WestVirginiaUniversity.

CONTINUING & PROFESSIONAL EDUCATION

Fall 2016 Courses

Whether you are looking to get started in a new career field, wanting to gain new professional knowledge, or exploring a new interest, we have a selection of over 300 courses to fit your needs. And since most of our courses are online you have the freedom and flexibility to work on them at your own pace.

Check out our course offerings below or visit us at http://continuinged.wvu.edu/.

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Career & Professional

Healthcare / Wellness

Gerontology Series [3010053]

The course is designed to introduce learners to health and social aspects of the rural older adult population in the United States. The unique challenges as well as opportunities involved in health care and social service delivery within the rural context will be addressed. Special consideration is given to the influence of culture and aging and health care issues in West Virginia and the Appalachian Region. The module will offer 6 continuing education hours, and participants will earn a proof of completion certificate for the worshop when requirements have been met.

Dementia Care Training Program [3010056]

West Virginia University and the Alzheimer's Association, West Virginia Chapter, partnered to bring this course, "Dementia Care Training Program," to anyone interested in the field of dementia care.   More than 5 million Americans have Alzheimer's disease, the most common form of dementia, and are cared for by an estimated 15 million Americans. As the baby boomers continue to age, the field of in-home dementia care will continue to grow as well. Currently, the dementia care field is dramatically under-staffed to meet this high demand. The care needs of individuals with Alzheimer's disease or a related dementia change throughout the course of the disease, but ultimately the individual will need 24/7 care. Due to the nature of the disease, providing care can often be challenging when individuals are not trained in the specifics of dementia care. Throughout this course you will learn the intricacies of Alheimer's and dementia, and care practices that provide the highest quality of care to meet the needs of those who face this devastating disease. Dementia care is challenging, however the heartfelt rewards of caring for individuals with Alzheimer's far exceed the challenges.

Success with Aging Parents [3010132]

Know more about taking care of your loved one. Geared towards family and friends of an elderly person, including spouses/significant others, parent-child, elder-other relative, friends, even long-distance caregivers. You will get essential information that caregivers or care partners need to know as you care for an older adult. Learn how to prepare for changes in personal relationships when taking on caregiving roles. Improve your understanding of resources and the long-term care services and supports available. Come away with a developed confidence in techniques in assisting others with variety of needs. This course will also be useful for health program students and emerging professionals. Requirements Internet connection ,IE8 or higher, Chrome, FireFox and access to Adobe Flash Player

Spanish for Medical Professionals [3010133]

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. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. 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. Requirements Internet connection ,IE8 or higher, Chrome, FireFox and access to Adobe Flash Player

Pharmacy Technician Career Prep [3010145]

This course will provide you with the necessary skills to become a pharmacy tech in a hospital or retail setting. The lessons in this course will provide a comprehensive overview of the complexities of community and institutional pharmacies through the course readings and supplemental textbook lab activities. You will learn the fundamentals of the pharmacy, as well as the role of a pharmacy technician. You will learn how to process a prescription, create non-sterile compounds, and ensure proper medication safety and management. Upon completion of this course, you will gain the skills and knowledge to qualify for entry level positions in pharmacies, and you'll be prepared for national certification.
http://protrainedu.org/Lumens/Pharmacy-Technician-Career-Prep/862" target="_blank

Veterinary Office Manager Career Prep [3010160]

The purpose of this course is to prepare an individual to manage and attend to the administrative, bookkeeping, and reception duties in a veterinary office. Concepts include medical record filing, appointment setting, record-keeping, bookkeeping and billing, and office etiquette. http://protrainedu.org/Lumens/Veterinary-Office-Manager-Career-Prep/934" target="_blank

Veterinary Assistant Career Prep *[3010161]*

In this course, you will discuss and become proficient in the skills, terminology, and procedures necessary to assist in a veterinary office. http://protrainedu.org/Lumens/Veterinary-Assistant-Career-Prep/932" target="_blank

Pharmacy Technician Career Prep Professional *[3010165]*

This course will provide you with the necessary skills to become a pharmacy tech in a hospital or retail setting. The lessons in this course will provide a comprehensive overview of the complexities of community and institutional pharmacies through the course readings and supplemental textbook lab activities. You will learn the fundamentals of the pharmacy, as well as the role of a pharmacy technician. You will learn how to process a prescription, create non-sterile compounds, and ensure proper medication safety and management. Upon completion of this course, you will gain the skills and knowledge to qualify for entry level positions in pharmacies, and you'll be prepared for national certification. http://protrainedu.org/Lumens/Pharmacy-Technician-Career-Prep-Professional/970" target="_blank

CPR Refresher *[3010180]*

Overview Many accidents and injuries can occur in the workplace. Having a workplace first-aid program that includes training workers on how to give Cardiopulmonary Resuscitation (CPR) minimizes these risks by giving the injured or sick person some basic treatment until professional emergency medical service personnel can arrive. This course IS NOT designed to be a primary or introductory lesson on CPR; rather it is intended to provide refresher training to workers who have already attended a certified CPR training program.

HIPAA: An Introduction *[3010181]*

Overview This course presents information pertaining to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), particularly Titles I & II. The course targets general audiences who seek to better understand HIPAA and how it impacts them personally or how they should comply with HIPAA standards in their day-to-day operations. The goal of this course is to increase the learners awareness and understanding of individual rights and responsibilities under HIPAA so they can improve the safeguarding of health information.

First Aid Refresher *[3010182]*

Overview Many accidents and injuries can occur in the workplace. Having a workplace first-aid program minimizes these risks by giving the injured or sick person some basic treatment until professional emergency medical service personnel can arrive. This course IS NOT designed to be a primary or introductory lesson on first-aid and emergency response; rather it is intended to provide refresher training to workers who have already attended an initial first-aid training program.

Meditation â€" Quieting the Mind*[3010183]*

Meditation â€" Quieting the Mind Join us in a journey of discovery. Research has shown the physical, psychological and spiritual benefits of a meditation practice. Yet, it is tough to start and maintain this type of practice with a teacher. In this series of workshops, you will be guided through the elements of a meditation practice, why and how meditation works, as well as experience different types of sessions. Lesson 1: What Meditation is All About Lesson 2: Meditation and Stress Lesson 3: Meditation and Gratitude Lesson 4: Meditation and Compassion Meditation and . . . . . . What it is All About â€œMeditation is not a way of making your mind quiet. It is a way of entering into the quiet that is already there â€" buried under the 50,000 thoughts the average person thinks every day.â€• ~Deepak Chopra Start the process of learning with the basics, breathing, attentional stability and how meditation works from a neurological and physiological standpoint. Practice basic techniques and get answers to your questions.   . . . Stress â€œTension is who you think you should be. Relaxation is who you are.â€• -Chinese Proverb Did you know Harvard researchers estimate that 60-90% of doctorâ€™s visits are caused by stress? The pace of the modern world and constant onslaught of stressors and worrying has become common place. Long-term stress is linked to a host of illnesses both physiological and psychological. Whether you are experiencing these effects of stress or just want to prevent the problems, meditation should be an important part of your wellness plan. Come hear more about why and how to start a meditation practice. Learn to face the world more calmly and reverse the effects of stress.   . . . Gratitude â€œWhen you realize there is nothing lacking, the whole world belongs to you.â€• -Lao Tzu Gratitude plays a strong role in the health of our immune system, our creativity and even a healthier heart. It improves relationships, supports a brighter outlook on life and can even improve performance. The practice of meditation is one piece of the gratitude puzzle. Join us as we explore gratitude. Practice a gratitude meditation, identify daily practices that allow you to celebrate it in your life . . . and find unexpected results.   . . . Compassion â€œThe more we care for the happiness of others, the greater is our own sense of well-being.â€• â€“Dalai Lama Did you know that the new self-esteem is self-compassion? Meditation changes the brain. Even a short-term practice of loving kindness meditation increases positive emotions and reduces physiological symptoms aggravated by stress and emotional tension. Join us in learning a loving kindness meditation and resources for an ongoing practice.

Spanish for Medical Professionals 2 *[3010186]*

If you understand basic Spanish, or if you have successfully completed Spanish for Medical Professionals, Spanish for Medical Professionals II will help you expand your knowledge of the Spanish language. You will learn about the near future, present progressive, the command or imperative tenses, direct objects, increase your medical vocabulary and practice interviewing patients, taking health history, diagnosing, giving instructions, and prescribing medication. You will improve your communication skills with your Spanish speaking patients and conquer the frustrating communication gap that can occur. Requirements Internet connection ,IE8 or higher, Chrome, FireFox and access to Adobe Flash Player

Business / Management

Professional Photography [3020314]

OverviewLearn Photography Online with World Education Wouldn't it be great if there was a way that you could learn photography online? With World Education's photography certificate course, you can! Our Professional Photography certificate course is 100% online and instructor-led to make learning convenient and affordable. This course is a comprehensive mix of scholarly and practical information on photography, and covers every aspect of the medium. From capturing the perfect shot, through output, you'll learn the skills you need to produce amazing digital and film images. This certificate course focuses on explaining the 'how to' of photography, and also includes in-depth coverage of fundamental photographic principles. You'll learn about light and how it behaves, about photographic optics and how to manipulate the shutter and aperture to control depth of field. You'll come away with not only a firm grasp of photographic techniques, but also a thorough understanding of photographic fundamentals that will help you understand how great photographs are created.   You'll also learn about digital photography darkroom techniques and image manipulation using Photoshop. Course Objectives Upon successful completion of this program, you'll have the knowledge and skills needed to: Comprehend the basic principles of photography Identify the various steps involved in taking and processing photographs Identify digital photography techniques Pursue professional photography career Define techniques for successfully starting a   photography business If you've ever wanted to learn photography, the Professional Photographer online certificate course from is the way to go - regardless of your current level of skill. You may also be interested in other online media and design certificate courses from World Education, including: Video Game Design Interior Decorating and Design Event Management and Design

Capital Campaigns [3020348]

Overview This course covers the key terminology and practices surrounding running a successful capital campaign within a nonprofit organization. You will learn about the phases of conducting a capital campaignevaluation, feasibility study, organization, solicitation, and post-campaign activitiesas well as how to avoid common pitfalls in capital campaigns. Expert video commentary, a case study, and vocabulary game will ensure you have a solid grasp of the content for execution in your nonprofit organization.

Effective Public Speaking [3020481]

Overview Confidence is a key to delivering an effective speech or presentation. This two-module course, Effective Public Speaking, helps you to develop the skills you'll need to become an outstanding and confident public speaker. It reviews the seven stages of public speaking through games, interactive exercises, and videos. The tools and techniques in this course can ensure that you'll excel when speaking in any situation, from the start of your speech or presentation to its successful end.

Powerful Presentations & Effective Speaking Techniques [3020564]

Bridget Brady is a speaker, trainer, author and entrepreneur. She has trained thousands of people to improve their voice, presentations, sales and over-all business success. Bridget also facilitates corporate training, and helps high level executives speak and present more effectively. Bridget has been a popular guest speaker on various internet/radio shows and live events, and most recently shared the stage with legendary speaker, Les Brown. Requirements Internet connection ,IE8 or higher, Chrome, FireFox and access to Adobe Flash Player

Certificate in Leadership Development [3020569]

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society.   Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals.   Then learn the unspoken secrets that leaders know and the strategies they employ/exhibit in for influencing others. Leadership skills are acquired and learned. You can become a leader if you know the do"s and don"ts; what to say, what not to say; what to do, what not to do.

Leadership Principles [3020570]

Especially for Gen Y (born 1980-1999), the course serves as the first of three in a series addressing the development of Generation Y leadership. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals.

Developing Your Leadership Skills *[3020571]*

Especially for future and emerging leaders in Gen Y, come discover the key concepts of being a leader and the best strategies for developing your leadership skills and influence. Learn the unspoken secrets that leaders know and the strategies they employ/exhibit in for influencing others. Leadership skills are acquired and learned.

Certificate in Non-Profit Administration *[3020574]*

Non-profits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits, with our Certificate in NonProfit Administration.

Revenue Generation for Non-Profits *[3020575]*

Build revenue streams for your non-profit organization. They are essential not only to keep your doors open but also to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20% that generates 80% of your revenue. These are basic concepts that will yield greater results.   After taking this course you will have the knowledge to improve your revenue generation and generate a better surplus.

Management Certificate *[3020578]*

Enhance your management skills through 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 learn how to improve your management of time and productivity. Time is even more valuable in this century than in the last. Get tips and techniques you won"t get anywhere else for managing time and increasing productivity.   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.   Three one month online courses. Sally Klauss, William A. Draves, and Kassia Dellabough instructors.

Management Boot Camp *[3020579]*

Enhance your management skills through this course 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 through use of the DiSC personality profile (included). By the end of the course we will have you managing like a pro - quickly and with confidence.

New 21st Century Strategies for Productivity and Time Management *[3020580]*

Time is even more valuable in this century than in the last. How effective you manage your time and productivity can affect your business and personal life in so many ways. You"ll get tips and techniques you won"t get anywhere else for managing time and increasing productivity. Whether you are managing your own time, or others" time, come away with proven tips to put into practice on Monday morning.

Supervisory & Leadership Certificate *[3020581]*

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor"s role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. Two month online course, Sally Klauss, instructor, Riverside Community College, Riverside, CA.

Business Research Certificate *[3020582]*

Discover the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision making for your work organization. Get the skills needed to effectively communicate research results to a specific audience for

maximum impact and effective decision making. For business professionals, entrepreneurs, and anyone who needs specific information about a business; or who is in business and needs specific information about a particular topic such as market potential, competitive intelligence, standard industry practice, productivity improvement, etc. This course will give you the specific knowledge you need to succeed in your research quest.

Certificate in Data Analysis [3020584]

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

Introduction to Data Analysis [3020585]

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey.

intermediate Data Analysis [3020586]

Many of your business decisions involve comparing groups for differences. For example, would men and women prefer different product features? In addition, you may look at relationships between variables. Does product recognition relate to subsequent product purchase? This Intermediate Data Analysis course will introduce you to the statistics behind these group differences and relationships. In addition, you"ll learn how to work with ratings, graphs and user-friendly reports of statistical results.

Cyber Security for Managers [3020587]

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism.

Certificate in Customer Service [3020591]

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization"s success. You will also take away some extraordinary customer service techniques you won"t find anywhere else.

Keys to Customer Service [3020592]

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous.

Extraordinary Customer Service [3020593]

Transform your customer service into something extraordinary. As a result more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You"ll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success.

Effective Copywriting [3020594]

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Coming away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back.

Prezi *[3020596]*

Bring your vision to life with Prezi and leave Powerpoint behind! Take a journey into the world of creative presentations!

