fixtures


See pages 22–23 for a full listing of dates and prices for all in-person programs.
Workers who successfully complete these OSHA-authorized courses will earn their official OSHA card from the U.S. Department of Labor (DOL).

**OSHA 10-hour General Industry Safety Training**
OSHA 10-Hour General Industry Training is appropriate for workers in the following fields: healthcare, factory operations, warehousing, manufacturing, storage, and more. Enrollment and completion of OSHA 10 General Industry Training will help educate workers to predict, prevent, identify, and stop possible common worksite hazards. Tuition $120

**OSHA 30-hour General Industry Safety Training**
This OSHA 30-Hour General Industry course is designed to educate workers on workplace and jobsite safety. This training is based on the requirements contained within the OSHA Code of Federal Regulations for General Industry (29 CFR 1910). It covers OSHA-mandated topics, such as OSHA inspection procedures, recordkeeping, fire detection/prevention, welding, cutting, electrical, lockout/tag-out, personal protective equipment, ergonomics, hand and portable tools, industrial hygiene/bloodborne pathogens, walking and working surfaces, fire protection, cranes, electrical, hazard communication, and material handling. Tuition $225

**OSHA 10-hour Construction Safety & Health Program**
The OSHA 10-hour course covers safety and health hazards workers may face on construction work sites, placing special emphasis on hazard identification, avoidance, control and prevention. The 10-hour OSHA course covers: Introduction to OSHA, fall protection, electrocution hazards, struck-by hazards, caught-in hazards, personal protective equipment (PPE), health hazards, material handling, and tools — (Hand and Power). Tuition $120

**OSHA 30-hour Construction Safety & Health Program**
This fully narrated and interactive OSHA training is a comprehensive overview of standards that OSHA has set in place for job site safety, specifically structured for hazard identification, avoidance, control, and prevention. Tuition $225
Online Certificate Programs

**Certificate in Accounting and Finance for Non Financial Managers**  Every successful person in the workplace utilizes financial information to aid effective decision-making. The financial concepts and accounting processes used in most businesses will provide practical techniques that will increase your effectiveness and career. Understand the seven steps in the accounting cycle and use financial information in decision making. Find out what you need to know about cash. Then acquire advanced financial information that drives your organization and see how business reports are assessed and analyzed.

- **Accounting and Finance for Non-Finance Managers** $195  16 hours
- **Cash is King** $195  16 hours
- **Financial Analysis and Planning for Non-Financial Managers** $195  16 hours

**SAVE for all 3!** $495  48 hours

**Certificate in Data Analysis** Data analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but need people 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. Begin with gaining a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing datasets. Finally you will find out how to perform queries. This certificate will take you to the next level where important decision-making is concerned.

- **Introduction to Data Analysis** $195  16 hours
- **Intermediate Data Analysis** $195  16 hours
- **Advanced Data Analysis** $195  16 hours

**SAVE for all 3!** $495  48 hours

**Certificate in Project Management**  Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancelation. 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. Then acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge Guide. Finally, learn the ten Project Management Knowledge Areas and their support role and relationships to the five Project Management Processes.

- **Introduction to Project Management** $195  16 hours
- **Project Management Processes** $195  16 hours
- **Project Management Knowledge Areas** $195  16 hours

**SAVE for all 3!** $495  48 hours
Social Media for Business Certificate  Get in on this exciting and growing way to communicate, market, and serve your customers and clients. For businesses, nonprofits, government, and other organizations. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. From Facebook to Twitter, YouTube, LinkedIn and more, discover the new principles of communication, how these social networks work, and the uses for your organization. Whether you are new to social networks or already involved, you will come away with practical, how-to techniques to integrate social networks into your organization.

Introduction to Social Media  $195  16 hours
Marketing Using Social Media  $195  16 hours
Integrating Social Media in Your Organization  $195  16 hours
SAVE for all 3!  $495  48 hours

Management Certificate  Enhance your management skills with this program for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then 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 manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value.

Management Boot Camp  $295  16 hours
Collaborative Management  $245  16 hours
Managing Generations in the Workplace  $175  16 hours
SAVE for all 3!  $595  48 hours

Supervisory and Leadership Certificate  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.

$395  32 hours

Spanish for Health Professionals—Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered “yes,” this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

$290  32 hours

There are many additional online certificate programs available that are listed on our website. Visit www.catec.org Adult and Apprenticeship program page to learn about all the certificate and enrichment opportunities available.
Six Sigma Green Belt Certificate  Six Sigma professionals are in strong demand by organizations around the world. On the front-lines of Six Sigma efforts are Green Belts. Our 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 specialist 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.

**Introduction to Six Sigma Green Belt**  $195  16 hours  
**Intermediate Six Sigma Green Belt**  $195  16 hours  
**Advanced Six Sigma Green Belt**  $195  16 hours  
**SAVE for all 3!**  $495  48 hours

Certificate in Business Writing  Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter, or publicity notice, business writing has many defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. Help your organization stand out with your new skills in business writing. Go to the next level where business writing is a skill for personal and organizational success.

**Business Writing**  $195  16 hours  
**Effective Copywriting**  $195  16 hours  
**Writing News and Press Releases**  $195  16 hours  
**SAVE for all 3!**  $495  48 hours

Bookkeeping Certificate  How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage the financial health of your business. This program focuses on cash basis accounting. No one will care more about the financial health of your business than you! It’s imperative that you understand how the process works and are able to complete the accounting cycle accurately and in a timely fashion. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business.

**Understanding Debits and Credits**  $195  16 hours  
**General Ledger and Month End Procedures**  $195  16 hours  
**Closing Procedures and Financial Statements**  $195  16 hours  
**SAVE for all 3!**  $495  48 hours

Mastering Excel  Microsoft Excel is the most used spreadsheet tool in the world. Begin with learning how an Excel worksheet is constructed, populated with content, and edited for delivery. Discover how various menu items, commands, settings, and processes affect the look of your worksheets and workbooks. Then, increase your efficiency by learning how to organize, display, and calculate your data into useful information. Identify different types of data and how data can be best visually represented or formatted by using different data tool techniques. Finally, you’ll learn a variety of Excel’s most powerful features to analyze data quickly and easily. This Certificate will help you discover how to attractively visualize your data into meaningful information with confidence.

**Mastering Microsoft Excel**  $195  16 hours  
**Intermediate Excel**  $195  16 hours  
**Advanced Excel**  $195  16 hours  
**SAVE for all 3!**  $495  48 hours