Photoshop for Presentations *[3020597]*

Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of the popular software, and practice the most commonly used methods, such as managing text, working with layers, and image file properties. You will find out the purpose of each photo-editing tool and walk away with the skills to use them. You will even learn what the pros know.

Certificate in Workplace Communication *[3020602]*

Good communication in the workplace is more important than ever. And critical to your career advancement and success. Come get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work.

Conflict Management *[3020603]*

A recent study conducted by the American Management Association (AMA) revealed that the average manager spends more than 20 percent of their day engaged in or reacting to a conflict situation. This study also identified that out of twenty-five management skills, conflict management was the only one positively correlated to higher earnings and promotion.

Negotiation: Get What You Want *[3020604]*

Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and how to prioritize needs will ensure you get more of what"s essential. Having the skills to help others get what they want will improve relationships and increase your odds of success in the future. Work with a pro to learn how to plan, implement and win in the bargaining process. Save time, grow your business network and gain confidence when dealing with even the shrewdest of deal-makers. Invest in these skills now and reap a lifetime of rewards.

Mastering Computer Skills for the Workplace *[3020606]*

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel. Microsoft Office Suite of applications is the most used software tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of MS Office change over time. Master the most common uses so that you can work faster and more efficiently and can take your computer skills from plain and drab to exciting and engaging. You will leave class with a set of skills that are a workplace requirement in today"s fast paced ever-changing environment and will enable your future career success.

Business Writing *[3020608]*

Take away the key practices you need to develop and hone your business writing communication effectively and successfully. Get the best practices for crafting effective, professional business documents. Find out how to avoid grammatical pitfalls. And acquire business writing principles that will be good for years to come.

Certificate in Business Writing *[3020610]*

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. Begin with understanding the format, construction, and successful techniques of writing good business reports and proposals. Then improve your skills with editing and proofreading. Finally, discover what good journalists know. Learn how to write a news story, press release or other publicity notice that zings. Help your organization stand out with your new skills in business writing. This certificate will take you to the next level where business writing is a skill for personal and organizational success. Three one month courses

Executive Leadership Certificate *[3020614]*

Leadership today demands increasingly more sophisticated skills. Executives today need to know traditional leadership principles and standard practices. At the same time, our economy is moving swiftly out of the industrial age into the new economy of the

Internet, knowledge and innovation. So executive leaders today require a new perspective on the external environment, as well as new tools to lead one''s internal organizational structure and way of doing business. This unique certificate addresses both these sets of skills. Begin with information not available anywhere else about how the marketplace and business is changing. Find out what you as an executive need to know about the external environment and how the workplace is changing rapidly internally. Take away a new perspective about how to position your organization for success, and what new leadership skills executives in the 21st century. Then review cases of real leaders in business, education, and government who experienced initial success but ultimately failed because of their own actions. Find out the leading fatal leadership errors, and acquire practical recommendations to help you minimize these errors and help you perform your leadership role to an optimal level of efficiency. Finally, you will get information about leadership styles, traits, and values. Find out how leaders behave and speak differently from others in the organization in order to be effective and supportive. Discover why empowering leaders are more successful than others. After successfully completing the Executive Leadership Certificate, you will have new information about leadership today, a new perspective on the external environment and workplace, and an understanding of the leadership skills needed to position your organization, and your career as a leader, for success.

Intro to 3-D Printing [3020616]

3D printing has been hailed as a solution to all manufacturing problems. Obviously that is exaggerated, but what is it good for (and when is traditional manufacturing still the better choice?) In this course you will learn how to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer. You will become familiar with some typical online databases of objects available to print, and get a bit of experience with free or open-source software for all stages of the process. This class will be primarily focused to introduce you to the tools of the open 3D printer ecosystem, but the principles will apply to consumer 3D printers in general.

Introduction to Game Design [3020617]

Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By completing this course, you can take the first steps into understanding game design, and how it can be applied in your field.

Intro to Maker Tech: The New Shop Class [3020618]

Arduino. 3D printing. Wearable tech. Your students or your kids may be talking about these things, but what is all this stuff, and how can you keep up and try to get ahead of them? This class will survey the core technologies found in makerspaces and give you a start in understanding what you will need to learn to create awesome technology projects. You will also learn how to find and sort through the many free resources online.

Introduction to Project Management [3020619]

In today''s business environment, there is a need for good 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 stakeholder for quick resolution, including project cancelation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. You will have the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. We hope you will choose Project Management as a career.

Project Management Processes [3020623]

Acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge (PMBOK) Guide. This basic information will assist you in learning the beginnings of Project Management, whether you are interested in project management, in a project management field, or in any line of work. Come away with a solid foundation of the five processes to learn and use when any type of project occurs in your employment arena.

Six Sigma Green Belt Certification Prep [3020632]

The purpose of this course is to prepare students to be an ASQ Certified Six Sigma Green Belt (CSSGB) professional. Students will develop a thorough understanding of all aspects within the phases of D-M-A-I-C. They will also develop an understanding of how to perform and interpret Six Sigma tools and how to use standard principles of Lean.
http://protrainedu.org/Lumens/Six-Sigma-Green-Belt-Certification-Prep/453" target="_blank

Grant Writing [3020637]

The Certificate in Grant Writing course is perfect for anyone wanting to learn the essentials of writing or acquiring grants for

private, public, or government use. If you are thinking of starting a business that utilizes grants, learning the essentials of writing, researching, obtaining, maintaining, operations and strategies within the grant system is imperative. Books included http://protrainedu.org/Lumens/Grant-Writing-/340" target="_blank

Grant Writing Fundamentals *[3020639]*

Need funding for future projects or planned activities? Are you (a student, parent, teacher or school administrator) hoping to find a way to pay for research or services we all used to take for granted, which are no longer funded? This course provides a step-by-step approach to preparing winning grant proposals. Learn to write successful letters and grant proposals. Researching and approaching funders for grant money can help you develop new services, (strengthen your operating budget) and support existing programs. Students leave this course feeling confident in their grant writing abilities and ready to start winning the funding they need to help make a better life for themselves and others. http://protrainedu.org/Lumens/Grant-Writing-Fundamentals/336" target="_blank

Six Sigma Black Belt Certification Prep *[3020642]*

The Six Sigma Management System has evolved to become an integration of business best practices that unleashes the power of the Six Sigma tools and methods in a way that fosters focused execution and breakthrough improvements. Using the Six Sigma Management System as the overall context for driving business improvement, this course provides unique insight for Black Belts, Six Sigma leaders, and all Six Sigma practitioners for how to apply the wide variety of tools and methods that sit inside of the Six Sigma tool set. http://protrainedu.org/Lumens/Six-Sigma-Black-Belt-Certification-Prep/466" target="_blank

Administrative Office Assistant Career Prep *[3020649]*

In this course, we will discuss and become proficient in the skills necessary to succeed as an administrative office assistant, including office etiquette, reception skills, technology, correspondence, calender management, bookkeeping, travel planning, and other duties performed by an assistant. http://protrainedu.org/Lumens/Administrative-Office-Assistant-Career-Prep/920" target="_blank

Administrative Office Assistant Career Prep Expert *[3020662]*

In this course, we will discuss and become proficient in the skills necessary to succeed as an administrative office assistant, including office etiquette, reception skills, technology, correspondence, calender management, bookkeeping, travel planning, and other duties performed by an assistant. http://protrainedu.org/Lumens/Administrative-Office-Assistant-Career-Prep-Expert/989" target="_blank

Administrative Office Assistant Career Prep Professional *[3020663]*

In this course, we will discuss and become proficient in the skills necessary to succeed as an administrative office assistant, including office etiquette, reception skills, technology, correspondence, calendar management, bookkeeping, travel planning, and other duties performed by an assistant. http://protrainedu.org/Lumens/Administrative-Office-Assistant-Career-Prep-Professional/990" target="_blank

Administrative Office Assistant Career Prep Master *[3020664]*

In this course, we will discuss and become proficient in the skills necessary to succeed as an administrative office assistant, including office etiquette, reception skills, technology, correspondence, calender management, bookkeeping, travel planning, and other duties performed by an assistant. http://protrainedu.org/Lumens/Administrative-Office-Assistant-Career-Prep-Master/991" target="_blank

Developing Your Professional Career *[3020677]*

Have you ever wondered how do I get to that next level in my career? What does it take? This course will help you identify those skills that all great leaders possess, while learning new skills that will help take you to the next level. Whether you are leading a department or a organization you will gain the knowledge you need to be successful. Learn how to incorporate a developed image and communication skills that will rocket you to that next level.

Program Evaluation for Nonprofits *[3020679]*

Enhance your understanding of program evaluation within the nonprofit context. Find out how to improve your evaluation planning, data collection, data analysis and data use. Special attention will be paid to the real-world challenges that organizations may face when conducting evaluation, including staff time, costs and reporting evaluation results to funders. By the close of the course, you will have a complete program logic model and evaluation plan ready for implementation.

Lean Six Sigma [3020680]

In today"s world, Lean is a part of the business environment. Lean Six Sigma attacks inefficiencies, non-value added wastes caused by defects, non value-added flow of information or materials, non-productive time, data storage, stacks of inventory, overproduction and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries. No pre-requisites required!

Managing Generations in the Workplace [3020681]

Get an understanding of managing workers in different generations in the workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value.   Generations X and Y are significantly different than the Boomer generation. Each generation has different expectations and styles of work in the workplace.   Come explore the characteristics of the different generations in the workplace. Discover the current motivations of Boomers, Gen Xers and Gen Yers and what messages they value.

Advanced Data Analysis [3020683]

After taking this Advanced course in Data Analysis, you will be able to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Take the guesswork out of important company decisions and make decisions based on statistically significant information. Whether your business is home based or a large company, this class will take you to the next level where important decision-making is concerned.

Creating Visual Presentations *Now titled Graphic Design for Visual Presentations [3020687]

Make your visual presentations look professional and communicate effectively. Get the latest most advanced techniques on graphic design principles, including page layout, typography and basic design considerations. Take away more skills to create an effective and beautiful visual presentation on any presentation software program that you choose.

Using Personality Profiles for Better Work Performance [3020689]

Understanding yourself and others will increase your overall effectiveness at work, home, and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don"t share your same style. Course fee includes your own DiSC Behavioral Personality Profile assessment and review.

Embracing Sustainability in the Workplace [3020691]

It"s a smart business practice and the right thing to do. Find out how to implement sustainability solutions for your workplace. Gain practical information for yourself and your employees to begin on Monday morning. Brand your organization in the world of environmental stewardship. Your instructors will detail and deliver practical approaches and applications toward implementing sustainability with guidance in planning procedures. Take back practical tips on operating your indoor environments to consider air, water, lighting, fitness, nutrition, mind and comfort. For anyone pursuing a career in a company or in government where there is an effort to build awareness and to gain a deeper understanding of the importance of environmental stewardship and overall social responsibility.

Project Management Knowledge Areas [3020695]

In today"s business environment, there is a need for good 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. The Project Management Professional community does this through the five (5) Project Management Processes supported by the ten (10) Project Management Knowledge Areas. This course introduces the student to the ten (10) Project management Knowledge Areas and their support role and relationships to the five (5) Project Management Processes.

Writing News and Press Releases [3020696]

Being able to write a good news story, press release or publicity notice is a skill that can set you apart in the workplace. Getting the word out is an essential activity for every organization. Acquire the skills good journalists have and learn how to craft a news story, press release or publicity notice that will get attention.

Certificate in Presentation Media [3020700]

Presentation media are key to communication, sales, speeches and any other effective presentation today. Whether your presentation

is online or in-person, presentation media not only enhance your message but often make your message successful.   Find out how to use Prezi, the new slide software that goes beyond one-dimensional presentations, and the finer points of Photoshop for presentations. Then discover the design elements to creating visual presentations for success using any media.   Take away critical skills for both training yourself and others in your organization. You will come away with the latest, most advanced practical and design knowledge in presentation media. Three one month courses, Kimba Green, Dan Hood and Jenna Soard, instructors. Just $495 total.

Twitter Essentials *[3020740]*

Overview Used effectively, Twitter can out-perform other social media platforms, helping businesses generate leads, promote products and services, and establish thought leadership.   This course includes comprehensive coverage of the Twitter platform and effective methods for customizing and optimizing a Twitter profile.   The course discusses of the elements of a Tweet, Twitter features, and Twitter settings in detail, and demonstrates proven tactics for leveraging Twitter features to improve reach.   The course also covers Twitter integration, automation, promotion, and analytics techniques; as well as tactics for finding qualified followers and methods for improving engagement.

Intermediate Video Game Design *[3020855]*

Worldwide, video game sales including consoles, and online and mobile games are projected to reach $111 billion dollars this year. Mobile games are the fastest-growing segment of the market as more and more people play casual games. By 2019 Price Warehouse predicts social and casual   game sales will exceed traditional game sales. In this intermediate introductory course you will learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games.

Certificate in Project Management *[3020856]*

In today's business environment, there is a need for good 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. An overview of salaries, certification costs, education and experience requirements are provided. Then acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge Guide. This basic information will assist you in learning the beginnings of Project Management, whether you are interested in project management, in a project management field, or in any line of work.   Finally, learn the ten Project management Knowledge Areas and their support role and relationships to the five Project Management Processes.

Improve Your Interviewing Skills *[3020861]*

Overview Anxieties, fear of rejection or lack of confidence are emotions that can affect the best of us before or during an interview. Learning how to get to the heart of mastering interviews is challenging but not impossible to achieve. This mindset begins with changing the way an interview is approached. Instead of seeing the interview process as an interviewer controlled experience, the interview process should be seen as a two-way conversation between you and the interviewer. This course introduces you to the skills for developing and improving your interviewing skills for improved communication and rapport with the interviewer.

LinkedIn Essentials *[3020862]*

Overview LinkedIn is a professional networking platform, most effective for business-to-business marketing, job searching, and recruiting. But LinkedIn can also be used to successfully market products and services using LinkedIn Company Pages.   This course demonstrates how to create an optimized and professional LinkedIn profile for businesses and job seekers, and how to create and promote an optimized LinkedIn Company Page.   Other topics include LinkedIn groups, integrating a LinkedIn profile and page with an online presence, finding relevant connections, and improving search rankings.

Start Your Own Day Spa *[3020865]*

Overview Spas provide a wide array of services designed to improve health, beauty and relaxation through treatments such as massage, wraps and facials. Learn what it takes to open and manage a successful spa from business planning to marketing. Discover the latest trends in the spa industry as well as tips on how to set your spa apart from the competition.

GED Math Test Preparation *[3020866]*

Overview

GED Test Preparation *[3020867]*

Overview

Guns 101: A Beginners Guide to Buying and Owning Firearms *[3020868]*

Overview

Entrepreneurship / Skilled Trades

So You Want to be a Wedding Planner? Now What? *[3030044]*

Do you find yourself assisting friends and family with parties and other special occasions? Are you well organized and enjoy charts and to do lists? Then you should learn how to make money as a wedding planner. This course is designed to assist you in starting your own business and teaching you the knowledge you need to become a wedding planner.   Wedding Planning   The Wedding Planner course at WVU provided me with the right foundation and tools to follow my dreams of starting my own Event Planning business. I believe the success and growth of my business in just nearly two years is a direct reflection on the education I received from the course and it's instructor, Misti Sims. I will forever be thankful for what this program has allowed me to do and highly recommend this to anyone interested in the wedding industry." - Shadoe Martin, Co-owner & Wedding Specialist of Creative Celebrations WV   Course(s) http://continuinged.wvu.edu/weddingplanner   me="Personal Interest

Motorcycle Technician *[3030078]*

Overview Start your career as a Motorcycle Technician with this comprehensive course covering the latest content on motorcycle models and technology. Gain detailed information on fuel injection, suspension systems, V-engine technology and more. As a bonus, ATV service and repair is also included because of the similarities in technology. This course provides the knowledge and skills to succeed in today's motorcycle technology field. After completing this course, you should be able to: Comprehend the history of the motorcycle and the motorcycle industry Comprehend the importance of safety and accident prevention Describe the operation of motorcycle electric, fuel, and engine systems Identify steps for disassembling, inspecting, and reassembling parts of the motorcycle Describe common problems and troubleshooting steps

Safety Management Symposium â€" Path to Excellence; Past. Present. Future. *[3030113]*

This symposium will bring together the talents, expertise and motivation from WVU alumni and friends to share best practices, benchmarking and current trends in managing safety.

HVACR Technician Career Prep *[3030133]*

HVACR Technicians are one of the most in demand jobs in the current job market, and the job opportunities are expected to continue growing over the next ten years. HVAC Technicians install, inspect, repair and maintain heating, air-conditioning, and refrigeration systems for residential and commercial settings. This course will provide the skills needed to obtain an entry-level position in the HVACR industry. It can also be used to upgrade your skill set if you are already employed as an HVACR technician. This course will provide a comprehensive overview of all aspects of HVACR, with the goal of preparing students to be able to install and maintain HVACR systems. Students will learn through a combination of theoretical and practical applications so that they have a solid understanding of how HVACR systems work prior to entering the workforce. Students will be prepared to obtain entry-level HVACR positions. Students will also meet the basic requirements to sit for the North American Technician Excellence (NATE) national certification exam to become a Certified HVAC/R Technician, as well as begin working toward advanced level certifications. http://protrainedu.org/Lumens/HVACR-Technician-Career-Prep/966" target="_blank

Education

Certificate in Designing Webinars *[3040041]*

Finally, you can acquire the best ProfessionalDevelopment in webinar design, presentations, planning, and marketing. Webinars are a popular format for delivering information. They can be very successful for your organization, IF you have good webinar presentations and good management and marketing. Discover the power of successful webinars for your business organization. Then learn the 4 key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences. Then acquire the webinar planning skills involved in budgeting, pricing, and marketing webinar meetings. Take back a certificate in designing webinars that provides you with the latest and best information about presenting webinars, as well as managing and marketing them. You will be learning from two of the foremost authorities on webinars.

Designing Successful Webinars *[3040042]*

Webinars are a hot new meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more.   The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization. Then learn the 4 key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences.

Generational Learning Styles for K-12 Teachers *[3040068]*

Regardless of your age, it is always helpful to increase your understanding of how your current students learn and what your future students might need. Students learn in a variety of ways, this course will focus on the influence of generational characteristics on learning styles. Your students learn differently than you do. Come find out how to help your students learn more. And discover something new about yourself too! We will explore fascinating information on the brain and how each generation has responded to their unique â€œcohort experienceâ€•. You will acquire the skills and information needed to facilitate Gen Y and the emerging generation of learners. Understand how your own generational characteristics impact your learning AND your teaching. Come away with our top 20 generational techniques for helping your students learn more. Requirements Internet connection ,IE8 or higher, Chrome, FireFox and access to Adobe Flash Player

Managing & Marketing Webinars *[3040071]*

Boost your success with webinars by getting the most advanced and latest information on managing and marketing webinars. Find out when and how often to promote webinars, how to do follow up promotion to those who click-through on your initial emails, and how to generate more leads and inquiries.

Gender in the Classroom *[3040074]*

Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits girls get in school that hurts them in the workplace. Your female students learn differently than your male students. Discover how girls learn. Take away 10 top tips for helping girls learn more, and the 5 tips to help girls succeed more. Then discover how boys learn. Take away 10 top tips for helping boys learn more, and the 5 tips to help boys succeed more. Get info about research not available anywhere else.

Resiliency in Teaching â€" Reviving the Joy Certificate Program *[3040075]*

West Virginia University Continuing & Professional Education and Center for Sustainable Change offer this suite of courses for educators, students and parents to learn about how to approach the challenges of school without stress and with optimal ability to enjoy the work. Courses in Certificate Program:

Sustainability

LEED AP+ Building Design and Construction *[3060037]*

Discover the real-world application of Green Building Design and Construction practices on LEED projects. Prepare yourself for the LEED AP+BD&C accreditation exam that (after passing) will allow you to operate as a successful LEED practitioner on and off job sites.   The LEED Rating System is the industry leader in Green Building Design and Construction, and has driven market transformation in both the public and private sectors over the past decade. This innovative system is continually evolving to providing guidelines for specifying, designing, building and tracking sustainable best practices for site, water, energy, material and indoor air quality.   As a result, numerous building codes such as the International Green Construction Code follow many of the LEED principles, and Federal Agencies along with many corporate policies mandate LEED certification to provide the environmental, economic and social benefits that these buildings have proven to possess.

LEED for Existing Buildings: Operations + Maintenance Exam Prep *[3060038]*

This study group covers the concepts and strategies of the LEED for Existing Buildings Operations & Maintenance Rating System and is intended for design, construction and real estate professionals, building owners, and anyone who wants to develop their knowledge in this area.   The course will prepare students to earn the LEED for Existing Buildings Operations & Maintenance Accredited Professional (LEED AP O+M) credential from the Green Building Certification Institute. This exam tests the knowledge and skills necessary to participate in the operation and maintenance of existing buildings that implement sustainable practices and reduce the environmental impact of a building over its functional life cycle. Please note that experience on a LEED project is an eligibility requirement to sit for this exam.

[**LEED Green Associate Exam Preparation**](#) *[3060039]*

This course covers the fundamental concepts of green building and is intended for design, construction and real estate professionals, building owners, or anyone who wants to develop their knowledge in this area. The course will prepare students to earn the LEED Green Associate credential from the Green Building Certification Institute and fulfill the eligibility requirement to sit for the exam. Students examine case studies of LEED certified building projects, concepts of integrated design, third-party verification and the LEED administration process.   In each of the first seven Units we cover all specification sections listed by the Green Building Certification Institute as exam content areas. The final Unit focuses on exam preparation.   To be successful in this course and on the exam I recommend you view all the presentations, thoroughly read and understand all the readings, successfully pass each of the Unit"s quizzes and engage in the discussion forums with me and your fellow students. You will examine case studies of LEED certified building projects, concepts of integrated design, third-party verification and the LEED administration process. Kelly Gearhart, your instructor, holds the designations LEED AP BD+C, LEED AP O+M, and will answer your questions in the online discussion.

[**Green Building Technical Professional**](#) *[3060041]*

This course provides you the tools needed to determine a Green Project. Discover what the future may hold for a Green Lifestyle. This track is designed specifically for those individuals who are involved in the nuts and bolts of green building. Engineers, architects, builders, and those that would like to have a more in-depth approach to green building. Topics covered: Intro Green Building, Environmental Quality, Resource Efficiency Advantages, Sustainable Preventative Maintenance and Advanced Green Technologies. http://protrainedu.org/Lumens/Green-Building-Technical-Professional/436" target="_blank

[**Solid Waste Operations**](#) *[3060043]*

This four-course program is important training for homeland security as it relates to solid waste management. This introductory course includes instruction in Landfill operations, Composting operations, Household Hazardous Waste and Wastewater Operations (solids). These classes will meet or exceed most state requirements for the educational components of certification and/or licensing required for solid waste professionals. http://protrainedu.org/Lumens/Solid-Waste-Operations-/424" target="_blank

[**Certified Indoor Air Quality Manager (CIAQM)**](#) *[3060044]*

Are you a facility manager, building engineer or property owner that is interested in how indoor air quality (IAQ) affects the occupants of your space? The Certified Indoor Air Quality Manager (CIAQM) course is designed to help you diagnose indoor environmental problems in your building, correct those problems, and prevent them from ever happening again. The course gives you practical steps to establish an IAQ Management Plan for your facility that will help you collect, log and resolve air quality complaints. The course also prepares you for the only accredited certification specifically designed for those that manage indoor air quality problems, sponsored by the American IAQ Council. The certification requires certain experience, fees and passing an examination offered at computerized testing centers throughout the US. http://protrainedu.org/Lumens/Certified-Indoor-Air-Quality-Manager-(CIAQM)/433" target="_blank

[**Certified Indoor Environmentalist (CIE)**](#) *[3060047]*

The Certified Indoor Environmentalist Course Online is an in depth program teaching you the core skills needed to perform indoor environmental assessments of all building types. The course not only provides the fundamentals of indoor air quality, it teaches more advanced topics that will educate even seasoned veterans in the field. http://protrainedu.org/Lumens/Certified-Indoor-Environmentalist-(CIE)/431" target="_blank

[**Certified Green Specialist**](#) *[3060049]*

This certification is for those wanting a change and to make a difference. You may be in the real estate, building, HVAC, engineer, janitorial field, or even as broad as a nursing career. No background is needed to start learning. We teach you all the basics to wear the label of "Certified Green Specialist", the proprietary U.S. trademarked title for the serious green professional. You will have a year-long support commitment from the National Association of Green Specialists. You will be equipped with a full business start up kit, including a three page web site template. The entire business templates you need, including but not limited to business cards, stationery and a press release. http://protrainedu.org/Lumens/Certified-Green-Specialist/16" target="_blank

[**Certified Microbial Investigator (CMI)**](#) *[3060050]*

Take your HVAC or mold inspection services to a new level by learning the latest advances in the industry and while you're at it, getting the industry's most recognized microbial certifications, Council-certified Microbial Investigator (CMI) and Council-certified Microbial Consultant (CMC). We'll teach you the core skills needed to perform impressive assessments that will set you apart from the competition. http://protrainedu.org/Lumens/Certified-Microbial-Investigator-(CMI)/425" target="_blank

Wastewater Treatment Plant Operation Career Prep *[3060055]*

This course is designed to train students to safely and effectively operate and maintain wastewater treatment plants. This course is designed to train students in the practical aspects of operating and maintaining wastewater treatment plants, emphasizing the use of safe practices and procedures. http://protrainedu.org/Lumens/Wastewater-Treatment-Plant-Operation-Career-Prep/888" target="_blank

Water Treatment Plant Operation Career Prep *[3060056]*

Water Treatment Plant Operation Career Prep is designed to train students to safely and effectively operate and maintain drinking water treatment plants. This course covers information on the importance and responsibilities of a water treatment plant operator, sources of water, reservoir management, and intake structures. This course also trains students in the practical aspects of operating and maintaining water treatment plants, emphasizing safe practices and procedures. http://protrainedu.org/Lumens/Water-Treatment-Plant-Operation-Career-Prep/889" target="_blank

Sustainable Supply Chain Management Career Prep *[3060059]*

As a Sustainable Supply Chain Manager you will need to develop action plans, and implement green supply chains. This course provides a firm foundation for supply change management and tips to help you implement green initiatives. In this course you will learn to make concrete supply chain decisions and identify lean and green savings for supply chains. http://protrainedu.org/Lumens/Sustainable-Supply-Chain-Management-Career-Prep/897" target="_blank

Sustainable Energy and Management Career Prep Expert *[3060070]*

The skyrocketing demand for clean, abundant energy has resulted in a need for comprehensive information that can be used by builders, technicians, energy industry professionals, and anyone else wanting to learn about alternative forms of energy and their everyday uses. With a vast array of information available on the subject, this course stands out from other courses because it bridges the gap between overly simplistic information and high-level engineering materials. Instead, this course explores solar, wind, and other sources, and the technology available to harness them. Learners will gain a better understanding of how these systems work as well as how they are put together. http://protrainedu.org/Lumens/Sustainable-Energy-and-Management-Career-Prep-Expert/975" target="_blank

Sustainable Energy Career Prep Master *[3060071]*

The skyrocketing demand for clean, abundant energy has resulted in a need for comprehensive information that can be used by builders, technicians, energy industry professionals, and anyone else wanting to learn about alternative forms of energy and their everyday uses. With a vast array of information available on the subject, this course stands out from other courses because it bridges the gap between overly simplistic information and high-level engineering materials. Instead, this course explores solar, wind, and other sources, and the technology available to harness them. Learners will gain a better understanding of how these systems work as well as how they are put together. http://protrainedu.org/Lumens/Sustainable-Energy-Career-Prep-Master/976" target="_blank

Sustainable Business Management Career Prep Professional *[3060074]*

Companies are changing product life-cycle and making adjustments to their supply chain because of a changing market, environmental issues, and government regulations. The Sustainable Management course explores realistically, and in detail, the world's enormous potential for human and ecological regeneration. It also explains why this potential has been suppressed or distorted by industrial institutions, thus creating economic crisis, growing inequality, and environmental destruction. http://protrainedu.org/Lumens/Sustainable-Business-Management-Career-Prep-Professional/979" target="_blank

Sustainable Business Management Career Prep Expert *[3060075]*

Companies are changing product life-cycle and making adjustments to their supply chain because of a changing market, environmental issues, and government regulations. The Sustainable Management course explores realistically, and in detail, the world's enormous potential for human and ecological regeneration. It also explains why this potential has been suppressed or distorted by industrial institutions, thus creating economic crisis, growing inequality, and environmental destruction. http://protrainedu.org/Lumens/Sustainable-Business-Management-Career-Prep-Expert/980" target="_blank

Sustainable Business Management Career Prep Master *[3060076]*

Companies are changing product life-cycle and making adjustments to their supply chain because of a changing market, environmental issues, and government regulations. The Sustainable Management course explores realistically, and in detail, the world's enormous potential for human and ecological regeneration. It also explains why this potential has been suppressed or distorted by industrial institutions, thus creating economic crisis, growing inequality, and environmental destruction.

Sustainable Solar Technician Career Prep Professional *[3060081]*

The Photovoltaic System Professional course covers the principles of photovoltaics and how to effectively incorporate PV systems into stand- alone or interconnected electrical systems. The content includes system advantages and disadvantages, site evaluation, component operation, system design and sizing, and installation requirements and recommended practices. Common scenarios and procedures are discussed throughout. http://protrainedu.org/Lumens/Sustainable-Solar-Technician-Career-Prep-Professional/986" target="_blank

Sustainable Solar and Wind Technician Career Prep Expert *[3060082]*

The Photovoltaic Technician Career Prep course covers the principles of photovoltaics and how to effectively incorporate PV systems into stand- alone or interconnected electrical systems. The content includes system advantages and disadvantages, site evaluation, component operation, system design and sizing, and installation requirements and recommended practices. Common scenarios and procedures are discussed throughout. http://protrainedu.org/Lumens/Sustainable-Solar-and-Wind-Technician-Career-Prep-Expert/987" target="_blank

Sustainable Solar and Wind Technician Career Prep Professional *[3060083]*

The Photovoltaic Technician Career Prep course covers the principles of photovoltaics and how to effectively incorporate PV systems into stand- alone or interconnected electrical systems. The content includes system advantages and disadvantages, site evaluation, component operation, system design and sizing, and installation requirements and recommended practices. Common scenarios and procedures are discussed throughout. http://protrainedu.org/Lumens/Sustainable-Solar-and-Wind-Technician-Career-Prep-Professional/988" target="_blank

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Operational Risk Management *[3070020]*

Changes in markets, techniques, technologies, and products have altered the landscape of Operations and fueled the explosive development of Operational Risk management. The regulators of financial and public companies are demanding a far greater level of disclosure and awareness by directors about the risks they manage and the effectiveness of the controls they have in place to reduce or mitigate these risks. There is also a greater realization that a major source of earnings volatility can be attributed to the way a firm operates and not "financial risk". All these changes have triggered the need for an efficient Operational Risk Management system in organizations. http://protrainedu.org/Lumens/Operational-Risk-Management/488" target="_blank

Financial Risk Manager (FRM) *[3070027]*

In recent years, the globalization of financial markets, the emergence of international banking regulations and the rapid growth of new sophisticated products have dramatically elevated the role risk management plays in an organization. The Financial Risk Manager (FRM) exam leads to the Financial Risk Manager Certification - a prestigious designation granted by Global Association of Risk Professionals (GARP) since 1997. GARP certifies Risk professionals, Practitioners & Regulators as eligible for independent risk management analysis and decision making for the benefit of the company and its investors. http://protrainedu.org/Lumens/Financial-Risk-Manager-(FRM)/481" target="_blank

Quickbooks 2014 Pro *[3070032]*

This course is developed for employees of small businesses using QuickBooks Pro, all of which may have different needs. You will learn step-by-step, how to set-up QuickBooks, track customer information that is important to you and handle all of the day-to-day accounting needs of a business. With this software you will have options to create estimates, track job costs and progress, track inventory, invoice customers, track receivables, pay bills including sales tax, handle payroll, track employees' time worked, write form letters in Microsoft Word, create reports in Microsoft Excel, and create financial statements. Students will need to have a copy of QuickBooks Pro. http://protrainedu.org/Lumens/Quickbooks-2014-Pro/354" target="_blank

Professional Risk Manager (PRM) *[3070037]*

The Professional Risk Manager Program is a competitive exam that tests a professional's competence in the field of risk management. This program is certified by The Professional Risk Managers International Association (PRMIA). Visit their website www.prmia.org. Today's risk professional is expected by regulators and shareholders alike to know and understand industry best practices and to be committed to using them. The PRM certification sends the message to stakeholders that you set the standards.

This course offers the students online tutorials for certification exams, ePRM Coach, and a comprehensive self-study guide for the Professional Risk Manager (PRM). http://protrainedu.org/Lumens/Professional-Risk-Manager-(PRM)/477" target="_blank

Quickbooks 2014 for Small Business Owners *[3070038]*

This course was developed for owners of small businesses, all of which may have different needs. The topics are more advanced than the QuickBooks Introduction course. Students will learn how to set-up QuickBooks Pro and track customer information that is pertinent to the accounting needs of their business. This software allows the business owner to: create estimates, track job costs, progress, inventory, invoice customers, track receivables, pay bills with sales tax, complete payroll, and employee's work hours. In addition, this course also teaches the user to; write form letters in Microsoft Word, create reports in Microsoft Excel, and create financial statements. Students will need to have a copy of QuickBooks. Book Included.
http://protrainedu.org/Lumens/Quickbooks-2014-for-Small-Business-Owners/353" target="_blank

Bookkeeping Administration *[3070048]*

This course will provide an introduction to the concepts and uses of accounting in a business environment. The primary areas of study in this course include analysis of business transactions, recording procedures and the use of ledgers and journals, accounting for sales and purchases, managing cash, payroll, accruals and deferrals, and preparation and analysis of basic financial statements. After completing this course, students will have solid understanding of business and financial accounting and its role in bookkeeping administration. This course will cover QuickBooks which is one of the most powerful tools you will use in managing your business. In addition to being a robust bookkeeping program, QuickBooks is a management tool. When set up and used properly, QuickBooks allows you to track and manage income, expenses, bank accounts, receivables, inventory, job costs, fixed assets, payables, loans, payroll, billable time, and equity in your company. It also provides you with detailed reports that are essential to making good business decisions. Throughout this course, you will learn in detail about the features in QuickBooks.
http://protrainedu.org/Lumens/Bookkeeping-Administration/929" target="_blank

Bookkeeping Administration Expert *[3070049]*

This course will provide an introduction to the concepts and uses of accounting in a business environment. The primary areas of study in this course include analysis of business transactions, recording procedures and the use of ledgers and journals, accounting for sales and purchases, managing cash, payroll, accruals and deferrals, and preparation and analysis of basic financial statements. After completing this course, students will have solid understanding of business and financial accounting and its role in bookkeeping administration. This course will cover QuickBooks which is one of the most powerful tools you will use in managing your business. In addition to being a robust bookkeeping program, QuickBooks is a management tool. When set up and used properly, QuickBooks allows you to track and manage income, expenses, bank accounts, receivables, inventory, job costs, fixed assets, payables, loans, payroll, billable time, and equity in your company. It also provides you with detailed reports that are essential to making good business decisions. Throughout this course, you will learn in detail about the features in QuickBooks. This course will also cover the features and usage of Microsoft Word, PowerPoint, Excel, Outlook, and Access 2013.
http://protrainedu.org/Lumens/Bookkeeping-Administration-Expert/992" target="_blank

QuickBooks 2013 for Small Business Owners *[3070052]*

This course was developed for owners of small businesses, all of which may have different needs. The topics are more advanced than the QuickBooks Introduction course. Students will learn how to set-up QuickBooks Pro and track customer information that is pertinent to the accounting needs of their business. This software allows the business owner to: create estimates, track job costs, progress, inventory, invoice customers, track receivables, pay bills with sales tax, complete payroll, and employee's work hours. In addition, this course also teaches the user to; write form letters in Microsoft Word, create reports in Microsoft Excel, and create financial statements. Students will need to have a copy of QuickBooks. Book Included.
http://protrainedu.org/Lumens/QuickBooks-2013-for-Small-Business-Owners/1136" target="_blank

Quickbooks 2013 Pro *[3070053]*

This course is developed for employees of small businesses using QuickBooks Pro, all of which may have different needs. You will learn step-by-step, how to set-up QuickBooks, track customer information that is important to you and handle all of the day-to-day accounting needs of a business. With this software you will have options to create estimates, track job costs and progress, track inventory, invoice customers, track receivables, pay bills including sales tax, handle payroll, track employees' time worked, write form letters in Microsoft Word, create reports in Microsoft Excel, and create financial statements. Students will need to have a copy of QuickBooks Pro. http://protrainedu.org/Lumens/Quickbooks-2013-Pro/1137" target="_blank

Intuit QuickBooks 2015 *[3070055]*

QuickBooks is one of the most powerful tools you will use in managing your business. In addition to being a robust bookkeeping program, QuickBooks is a management tool. When set up and used properly, QuickBooks allows you to track and manage income,

expenses, bank accounts, receivables, inventory, job costs, fixed assets, payables, loans, payroll, billable time, and equity in your company. It also provides you with detailed reports that are essential to making good business decisions. Throughout this course, you will learn in detail about the features in QuickBooks. This course can help you prepare to take the QuickBooks User Certification Exam. After passing the exam, you become an Intuit QuickBooks Certified User, which validates your QuickBooks knowledge. http://protrainedu.org/Lumens/Intuit-QuickBooks-2015/1206" target="_blank

Creative Arts & Photography

Drawing & Writing

Introduction to Horror Writing [5020041]

This course will teach students how to construct a horror premise, create atmosphere, and complete a final product. The course will allow for exploration of individual voice and sub-genre selection. Length impacts will be discussed as a matter of course; however, short stories will be graded on a pass/fail basis. Beginning with a review of popular authors in the horror genre and an exercise in reading and comparing authors of a similar sub-genre, students will understand their preferences and why they have them. An overall understanding of story construction as it pertains to horror fiction, to include character development, tone, and the use of dialogue, will be amassed by the completion of the course.   Course Objectives   Upon completion of this course, the student will be able to:

Social Media for Business Certificate [2040322]

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.   Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.   Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks.

Introduction to Social Media [2040323]

Get in on this exciting and growing way to communicate, market and serve your customers and clients.Â For businesses, nonprofits, government, and other organizations. From Facebook to Twitterâ€¦. Requirements Internet connection ,IE8 or higher, Chrome, FireFox and access to Adobe Flash Player

Marketing Using Social Media [2040324]

Develop a two-way communication and marketing strategy for your organization using social media. Let your instructor guide you in exploring major social media, including Twitter, LinkedIn, and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You"ll find out the advantages and disadvantages of each, and learn what"s right for your work and kind of organization.Â Requirements Internet connection ,IE8 or higher, Chrome, FireFox and access to Adobe Flash Player

Instagram for Business [2040325]

With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We"ll also explore Dos and Don"ts of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An android or iOS device is needed to take full advantage of the exercises in this class. Requirements Internet connection ,IE8 or higher, Chrome, FireFox and access to Adobe Flash Player

Managing Social Media Platforms Certificate [2040326]

Different social networks have distinct characteristics, different features, and are used to develop a two-way communication and marketing strategy for your organization. Get a skill set for working and managing different social media platforms. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.   You will get a firm foundation in Twitter, LinkedIn, and Facebook platforms. Come away with both an understanding of these social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks. Three one month courses. Jennifer Selke and Suzanne Kart, instructors. $495 for all 3 courses and certificate. Requirements nternet connection ,IE8 or higher, Chrome, FireFox and access to Adobe Flash Player

Twitter [2040327]

Twitter is a hot social media platform these days â€" and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers â€" and discover the best ways to create relationships and network with your key constituents. You will find out the best â€" and easiest â€" techniques for successful interactions in the Twitterverse. Requirements nternet connection ,IE8 or higher, Chrome, FireFox and access to Adobe Flash Player

Facebook for Business [2040328]

Facebook for Business: Advanced Skills for Businesses and Organizations   Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase

business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a Page on Facebook and have some basic knowledge of the platform. In includes the most current updates Facebook has made to Pages. Requirements Internet connection ,IE8 or higher, Chrome, FireFox and access to Adobe Flash Player

eMarketing Essentials Certificate *[2040329]*

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.   Three one month courses; including readings; Dan Belhassen, lead instructor.

Improving Email Promotions *[2040330]*

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well.

Boosting Your Website Traffic *[2040331]*

Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results.

Google Apps for Business *[2040332]*

Google has variety of web based applications and tools to help you become more productive, including Gmail, Google Calendar, Drive, Hangouts, Documents, Spreadsheets, Presentations, and more. Move beyond the basic features you figured out on your own. Be able to use them to work collaboratively and increase productivity. Learn how to run online meetings and webinars. Learn the ins and outs of all the tools Google has to help you become more productive and improve your work communication skills. You will learn time saving tips and strategies to get more done in your work and personal life.

Google Analytics *[2040333]*

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool.

Inbound Marketing Certificate *[2040334]*

Inbound marketing is a way to help potential customers find you through organic search. It is a process of using your website in a way that attracts visitors naturally through search engines, the blogosphere, and social media. Inbound marketing is more effective than outbound marketing, where you push sales messages to your potential customers. Inbound marketing is the future of the way we market in the 21st century. Discover how to attract customers to your site, what kind of content to share with them, how to use landing pages and forms to collect names and email address, and how to implement lead-nurturing campaigns that result in sales.

Introduction to Inbound Marketing *[2040335]*

Inbound marketing is a process of using your website in a way that it attracts visitors naturally through search engines, the blogosphere, and social media. The average human today is inundated with more than 2000 outbound marketing interruptions per day â€" and we"re all figuring out how to block them. Caller ID, spam filters, TiVo, and satellite radio are all things we use today so that we can avoid being marketed to. In this course, you will discover how to attract customers to your site, what kind of content to share with them, how to use landing pages and forms to collect names and email address, and how to implement lead-nurturing campaigns that result in sales.

Content Marketing *[2040336]*

You have a website, but why will your customers want to come back or buy something or take action? Do you really know who you are selling to? Do you know what you want to say to them? Do you know how you want to say it? Discover ways to identify who your ideal audience is. Learn how to create content that is engaging and purposeful. Find out what you want to say to them. Explore

where you want to say it. And finally, find out how you want to say it. In one month, you will be better equipped to create your own content marketing strategy and create a content-rich website that exceeds the needs of your visitors.

[Mobile Marketing Certificate](#) *[2040337]*

The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones.   Then get step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms.   Finally, get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign. Three one-month courses; Heather Dimitt, Dan Belhassen and Susan Hurrell, and Simon Salt, instructors.

[Introduction to Mobile Marketing](#) *[2040338]*

More than half of US consumers who"ve made a purchase on their smartphone have done so in response to a mobile marketing message. Analysts forecast smartphone sales will surpass 1 billion by the end of 2016. China hit around 986.3 million mobile connections in December 2012. In the UK, mobile marketing is a multi-billion pound industry. Obviously, the way consumers are interacting with brands and connecting to the world is evolving. If phrases such as location based marketing, mobile payments, QR codes, applications, mobile coupons and social networks almost cause you an anxiety attack, this class is for you. Increase your understanding of the mobile experience, especially smartphones and how you can leverage their capabilities to retain current customers and gain new ones.

[Video Marketing Certificate](#) *[2040341]*

Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up on page one of Google searches. When done correctly, video can tell a story, and stories connect people. Video also leads to an emotion â€˜trigger" that plain text cannot do. Two one-month courses, Erin Huggins and Jennifer Selke instructors. $395 total for both courses and certificate.

[Video Marketing](#) *[2040342]*

Sight, sound and motion are much more compelling than static words on a page. Video is very hypnotic and it quickly speeds up the â€œknow, like and trust,â€• factor with your audience. In this course you will discover how to use simple online video to quickly bond with your viewer, drive traffic to your website, boost business and build brand awareness. Find out how to shoot simple, effective videos without costly fancy equipment or savvy technical skills. Discover the secrets to creating content that commands attention. Learn how to dominate Google and YouTube with your video and to strategically use YouTube to market your business 24/7 -- even while you sleep.

[YouTube for Business](#) *[2040343]*

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization. YouTube, as the second largest search engine can no longer be ignored by businesses and organizations. YouTube reaches a broad age and gender demographic and is the largest video search/discovery destination with over 35 hours of video being uploaded every minute. YouTube is now accessible from nearly every top mobile device as well as from your TV. How can your videos rise above the music mashups and cat antics? Learn how to get your YouTube video on the first page of Google Search. Just like Facebook, YouTube is a social network that needs to be set-up, optimized, and used regularly to be effective. Your patters of behavior on YouTube may be working against you. Learn how YouTube can compliment your current marketing and social media strategy and how to maximize your YouTube Channel to get the greatest

[Certificate in Google Tools](#) *[2040344]*

Increase your online savvy and ability to position yourself and your organization for greater success. Experience the interaction and big take-aways from studying with top notch professionals. Your instructors not only work with these tools every day, but speak at national conferences and train others. Your teachers have tips you have not discovered yet. Learn more about Google Analytics, Google apps for business, and Google+ . Acquire new tips and techniques. Just one new tip can mean greater productivity, effectiveness and even profitability for your work. Three one month courses

Blogging with WordPress [2040346]

Blogging is a great way to get the word out about your product, expertise or anything that's on your mind. WordPress is one of the most popular blogging applications, readily available on a lot of web hosts. In this course you will configure WordPress options and customize its appearance. We explore options for blog topics and getting the word out about your blog. You will write blog entries, publish them and then set up accounts for allowing access to your blog. Book Included.
http://protrainedu.org/Lumens/Blogging-with-WordPress/230" target="_blank

JavaScript Introduction [2040348]

This class will give students a thorough introduction to the JavaScript language. At the end of this class, students will be able to create JavaScript functions that define variables and arrays and that use if statements, switch/case statements, for loops and while loops. Students will be able to work with the Document Object Model (DOM) for manipulating web pages and testing user input in forms. Students will be able to write scripts that create and read cookies and respond to user interaction through mouseovers and clicks. An understanding of HTML/XHTML and programming is useful but not necessary for this course. No software is needed. Book Included. http://protrainedu.org/Lumens/JavaScript-Introduction-/249" target="_blank

Visual Basic .NET 4.5 Introduction [2040350]

This class will give the students a thorough introduction to the basics of programming with Visual Basic. At the end of this class, students will be able to create Visual Basic programs that define variables and arrays and that use if statements, select case statements, for loops and while loops. Students will be able to define subroutines and functions. Students will be able to interact with objects on Visual Basic forms. This is class is good for students that have no experience with programming. Students will need a copy of Visual Studio. A 30-day trial version is available. Book Included.
http://protrainedu.org/Lumens/Visual-Basic-.NET-4.5-Introduction/242" target="_blank

Visual Basic .NET 4.5 Advanced [2040351]

This class is a continuation of the Introduction to Visual Basic class. At the end of this class students will be able to create classes and objects and use them to create new classes and objects using inheritance and polymorphism. Students will be able to create graphics, read and write data to files and work with databases. Students will be introduced to using Visual Basic for building web-based applications. Students will need a copy of Visual Studio. A 30-day trial version is available. Book Included.
http://protrainedu.org/Lumens/Visual-Basic-.NET-4.5-Advanced/212" target="_blank

MySQL Introduction [2040354]

This course will give students the skills they need to set up and manage a MySQL database. Students will learn the basics of designing a relational database and learn to use SQL statements to create databases, tables and manage data in the data tables. Students will create a MySQL database and will identify the types of data that can be stored in data tables. Students will use the PHPMyAdmin tool to view and manage their MySQL databases. Students will learn to write applications which use MySQL databases. Book Included. http://protrainedu.org/Lumens/MySQL-Introduction-/241" target="_blank

PHP Advanced [2040357]

If you are familiar with the basics of programming and want to move to the next level, this class is for you! In this course we will explore the object-oriented side of PHP. You will design and use objects in your PHP applications. We will cover security, networking, PEAR, XML and Ajax. We will cover working with databases and techniques for developing web-based applications. Students will need access to a webserver that supports PHP and a database. Book Included.
http://protrainedu.org/Lumens/PHP-Advanced/250" target="_blank

XML Introduction [2040358]

This class will give students an introduction an overview to creating XML documents. Students will be able to create well-formed and valid XML documents. Students will be able to create Document Type Definitions (DTD) and Schemas for validating their XML documents. Students will be able to create style sheets using Cascading Style Sheets (CSS) and the Extensible Style sheet Language with Transforms (XLST). This class does not require a background in programming or web design, but both would be helpful. Book Included. http://protrainedu.org/Lumens/XML-Introduction/210" target="_blank

HTML5 and CSS3 Advanced [2040359]

This course is a continuation of the HTML5 and CSS3 Introduction course and is recommended for anyone doing any kind of web design or web programming work. We will look at how to design HTML forms, add video to web pages and define CSS for printing pages. We will explore adding JavaScript and jQuery scripts to our sites.

http://protrainedu.org/Lumens/HTML5-and-CSS3-Advanced/217" target="_blank

Java Introduction *[2040360]*

Students will receive a thorough introduction to the basic syntax and structure of the Java programming language. Students will create text-based Java applications that define variables and arrays and that use if statements, switch/case statements, for loops and while loops. Students will define classes and use those classes to create applications. Students will learn to create new classes based on existing classes using inheritance. Students will create graphical applications and applets. A background in programming or a familiarity with C++ is helpful but not necessary for this class. Students will need a Java compiler. Compilers are available for download. Book Included. http://protrainedu.org/Lumens/Java-Introduction/227" target="_blank

C++ Introduction *[2040366]*

Students will receive a thorough introduction to the basic syntax and structure of the C++ programming language. Students will create C++ applications that define variables and arrays and that use if statements, switch/case statements, for loops and while loops. Students will create functions and pass information into functions by value and by reference using pointers. Students will build applications made up of several files. This course is a good introduction for those that have never programmed before. Students will need access to a C++ compiler. There are compilers available for download. Book Included. http://protrainedu.org/Lumens/C++-Introduction/251" target="_blank

Programming Introduction *[2040367]*

This course will introduce students to the basics of computer programming. Students will learn about the concepts of looping, functions, conditional statements and program design. This course prepares students to enter introductory level courses in any programming language. No prior knowledge of computer programming is needed for this course. Book Included. http://protrainedu.org/Lumens/Programming-Introduction/215" target="_blank

PHP Introduction *[2040368]*

PHP is used to create dynamic web sites. Students will learn to syntax and structure of PHP. Students will learn to collect data from a web-based form and use it to create dynamic web pages for their users. Students will need access to a web server that supports PHP. http://protrainedu.org/Lumens/PHP-Introduction-/214" target="_blank

Java Programming Advanced *[2040369]*

Students who are familiar with programming in Java will expand their skills to include the development of web applications using Java Server Pages. Students will create Java Servlets and JavaBeans. Students will write JSP applications that use Session variables and that access a database. This course includes 2 courses: Java Server Pages and Java Enterprise. http://protrainedu.org/Lumens/Java-Programming-Advanced-/231" target="_blank

C++ Advanced *[2040372]*

Students will receive a thorough introduction to object-oriented programming in C++. Students will define classes and use those classes for building applications. The classes will include overloaded operators, friend functions, constructors and destructors. Students will create new classes from existing classes using inheritance and polymorphism. In addition students will learn to read and write data to files. This class is a continuation of the Introduction to C++ class. Students will need access to a C++ compiler. There are compilers available for download. Book Included. http://protrainedu.org/Lumens/C++-Advanced/237" target="_blank

ColdFusion Introduction *[2040373]*

ColdFusion is a powerful server-side scripting language that allows users to interact with databases to produce dynamic pages. ColdFusion is a tag-based language and very easy to learn to use but also a powerful programming environment. At the end of this class, students will be able to create pages that display a requested set of records from the database. Students will be able to create forms that allow users to add, edit or delete records from the database. Students will be able to create data-driven applications using application, client and session variables. A good understanding of web page creation is useful but not necessary for this class. Students will need access to ColdFusion Server. A free evaluation version is available. Book Included. http://protrainedu.org/Lumens/ColdFusion-Introduction/208" target="_blank

Game Programming with Flash *[2040374]*

Students who are comfortable designing in Flash and are familiar with ActionScript will learn the basics of designing games using Flash. Students will start with creating a basic game and progress through adding scripts, sound, and the physics of games. Students

will save data and create 3D interactive games. Students will need a copy of Flash. A 30-day evaluation is available for free. Book Included. http://protrainedu.org/Lumens/Game-Programming-with-Flash/228" target="_blank

[HTML5 and CSS3 Introduction](#) *[2040375]*

Whether you are planning to build a basic web page, or planning to build a data-driven web site, you will be using HTML and CSS to build your pages. HTML and CSS are the languages of the web and HTML5 and CSS3 are the next versions of these tools. HTML is what is used to structure a page while CSS is used to format the page. We will focus on building valid web pages, and adding images and links. The class will start with the fundamentals of web development and creating basic web pages and end with students publishing their websites to a web server. Students will need a text editor for this course. http://protrainedu.org/Lumens/HTML5-and-CSS3-Introduction/216" target="_blank

[Java Advanced](#) *[2040376]*

This class is a continuation of the Introduction to Java class. At the end of this class, students will be able to create graphical applications and applications that read and write to files and databases, and use threads. Students will need a Java compiler. Compilers are available for download. Book Included. Book Included. http://protrainedu.org/Lumens/Java-Advanced-/238" target="_blank

[Java Foundations](#) *[2040377]*

Students will receive a thorough introduction to the basic syntax and structure of the Java programming language. Students will create text-based Java applications that define variables and arrays and that use if statements, switch/case statements, for loops and while loops. Students will define classes and use those classes to create applications. Students will learn to create new classes based on existing classes using inheritance. Students will create graphical applications and applets. A background in programming or a familiarity with C++ is helpful but not necessary for this class. Instructor-led program with traditional start and end dates. Book included. A 30-day trial is available for download. Book Included. http://protrainedu.org/Lumens/Java-Foundations--/232" target="_blank

[XML Advanced](#) *[2040382]*

Students who are familiar with XML will explore more advanced topics related to working with XML and tools that can be used with XML. Students will build XML document schemas using Relax NG and parse XML using the DOM and SAX models and how XML is programmed using various programming environments. Students will use XSL-FO for creating documents using XML. Students will work with XQuery and look at how XML works with database applications. Students will explore XML services and applications that use XML. Book Included. http://protrainedu.org/Lumens/XML-Advanced/240" target="_blank

[JavaScript Advanced](#) *[2040384]*

JavaScript is the primary scripting languages used in browsers to add interactivity to web pages. In this course students will get an introduction to the basics of creating and editing JavaScript scrpts for web pages. Students will create JavaScripts that use numeric and string variables and work with numeric and string functions. Students will create scripts that get input from the user and display output on the page. Students will write scripts to define and use objects and functions. An understanding of HTML/XHTML, CSS and programming is useful but not necessary for this course. This course is a continuation of the JavaScript Introduction course. In this course students will explore additional features of JavaScript including DOM scripting to manipulate the web page, CSS scripting to change the style of elements, animation with JavaScript and controlling the web browser with JavaScript. Students will also explore JavaScript libraries including jQuery, Dojo and Dijits. Students will need a text editor, like Notepad and a browser like Firefox. http://protrainedu.org/Lumens/JavaScript-Advanced/898" target="_blank

[Google +](#) *[2040388]*

Google+ has surpassed Twitter to become the second largest social network next to Facebook. Discover the best ways to use this popular and emerging social media platform to raise your online profile, and connect with current and potential new contacts. You"ll learn the advantages of using Google+, how it can help your organization to engage existing users and grow your base, and techniques for using the platform to create relationships, and expand your reach and knowledge in particular subject matter areas.

[Integrating Social Media Into Your Organization](#) *[2040389]*

Take away a practical strategy and techniques for implementing social media for your organization or business. Learn how to create your own private social media using Ning, work socially using Google Docs and calendars, and move your web site to an interactive Web 2.0 site. Then your instructor will help you choose which social media tools are right for your situation, and then integrate them into your web site to develop a social media strategy for your organization. Find out what you can be doing, what you should be doing, and take back a plan to integrate social media into your communication and marketing. Requirements Internet connection

,IE8 or higher, Chrome, FireFox and access to Adobe Flash Player

LinkedIn for Business *[2040390]*

LinkedIn is the most popular business social network and the webs site for professionals to network, build business relationships, and provide or receive referrals. Most people rarely get beyond setting up a profile and therefore miss out on all the advanced features that have come to make LinkedIn so popular. Learn how to set-up your personal profile so that it gets noticed by others. Discover how LinkedIn can be used to generate leads, recruit new employees, and find new jobs. This class will cover all the intricacies of LinkedIn to help you create, customize, and optimize your presence on LinkedIn.

Online Advertising *[2040391]*

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

Advanced Inbound Marketing *[2040392]*

Get under the hood of inbound marketing and learn how to monitor measure and manage the integrated results of your inbound marketing activities at a more advanced level. We''ll focus on the data that actually matters and how it is influenced by visitor/user engagement. Gain deeper insights into user behavior; learn how to track meaningful conversions, measure visitor engagement and how to use landing pages more effectively â€" including how to create forms that get results.

Advanced Mobile Marketing *[2040393]*

Come get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign.   Learn how to promote your app on the web, building a landing page for your app, and advanced tracking of your application usage.

Back to Top   # Graphics & Multi-Media

Photoshop Intermediate *[2060079]*

During this course you will learn more about how Photoshop can be used to retouch and restore digital images. You will learn how to correct, change and improve the color of an image, get rid of stains and scratches on scanned images, combine images, add special effects and filters to images and to create images using Photoshop's artistic tools. It is recommended that you take the Photoshop Introduction or have worked with Photoshop before taking this class. Students will need a copy of Photoshop. A 30-day trial version is available. Book Included. http://protrainedu.org/Lumens/Photoshop-Intermediate/260" target="_blank

Flash CC Introduction *[2060080]*

Students will create vector graphics using Flash's drawing tools. Students will create basic animations using motion and shape tweening. Students will create interactive Flash projects using ActionScript. Students will create a web-based application that reads from files and links to other pages. Students will create accessible content using Flash. Students will import sound and video into their Flash animations. Students will need a copy of Flash. A 30-day trial is available. http://protrainedu.org/Lumens/Flash-CC-Introduction/269" target="_blank

Adobe Photoshop CC *[2060081]*

Looking for a solid foundation in the industry standard graphics and image editor, Photoshop? Learn the basics and much more in this online program. If you are a graphic/web designer, digital artist or a photographer, with little or no working knowledge of Photoshop, or even if you are already familiar with Photoshop, this is the course for you! Take the plunge and sign up today to learn how to master the world's number one image editing software! A 30-day trial is available for download. Students will need to have a copy of Photoshop. http://protrainedu.org/Lumens/Adobe-Photoshop-CC/266" target="_blank

Adobe Illustrator CC *[2060082]*

Adobe Illustrator allows you to create artwork that you can use for web pages or any print or electronic media. This course will give students a good overview of the tools and features of Illustrator. Students will create artwork using the various tools including the pencil and pen tools. Students will learn the various ways to apply color to their artwork. Students will work with layers, the 3D

effects, and symbols. Students will need to have a copy of Illustrator. A 30-day trial is available for download. http://protrainedu.org/Lumens/Adobe-Illustrator-CC/268" target="_blank

CorelDraw Introduction *[2060083]*

Students will learn the fundamentals of using Corel Draw to create and edit vector images as well as photographs. Book Included. http://protrainedu.org/Lumens/CorelDraw-Introduction-/270" target="_blank

Photoshop CC Introduction *[2060084]*

This class will introduce the new user to the basics of working with Photoshop for retouching images and drawing. Students will be able to use various techniques for selecting in order to edit and retouch images. Students will be able to prepare images for including in a web site or for including in printed documents. Students will be able to edit images using the painting tools, clone stamp and drawing tools. Students will be able to create new images using the pen tool and the drawing and painting tools. Students will be able to create and edit images using layers. Students will need a copy of Photoshop. A 30-day trial version is available. Book Included. http://protrainedu.org/Lumens/Photoshop-CC-Introduction-/255" target="_blank

Dreamweaver Foundations *[2060085]*

Students will be able to create and manage web sites using Macromedia Dreamweaver, insert pictures, Flash text and buttons into web pages, use Cascading Style Sheets to format web pages, ill use frames, layers and tables for designing layout for pages, manage sites using Dreamweaver's site management tools, build data-driven websites using Dreamweaver. The course starts with a review of building static websites using HTML, CSS, and templates. Students will configure their Dreamweaver sites to be ready to build a dynamic web site, use PHP, ASP or ColdFusion to build their dynamic sites. Using the Dreamweaver tools, students will build dynamic sites that include emailing form content, connecting to a database and displaying records from the database, and updating database information using forms. Book included. A 30-day trial is available for download http://protrainedu.org/Lumens/Dreamweaver-Foundations-/261" target="_blank

Adobe Acrobat XI *[2060086]*

Adobe Acrobat allows users to convert documents you create in Word, Excel, PowerPoint or any other application into Portable Document Files (PDF). A PDF can be viewed and printed by any with a copy of Adobe's free Acrobat Reader. In this course students will learn to create and manage PDF files. Students will add navigation aids to their PDF files. Students will prepare documents for review and adding security features to their documents. Students will also learn to?complete PDF forms electronically. Students must have a copy of Adobe Acrobat Standard. A 30-day trial of Adobe Acrobat is available for download. Book included. http://protrainedu.org/Lumens/Adobe-Acrobat-XI/265" target="_blank

Adobe InDesign CC *[2060087]*

Adobe InDesign allows you to design and produce stunning documents on your desktop printer or using a professional printer. Or convert your documents to PDF format or publish them on a website. This class will walk you through setting up the InDesign workspace, adding text and graphics to your document, creating layouts with frames and applying formatting with styles. Students will need a copy of InDesign. A trial version is available. A 30-day trial is available for download http://protrainedu.org/Lumens/Adobe-InDesign-CC/258" target="_blank

Adobe Premiere CC *[2060088]*

Adobe Premiere gives you powerful video and audio editing tools. Students will add transitions, special effects, graphics, titles, and music to their Premiere projects.'students will adjust the image quality of the video and edit and mix the sound track. Students will build picture-in-picture effects, create animated titles, record voice-overs, add motion effects, and publish the results to a variety of formats. Students will create streaming video for playback on a web site. Students must have a copy of Adobe Premiere. A 30-day trial is available. Book included. A 30-day trial is available for download. Book Included. http://protrainedu.org/Lumens/Adobe-Premiere-CC/257" target="_blank

Digital Art CC *[2060089]*

Using Illustrator, Adobe Photoshop, Adobe Flash and InDesign software train for a new career in digital art. Designers may produce promotional displays and marketing brochures for products and services, design distinctive logos for products and businesses, and develop signs and signage systems for businesses or government. In addition a growing number of graphic designers are developing material for web pages, computer interfaces, and multimedia projects. Designers who are skilled in using digital art to create interactive websites, computer games and educational resources will find their talents in demand in coming years. Instructor-led program with traditional start and end dates. Books included. A 30-day trial is available for download http://protrainedu.org/Lumens/Digital-Art-CC/259" target="_blank

[Building Websites for the Modern Web](http://protrainedu.org/Lumens/Building-Websites-for-the-Modern-Web/263) *[2060090]*

The web is no longer just static web pages that will be viewed with a browser, but is now all about interactivity and being viewed and used on whatever device is handy, whether it is a standard PC and browser, a portable device like a smartphone or tablet or from a TV screen or gaming system. In this course we will learn to build sites that work well on multiple devices, take advantage of device with features like Geolocation and Orientation. We will look at how to add video and sound content that will work on multiple platforms, and look at how to work with SVG and HTML forms. http://protrainedu.org/Lumens/Building-Websites-for-the-Modern-Web/263" target="_blank

[Dreamweaver CC Introduction](http://protrainedu.org/Lumens/Dreamweaver-CC-Introduction/262) *[2060091]*

At the end of this class students will be able to create and manage web sites using Adobe Dreamweaver. Students will insert pictures and media objects into web pages. Students will use Cascading Style Sheets to format web pages. Students will use layers and tables for designing layout for pages. Students will manage sites using Dreamweaver's site management tools. Students will need a copy of Dreamweaver. A 30-day evaluation version is available. http://protrainedu.org/Lumens/Dreamweaver-CC-Introduction/262" target="_blank

[Flash CS5 for ActionScripting 3.0](http://protrainedu.org/Lumens/Flash-CS5-for-ActionScripting-3.0/256) *[2060092]*

This course will give the student an overview of the workings of Flash ActionScripting. Students will learn how to use ActionScripting to create content, create and manipulate components,?to load movies, and to animate colors and filters. Students will need a copy of Flash. A 30-day trial is available. Book included. http://protrainedu.org/Lumens/Flash-CS5-for-ActionScripting-3.0/256" target="_blank

[Getting Started with Blogging](http://protrainedu.org/Lumens/Getting-Started-with-Blogging-/385) *[2060093]*

If you have thought about starting your own blog, then this is the course for you. In this course you will?launch your?blog?and learn to write for your audience. Topics to be discussed include writing and editing your blog, getting others to contribute, getting the word out about your blog, generating traffic to your blog, and ways you can make money from your blog. Book Included. http://protrainedu.org/Lumens/Getting-Started-with-Blogging-/385" target="_blank

[Adobe InDesign CS6](http://protrainedu.org/Lumens/Adobe-InDesign-CS6/1151) *[2060095]*

Adobe InDesign allows you to design and produce stunning documents on your desktop printer or using a professional printer. Or convert your documents to PDF format or publish them on a website. This class will walk you through setting up the InDesign workspace, adding text and graphics to your document, creating layouts with frames and applying formatting with styles. Students will need a copy of InDesign. A trial version is available. A 30-day trial is available for download. http://protrainedu.org/Lumens/Adobe-InDesign-CS6/1151" target="_blank

[Adobe Premiere CS6](http://protrainedu.org/Lumens/Adobe-Premiere-CS6/1152) *[2060096]*

Adobe Premiere gives you powerful video and audio editing tools. Students will add transitions, special effects, graphics, titles, and music to their Premiere projects. Students will adjust the image quality of the video and edit and mix the sound track. Students will build picture-in-picture effects, create animated titles, record voice-overs, add motion effects, and publish the results to a variety of formats. Students will create streaming video for playback on a web site. Students must have a copy of Adobe Premiere. A 30-day trial is available. http://protrainedu.org/Lumens/Adobe-Premiere-CS6/1152" target="_blank

[Dreamweaver CS6 Introduction](http://protrainedu.org/Lumens/Dreamweaver-CS6-Introduction/1153) *[2060097]*

At the end of this class students will be able to create and manage web sites using Adobe Dreamweaver. Students will insert pictures and media objects into web pages. Students will use Cascading Style Sheets to format web pages. Students will use layers and tables for designing layout for pages. Students will manage sites using Dreamweaver's site management tools. Students will need a copy of Dreamweaver. A 30-day evaluation version is available. http://protrainedu.org/Lumens/Dreamweaver-CS6-Introduction/1153" target="_blank

[Flash CS6 Introduction](http://protrainedu.org/Lumens/Flash-CS6-Introduction/1154) *[2060098]*

Students will create vector graphics using Flash's drawing tools. Students will create basic animations using motion and shape tweening. Students will create interactive Flash projects using ActionScript. Students will create a web-based application that reads from files and links to other pages. Students will create accessible content using Flash. Students will import sound and video into their Flash animations. Students will need a copy of Flash. A 30-day trial is available. http://protrainedu.org/Lumens/Flash-CS6-Introduction/1154" target="_blank

[Adobe Illustrator CS6](http://protrainedu.org/Lumens/Adobe-Illustrator-CS6/1155) *[2060099]*

Adobe Illustrator allows you to create artwork that you can use for web pages or any print or electronic media. This course will give students a good overview of the tools and features of Illustrator. Students will create artwork using the various tools including the pencil and pen tools. Students will learn the various ways to apply color to their artwork. Students will work with layers, the 3D effects, and symbols. Students will need to have a copy of Illustrator. A 30-day trial is available for download. http://protrainedu.org/Lumens/Adobe-Illustrator-CS6/1155" target="_blank

[Photoshop CS6 Introduction](http://protrainedu.org/Lumens/Photoshop-CS6-Introduction/1157) *[2060100]*

This class will introduce the new user to the basics of working with Photoshop for retouching images and drawing. Students will be able to use various techniques for selecting in order to edit and retouch images. Students will be able to prepare images for including in a web site or for including in printed documents. Students will be able to edit images using the painting tools, clone stamp and drawing tools. Students will be able to create new images using the pen tool and the drawing and painting tools. Students will be able to create and edit images using layers. Students will need a copy of Photoshop. A 30-day trial version is available. Book Included. http://protrainedu.org/Lumens/Photoshop-CS6-Introduction/1157" target="_blank

[Adobe Acrobat X](http://protrainedu.org/Lumens/Adobe-Acrobat-X/1158) *[2060101]*

Adobe Acrobat allows users to convert documents you create in Word, Excel, PowerPoint or any other application into Portable Document Files (PDF). A PDF can be viewed and printed by any with a copy of Adobe's free Acrobat Reader. In this course students will learn to create and manage PDF files. Students will add navigation aids to their PDF files. Students will prepare documents for review and adding security features to their documents. Students will also learn to?complete PDF forms electronically. Students must have a copy of Adobe Acrobat Standard. A 30-day trial of Adobe Acrobat is available for download. Book included. http://protrainedu.org/Lumens/Adobe-Acrobat-X/1158" target="_blank

[Adobe Photoshop CS6](http://protrainedu.org/Lumens/Adobe-Photoshop-CS6/1161) *[2060103]*

This class will introduce the new user to the basics of working with Photoshop for retouching images and drawing. Students will be able to use various techniques for selecting in order to edit and retouch images. Students will be able to prepare images for including in a web site or for including in printed documents. Students will be able to edit images using the painting tools, clone stamp and drawing tools. Students will be able to create new images using the pen tool and the drawing and painting tools. Students will be able to create and edit images using layers. Students will need a copy of Photoshop. A 30-day trial version is available. http://protrainedu.org/Lumens/Adobe-Photoshop-CS6/1161" target="_blank

[AutoCAD 1 - Basic 2D](http://protrainedu.org/Lumens/AutoCAD-1---Basic-2D/1174) *[2060104]*

Learn the basic 2D features of the latest versions of AutoCAD. This introductory course covers drawing setup, basic construction and editing tools, layer management, object properties, basic annotation with text and dimensions, and an introduction to layouts and plotting. Students will be able to receive a free copy of the latest version AutoCAD from Autodesk (valid for three years) at the time of enrollment. Instructions on how to do this will be included in their welcome letter. http://protrainedu.org/Lumens/AutoCAD-1---Basic-2D/1174" target="_blank

[AutoCAD 2 - Advanced 2D](http://protrainedu.org/Lumens/AutoCAD-2---Advanced-2D/1175) *[2060105]*

Learn the advanced 2D features of the latest versions of AutoCAD. This course covers paper space detailing, multiple layout setup, advanced dimension techniques, blocks and symbol libraries, tables and schedules, attributes, dynamic blocks and parameters, and external references. Students will be able to receive a free copy of the latest version AutoCAD from Autodesk (valid for three years) at the time of enrollment. Instructions on how to do this will be included in their welcome letter. http://protrainedu.org/Lumens/AutoCAD-2---Advanced-2D/1175" target="_blank

[AutoCAD Fundamentals Certificate](http://protrainedu.org/Lumens/AutoCAD-Fundamentals-Certificate/1182) *[2060106]*

This Certificate training program covers all aspects of 2D Computer Aided Drafting and Design with the latest versions of AutoCAD. It also includes an introduction to basic 3D modeling concepts ensuring the graduate of this program will have a sound fundamental understanding of both 2D and 3D skills for working with AutoCAD. These three basic courses are essential for architects, engineers, interior designers and all those involved in the production of technical drawings. Students will be able to receive a free copy of the latest version AutoCAD from Autodesk (valid for three years) at the time of enrollment. Instructions on how to do this will be included in their welcome letter. http://protrainedu.org/Lumens/AutoCAD-Fundamentals-Certificate/1182" target="_blank

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Basic Computer Courses

[Crystal Reports XI](http://protrainedu.org/Lumens/Crystal-Reports-XI/389) *[2100015]*

Crystal Reports XI enables developers and other IT professionals to design, manage, and deliver reports via the web, as well as embed reporting in enterprise applications. Report authors are often weighed down with hand-coding reports and working through orders for customized reports. Crystal Reports XI delivers significant new features that will benefit organizations of all sizes with easier report design, simplified report maintenance, expanded data access, and complete integration with the Business ObjectsT XI platform. http://protrainedu.org/Lumens/Crystal-Reports-XI/389" target="_blank

[Microsoft Access 2013 for Beginners](http://protrainedu.org/Lumens/Microsoft-Access-2013-for-Beginners/285) *[2100016]*

This class will give students a working knowledge of databases, what they are and how to use them. Students will create a database; add tables manually and from templates. This course teaches users to import data into a database and export data out of it. Enrollees will need a copy of Office and a basic understanding of Windows. A 60-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Access-2013-for-Beginners/285" target="_blank

[Microsoft Word 2013 for Beginners](http://protrainedu.org/Lumens/Microsoft-Word-2013-for-Beginners/282) *[2100017]*

This class will give students a working knowledge of word processing. Students will be able to create, edit, format and print Word documents that include outlines, tables, styles and sections. Other essential topics including printing, saving and retrieving files are also covered. Students will create Word documents for evaluation and "hands on" experience. Students will need a basic understanding of Windows to complete this class. Students will need a copy of Office. A 30-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Word-2013-for-Beginners/282" target="_blank

[Microsoft Excel 2013 Comprehensive](http://protrainedu.org/Lumens/Microsoft-Excel-2013-Comprehensive/293) *[2100018]*

This class will give you a working knowledge of electronic spreadsheets, what they are and how to use them. You will be able to create and format professional looking Excel spreadsheets that include charts and multiple worksheets. You will be able to create and execute formulas, Excel functions, perform data sorting, import data, and create linked workbooks. You will create Excel macros and will learn the basics of VBA. The skills learned in this class are ones valued by employers. Students will need a copy of Office. http://protrainedu.org/Lumens/Microsoft-Excel-2013-Comprehensive/293" target="_blank

[CompTIA A+ 220-801 and 220-802](http://protrainedu.org/Lumens/CompTIA-A+-220-801-and-220-802/401) *[2100019]*

CompTIA A+ training teaches students fundamental competence in areas such as installation, preventative maintenance, networking, security, troubleshooting, customer service and communication to work with clients. In order to achieve your CompTIA A+ certification you will need to pass two exams - 220-801 & 220-802. After completing the CompTIA A+ 220-801 course, students will know hardware, laptops, motherboards, processors, memory, CPU, troubleshooting theory, preventative maintenance techniques, Windows XP, Windows Vista, Windows 7, Windows 8, mobile operating systems Android and Apple iOS, cables, connectors, network types, security concepts, security technologies, viruses, malware, communication and professionalism. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high demand IT jobs. http://protrainedu.org/Lumens/CompTIA-A+-220-801-and-220-802/401" target="_blank

[Microsoft Word 2013 Comprehensive](http://protrainedu.org/Lumens/Microsoft-Word-2013-Comprehensive/300) *[2100021]*

This class will give students a thorough understanding of the features of Microsoft Word. Students will be able to create, edit, format and print Word documents that include outlines, tables, styles and sections. Other essential topics including printing, saving and retrieving files are also covered. Students will create a newsletter that uses columns, drawings, and object linking and embedding. Students will create web pages using Word and learn how to create a website. Students will learn how to use the Workgroups features of Word, how to create Forms, Master Documents and Macros. Students will need a basic understanding of Windows to complete this class. Students will need a copy of Office. A 60-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Word-2013-Comprehensive/300" target="_blank

[A+, Network+, CCNA](http://protrainedu.org/Lumens/A+,-Network+,-CCNA-/46) *[2100022]*

This course prepares students to take the CompTIA A+ 220-801 & 220-802, N10-006: Network+, and Cisco CCNA 200-120 certification exams. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. http://protrainedu.org/Lumens/A+,-Network+,-CCNA-/46" target="_blank

[A+, Network+, MCSE Data Platform](http://protrainedu.org/Lumens/A+,-Network+,-MCSE-Data-Platform) *[2100023]*

This course prepares students to take the CompTIA A+ 220-801 & 220-802, N10-006: Network+, Microsoft 70-461: Querying SQL

Server 2012, 70-462: Administering SQL Server 2012 Databases, 70-463: Implementing a Data Warehouse with SQL Server 2012 Server, 70-464: Developing Microsoft SQL Server 2012, and 70-465: Designing Database Solutions for Microsoft SQL Server certification exams. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. http://protrainedu.org/Lumens/A+,-Network+,-MCSE-Data-Platform/34" target="_blank

Network+, CCNA *[2100024]*

This course prepares students to take the CompTIA N10-006: Network+, and Cisco CCNA 200-120 certification exams. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. http://protrainedu.org/Lumens/Network+,-CCNA/33" target="_blank

Microsoft Project 2013 for Professional Users *[2100026]*

Students will be able to track the progress of a project and troubleshoot problems with schedules and resource usage. Students will be able to customize the Project environment and to publish the project information using various reports, charts and web page options. Students will be able to pool resources within a project and to link multiple projects together. Students will need a copy of Project. A 30-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Project-2013-for-Professional-Users/308" target="_blank

Microsoft Office 2013 for Professional Users *[2100027]*

Students will advance their Microsoft Office skills by exploring more advanced topics in Word, Excel and Access. In Word students will create newsletters, web pages and macros. In Excel, students will create 3-D workbooks and link Excel files, create formulas using the financial functions, manage worksheets that contain databases and create macros. In Access, students will create relational databases, and create queries, forms and reports that use relational databases. Students will be introduced to Access macros and VBA. Students will need a basic understanding of Word, Excel and Access to complete this class. Students will need a copy of Office. A 30-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Office-2013-for-Professional-Users/284" target="_blank

Cisco CCNA and CCNP *[2100028]*

Upon successful completion of this course, students will be prepared to sit for the Cisco CCNA 200-210, Cisco IP Routing Exam 642-902: ROUTE Implementing Cisco IP Routing, Cisco IP Switch Network Exam 642-813 SWITCH: Cisco IP Switch Network, Cisco TSHOOT Troubleshooting and Maintaining Cisco IP Networks Exam 642-832: TSHOOT Troubleshooting and Maintaining Cisco IP Networks certification exams. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. http://protrainedu.org/Lumens/Cisco-CCNA-and-CCNP/47" target="_blank

Microsoft Office Access 2013 *[2100029]*

This course trains you how to use the features of Microsoft Access 2013. Microsoft Access is a tool to manage information that helps you store information for reference, reporting and analysis. It can help you to overcome limitations you may find when you try to manage large amounts of information in Excel or other spreadsheets. This course will teach you basic to advanced features of Access, and will cover what you need to know as efficiently as possible. http://protrainedu.org/Lumens/Microsoft-Office-Access-2013/39" target="_blank

Microsoft Project 2013 for Beginners *[2100030]*

Students will learn the basics of project management using Microsoft Project. During this course students will build a project plan that includes tasks and resources. Students will learn to manage the project as tasks are completed and to see whether or not the project is on schedule and on cost. Students will use various reporting tools to print and view the project status. Students will need a copy of Project. A 30-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Project-2013-for-Beginners/307" target="_blank

Get Started with Podcasting *[2100031]*

Got a computer? a microphone? a topic you can talk about? Then you are ready to get started with podcasting! Podcasting allows you to publish audio or video content that you can share with the world. Your listeners can download your message and listen to it on their mobile audio devices. This course will introduce you to the skills you will need to create, edit and publish your audio or video podcast. We will explore tools that are available for creating podcasts, publishing them and how you could make money. Book Included. http://protrainedu.org/Lumens/Get-Started-with-Podcasting/281" target="_blank

[Microsoft Project 2013 Comprehensive](#) *[2100033]*

Students will learn the basics of project management using Microsoft Project. During this course students will build a project plan that includes tasks and resources. Students will learn to manage the project as tasks are completed and to see whether or not the project is on schedule and on cost. Students will use various reporting tools to print and view the project status. Students will be able to track the progress of a project and troubleshoot problems with schedules and resource usage. Students will be able to customize the Project environment and to publish the project information using various reports, charts and web page options. Students will be able to pool resources within a project and to link multiple projects together. Students will need a copy of Project. A 30-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Project-2013-Comprehensive/296" target="_blank

[XML Foundations](#) *[2100034]*

This class will give students an introduction an overview to creating XML documents and the tools that are available for working with XML documents. Students will be able to create well-formed and valid XML documents. This class does not require a background in programming or web design, but both would be helpful. Students will need to download and install some free applications to complete some exercises. Book included. A 30-day trial is available for download http://protrainedu.org/Lumens/XML-Foundations-/294" target="_blank

[Microsoft Word 2013 for Professional Users](#) *[2100035]*

Students will advance their Microsoft Word skills by exploring more advanced topics in Word. Students will create a newsletter that uses columns, drawings, and object linking and embedding. Students will create web pages using Word and learn how to create a website. Students will learn how to use the Workgroups features of Word, how to create Forms, Master Documents and Macros. Students will need a basic understanding of Word to complete this class. Students will need a copy of Office. A 30-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Word-2013-for-Professional-Users/408" target="_blank

[Microsoft Excel 2013 for Beginners](#) *[2100037]*

This class will give you a working knowledge of electronic spreadsheets, what they are and how to use them. You will be able to create and format Excel spreadsheets that include charts and multiple worksheets. You will be able to create and execute formulas and use the Excel functions. A copy of Microsoft Office is needed to complete this course. A 30 day trial is available. http://protrainedu.org/Lumens/Microsoft-Excel-2013-for-Beginners/298" target="_blank

[Network+, Security+, CCNA](#) *[2100040]*

This course prepares studenst to take the CompTIA N10-006: Network+, SY0-401: Security+ and Cisco CCNA 200-120 certification exams. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. http://protrainedu.org/Lumens/Network+,-Security+,-CCNA/41" target="_blank

[Microsoft Access 2013 Comprehensive](#) *[2100041]*

This class will give students a working knowledge of databases, what they are and how to use them. Students will learn to view data in a database and change the view by sorting and filtering the data. Students will create a database and learn to define forms for inputs and reports for summarizing the data. Students will learn to create queries to view a subset of data in the database. Students will create charts to display data and a switchboard to manage their database application. Students will create relational databases and learn to create forms, queries and reports that use relational databases. Students will learn to build macros in Access and to use the macros to expand the capabilities of the switchboard. Students will be introduced to the basics of creating VBA applications in Access.'students will need a copy of Office. A 60-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Access-2013-Comprehensive/286" target="_blank

[Microsoft Publisher 2010](#) *[2100042]*

Microsoft Publisher allows you to design documents from calendars to business cards, newsletters to brochures. In this course we will learn to create documents using templates and learn to add and format text and images. You will learn design techniques as well as how to use publisher.?You?will need a copy of Microsoft Publisher. A 60-day trial is available http://protrainedu.org/Lumens/Microsoft-Publisher-2010/306" target="_blank

[CompTIA Network+ N10-006](#) *[2100043]*

CompTIA's Network+ is a vendor-neutral certification that validates technical competency in networking administration and support. The Network Plus certification confirms a technician's critical knowledge of media and topologies, protocols and standards, network implementation and network support. The exams also cover domains such as security, safety and environmental issues and

communication and professionalism. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. http://protrainedu.org/Lumens/CompTIA-Network+-N10-006/400" target="_blank

Cisco Certified Network Professional (CCNP) *[2100044]*

This CCNP Routing & Switching, Troubleshooting & Maintaining, and Implementing Cisco IP Routing course provides full coverage of the knowledge and skills required to implement, plan, troubleshoot and verify local and wide-area enterprise networks and work on advanced security, voice, wireless and video solutions. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. http://protrainedu.org/Lumens/Cisco-Certified-Network-Professional-(CCNP)/42" target="_blank

Microsoft Excel 2013 for Professional Users *[2100045]*

Students will advance their Microsoft Excel skills by exploring more advanced topics in Excel. Students will learn to create three-dimensional workbooks, and to link workbooks. Students will create financial forecast spreadsheets using the Excel financial functions. Students will learn to work with the workgroup features of Excel. Students will learn to import data into an Excel spreadsheet and will work with the data using the data management functions of Excel. Students will create Excel macros and will learn the basics of VBA. Students will need a basic understanding of Excel to complete this class. Students will need a copy of Office. A 60-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Excel-2013-for-Professional-Users/394" target="_blank

Microsoft Office PowerPoint 2013 *[2100046]*

This course provides training for the features of Microsoft Office's PowerPoint 2013. PowerPoint 2013 is a visual and graphical application, primarily used for creating presentations. With PowerPoint, you can create, view, and present slide shows that combine text, shapes, pictures, graphs, animation, charts, videos, and much more! http://protrainedu.org/Lumens/Microsoft-Office-PowerPoint-2013/36" target="_blank

A+, Network+, Security+, MCSE Data Platform *[2100047]*

This course prepares students to take the CompTIA A+ 220-801 & 220-802, N10-006: Network+, SY0-401: Security+, Microsoft 70-461: Querying SQL Server 2012, 70-462: Administering SQL Server 2012 Databases, 70-463: Implementing a Data Warehouse with SQL Server 2012 Server, 70-464: Developing Microsoft SQL Server 2012, and 70-465: Designing Database Solutions for Microsoft SQL Server certification exams. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. http://protrainedu.org/Lumens/A+,-Network+,-Security+,-MCSE-Data-Platform/35" target="_blank

A+, Net+, Security+ *[2100048]*

This course prepares students to take the CompTIA A+ 220-801 & 220-802, N10-006: Network+, SY0-401: Security+ certification exams. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. http://protrainedu.org/Lumens/A+,-Net+,-Security+/31" target="_blank

Adobe LiveCycle Designer *[2100049]*

One of the advantages of PDF documents is the ability to distribute forms to your end user for them to fill out and return. LiveCycle Designer is the tool that comes with Acrobat that allows you to create interactive forms. In this class you will explore the LiveCycle Designer interface and build a basic form. The course content includes design and usability tips on how to build effective forms. You will create forms, add interaction and manage form data. Students will need a copy of LiveCycle Designer. A trial version is available. Book Included. http://protrainedu.org/Lumens/Adobe-LiveCycle-Designer/290" target="_blank

Cisco Certified Network Associate (CCNA) *[2100050]*

The Cisco CCNA ICND1 & ICND2 course curriculum includes LAN Switching Technologies, Troubleshooting, WAN Technologies and IP Services (SNMP, Syslog, FHRP). The curriculum also includes the Operation of IP Data Networks, IP Addressing (IPv4 & IPv6), Network Security, Basic Troubleshooting and DHCP, NAT, ACLs and other IP Routing Technologies.This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. This cloud based lab solution uses real equipment that enables our students to execute each practical task in a safe environment that is accessible from anywhere without needing to buy their own hardware or risk damage to their own system. http://protrainedu.org/Lumens/Cisco-Certified-Network-Associate-(CCNA)/44" target="_blank

Cisco Certified Network Associate Security (CCNA Security) *[2100051]*

CCNA Security Certification meets the needs of IT professionals who are responsible for network security. It confirms an individual's skills for job roles such as Network Security Specialists, Security Administrators, and Network Security Support Engineers. This certification validates skills including installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices and develops competency in the technologies that Cisco uses in its security structure. http://protrainedu.org/Lumens/Cisco-Certified-Network-Associate-Security-(CCNA-Security)/25" target="_blank

CompTIA Security+ *[2100052]*

CompTIA's Security+ is a vendor-neutral certification that validates the competency of security professionals working in the IT industry. The Security+ Certification confirms a technician's critical knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. Because human error is the number one cause for a network security breach, CompTIA Security+ is recognized by the technology community as a valuable credential that proves competency with information security. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. http://protrainedu.org/Lumens/CompTIA-Security+/405" target="_blank

CompTIA Server+ SK0-003 *[2100053]*

CompTIA's Server+ is a vendor-neutral certification that validates the competency of advanced IT technicians. The Server+ Certification confirms a technician's knowledge of Industry Standard Server Architecture (ISSA) technology, technologies such as RAID, SCSI and multiple CPUs, as well as capabilities with server issues, including disaster recovery. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. http://protrainedu.org/Lumens/CompTIA-Server+-SK0-003/396" target="_blank

Microsoft Access 2013 for Professional Users *[2100057]*

Students will advance their Microsoft Access skills by exploring more advanced topics in Access. Students will create queries, reports, create an Access database, build a switchboard, and will learn to enable password protection. Students need a basic understanding of Access to complete this class and a copy of Office. A 60-day trial version is available http://protrainedu.org/Lumens/Microsoft-Access-2013-for-Professional-Users/303" target="_blank

Microsoft Office 2010 Upgrade *[2100058]*

If you are making the move to Office 2010 from an earlier version, this course will have you ready to use Word, Excel, Access, PowerPoint and Outlook without missing a beat. You will get an overview of the new Ribbon interface that is common to the new Office applications. You will explore the basic features of each of the Office applications while you get accustomed to the new Office 2010 interface. http://protrainedu.org/Lumens/Microsoft-Office-2010-Upgrade/288" target="_blank

Microsoft Office 2013 for Beginners *[2100059]*

This class will give students an overview of the Microsoft Office applications and how they work together. Students will be able to create and edit Word documents that include outlines, tables, styles and sections. Students will be able to create and edit Excel spreadsheets that include charts and "what-if" analysis. Students will be able to create and edit PowerPoint presentations. Students will be able to create Access databases that include tables, forms, queries and reports. Students will need a basic understanding Windows to complete this class. Students will need a copy of Office. A 30-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Office-2013-for-Beginners/292" target="_blank

Microsoft Office Excel 2013 *[2100061]*

This course trains you how to use the features of Microsoft Excel 2013. Excel 2013 is an incredibly powerful tool for getting meaning out of vast amounts of data. But it also works really well for simple calculations and tracking almost any kind of information. The key for unlocking all that potential is the grid of cells. Cells can contain numbers, text or formulas. You put data in your cells and group them in rows and columns. That allows you to add up your data, sort and filter it, put it in tables, and build great-looking charts. http://protrainedu.org/Lumens/Microsoft-Office-Excel-2013/43" target="_blank

Microsoft Office Outlook 2013 *[2100062]*

This course trains you how to use the features of Microsoft Outlook 2013. Microsoft Outlook 2013 organizes your emails, calendars,

Microsoft Office Word 2013 *[2100063]*

This course provides training for the features of Microsoft Office's Word 2013. Microsoft Word 2013 is a word-processing program, designed to help you create professional-quality documents. With the finest document-formatting tools, Word helps you organize and write your documents more efficiently. Word also includes powerful editing and revising tools so that you can collaborate with

CompTIA Linux+ [2100066]

The CompTIA Linux+ Course confirms an IT professional's proficiency in the everyday management of Linux-based clients and basic management of server systems. Students will learn the knowledge and tools necessary to manage Linux systems from the command line, as well as how to manage user administration, file permissions, software configurations, and Linux-based clients, server systems and security. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs. http://protrainedu.org/Lumens/CompTIA-Linux+/390" target="_blank

Technical Writing Fundamentals [2100068]

This course teaches you how to write technical documents and how to write using XML. It's like learning two skills for the price of one! And both skills are in high demand. In this course, you'll learn a systematic writing process. You'll learn how to write and revise technical reports and manuals (two key technical writing formats). And you'll get the chance to practice by completing four hands-on assignments. In the first assignment, you'll learn how to write clearly and concisely. You'll practice these techniques by writing a resume and a letter. In assignments two and three, you'll create your first technical document, develop and conduct a document usability test, and revise your document based on the test results. In these two projects, we try to simulate a typical development environment by having you work in project teams. In the last assignment, you'll get the chance to write a formal technical report. The course takes you through the entire writing process, step-by-step! http://protrainedu.org/Lumens/Technical-Writing-Fundamentals/304" target="_blank

CompTIA Advanced Security Practitioner (CASP) [2100084]

The CompTIA Advanced Security Practitioner (CASP) exam covers the technical knowledge and skills required to conceptualize, design, and engineer secure solutions across complex enterprise environments. It involves applying critical thinking and judgment across a broad spectrum of security disciplines to propose and implement solutions that map to enterprise drivers, while managing risk. http://protrainedu.org/Lumens/CompTIA-Advanced-Security-Practitioner-(CASP)/1100" target="_blank

CompTIA Cloud Essentials [2100085]

The CompTIA Cloud Essential certification is applicable to a wide range of IT professionals. the course is geared towards those currently in or looking for positions as IT consultants, IT technical services, IT relationship managers, IT architects, consultants and business process owners analysts. This course is the first step on a training path that leads to a technical career in cloud computing. http://protrainedu.org/Lumens/CompTIA-Cloud-Essentials/1099" target="_blank

Microsoft Access 2010 for Beginners [2100094]

This class will give you a working knowledge of databases, what they are and how to use them. You will learn to view data in a database. You will create a database; add tables manually and from templates. You will learn to define forms for inputs of data. You will learn to import data into your database and export data out of it. You will need a basic understanding of Windows to complete this class. You will need a copy of Office. A 60-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Access-2010-for-Beginners/1138" target="_blank

Microsoft Access 2010 for Professional Users [2100095]

Students will advance their Microsoft Access skills by exploring more advanced topics in Access. Students will create queries and reports. Students will make Access database applications easier to use by building a switchboard and will make their database more secure by adding password protection. Forms and reports will be created. Students will need a basic understanding of Access to complete this class. Students will need a copy of Office. A 60-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Access-2010-for-Professional-Users/1139" target="_blank

Microsoft Excel 2010 for Beginners [2100096]

This class will give you a working knowledge of electronic spreadsheets, what they are and how to use them. You will be able to create and format Excel spreadsheets that include charts and multiple worksheets. You will be able to create and execute formulas and use the Excel functions. A copy of Microsoft Office is needed to complete this course. A 30 day trial of Office is available. http://protrainedu.org/Lumens/Microsoft-Excel-2010-for-Beginners/1140" target="_blank

Microsoft Project 2010 for Beginners *[2100097]*

Students will learn the basics of project management using Microsoft Project. During this course students will build a project plan that includes tasks and resources. Students will learn to manage the project as tasks are completed and to see whether or not the project is on schedule and on cost. Students will use various reporting tools to print and view the project status. Students will need a copy of Project. A 30-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Project-2010-for-Beginners/1141" target="_blank

Microsoft Word 2010 for Beginners *[2100098]*

This class will give students a working knowledge of word processing. Students will be able to create, edit, format and print WORD documents that include outlines, tables, styles and sections. Other essential topics including printing, saving and retrieving files are also covered. Students will create WORD documents for evaluation and "hands on" experience. Students will need a basic understanding of Windows to complete this class. Students will need a copy of Office. A 30-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Word-2010-for-Beginners/1142" target="_blank

Microsoft Excel 2010 for Professional Users *[2100099]*

Students will advance their Microsoft Excel skills by exploring more advanced topics in Excel. Students will learn to create three-dimensional workbooks, and to link workbooks. Students will create financial forecast spreadsheets using the Excel financial functions. Students will learn to work with the workgroup features of Excel. Students will learn to import data into an Excel spreadsheet and will work with the data using the data management functions of Excel. Students will create Excel macros and will learn the basics of VBA. Students will need a basic understanding of Excel to complete this class. Students will need a copy of Office. A 60-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Excel-2010-for-Professional-Users/1143" target="_blank

Microsoft Word 2010 for Professional Users *[2100100]*

Students will advance their Microsoft Word skills by exploring more advanced topics in Word. Students will create a newsletter that uses columns, drawings, and object linking and embedding. Students will create web pages using Word and learn how to create a website. Students will learn how to use the Workgroups features of Word, how to create Forms, Master Documents and Macros. Students will need a basic understanding of Word to complete this class. Students will need a copy of Office. A 30-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Word-2010-for-Professional-Users/1144" target="_blank

Microsoft Access 2010 Comprehensive *[2100101]*

This class will give students a working knowledge of databases, what they are and how to use them. Students will learn to view data in a database and change the view by sorting and filtering the data. Students will create a database and learn to define forms for inputs and reports for summarizing the data. Students will learn to create queries to view a subset of data in the database. Students will create charts to display data and a switchboard to manage their database application. Students will create relational databases and learn to create forms, queries and reports that use relational databases. Students will learn to build macros in Access and to use the macros to expand the capabilities of the switchboard. Students will be introduced to the basics of creating VBA applications in Access. Students will need a copy of Office. A 60-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Access-2010-Comprehensive/1145" target="_blank

Microsoft Excel 2010 Comprehensive *[2100102]*

This class will give you a working knowledge of electronic spreadsheets, what they are and how to use them. You will be able to create and format professional looking Excel spreadsheets that include charts and multiple worksheets. You will be able to create and execute formulas, Excel functions, perform data sorting, import data, and create linked workbooks. You will create Excel macros and will learn the basics of VBA. The skills learned in this class are ones valued by employers. Students will need a copy of Office. http://protrainedu.org/Lumens/Microsoft-Excel-2010-Comprehensive/1146" target="_blank

Microsoft Project 2010 for Professional Users *[2100103]*

Students will be able to track the progress of a project and troubleshoot problems with schedules and resource usage. Students will be able to customize the Project environment and to publish the project information using various reports, charts and web page options. Students will be able to pool resources within a project and to link multiple projects together. Students will need a copy of Project. A 30-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Project-2010-for-Professional-Users/1147" target="_blank

Microsoft Project 2010 Comprehensive *[2100104]*

Students will learn the basics of project management using Microsoft Project. During this course students will build a project plan that includes tasks and resources. Students will learn to manage the project as tasks are completed and to see whether or not the project is on schedule and on cost. Students will use various reporting tools to print and view the project status. Students will be able to track the progress of a project and troubleshoot problems with schedules and resource usage. Students will be able to customize the Project environment and to publish the project information using various reports, charts and web page options. Students will be able to pool resources within a project and to link multiple projects together. Students will need a copy of Project. A 30-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Project-2010-Comprehensive/1148" target="_blank

Microsoft Word 2010 Comprehensive *[2100106]*

This class will give students a thorough understanding of the features of Microsoft Word. Students will be able to create, edit, format and print Word documents that include outlines, tables, styles and sections. Other essential topics including printing, saving and retrieving files are also covered. Students will create a newsletter that uses columns, drawings, and object linking and embedding. Students will create web pages using Word and learn how to create a website. Students will learn how to use the Workgroups features of Word, how to create Forms, Master Documents and Macros. Students will need a basic understanding of Windows to complete this class. Students will need a copy of Office. A 60-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Word-2010-Comprehensive/1150" target="_blank

Microsoft Office 2010 for Beginners *[2100108]*

This class will give students an overview of the Microsoft Office applications and how they work together. Students will be able to create and edit Word documents that include outlines, tables, styles and sections. Students will be able to create and edit Excel spreadsheets that include charts and "what-if" analysis. Students will be able to create and edit PowerPoint presentations. Students will be able to create Access databases that include tables, forms, queries and reports. Students will need a basic understanding Windows to complete this class. Students will need a copy of Office. A 30-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Office-2010-for-Beginners/1159" target="_blank

Microsoft Office 2010 for Professional Users *[2100109]*

Students will advance their Microsoft Office skills by exploring more advanced topics in Word, Excel and Access. In Word students will create newsletters, web pages and macros. In Excel, students will create 3-D workbooks and link Excel files, create formulas using the financial functions, manage worksheets that contain databases and create macros. In Access, students will create relational databases, and create queries, forms and reports that use relational databases. Students will be introduced to Access macros and VBA. Students will need a basic understanding of Word, Excel and Access to complete this class. Students will need a copy of Office. A 30-day trial version is available. http://protrainedu.org/Lumens/Microsoft-Office-2010-for-Professional-Users/1160" target="_blank

AutoCAD 3 - Basic 3D Modeling *[2100111]*

Learn the remaining, advanced 2D features and basic 3D modeling tools for the latest versions of AutoCAD. This course covers working with raster images, fields and properties, sheet set management, publishing tools and all basic 3D modeling tools including: user coordinate systems, 3D navigation, basic solid modeling techniques, and model documentation methods. Students will be able to receive a free copy of the latest version AutoCAD from Autodesk (valid for three years) at the time of enrollment. Instructions on how to do this will be included in their welcome letter. http://protrainedu.org/Lumens/AutoCAD-3---Basic-3D-Modeling/1176" target="_blank

AutoCAD 4 - Advanced 3D and Basic Rendering *[2100112]*

Learn the advanced 3D modeling techniques and basic rendering tools for the latest versions of AutoCAD. This course covers 3D editing tools, advanced solid modeling techniques, surface and mesh modeling methods, and basic render procedures including render settings, camera views, and an introduction to render materials. Students will be able to receive a free copy of the latest version AutoCAD from Autodesk (valid for three years) at the time of enrollment. Instructions on how to do this will be included in their welcome letter. http://protrainedu.org/Lumens/AutoCAD-4---Advanced-3D-and-Basic-Rendering/1177" target="_blank

Forensic Science Classes

Certified Crime Scene Investigator Test Prep *[1120003]*

This course has been designed to eliminate time spent preparing for the International Association for Identification (IAI) level 1 crime scene certification test by introducing students to textbook topics so they can better assess where weaknesses lie. It is meant to serve as a supplement to textbook study, not a replacement. The course is written using material from the textbooks required to be read for certification: Crime Scene Photography, Edition II, by Edward Robinson, 2010, Elsevier Science & Technology Books (All Chapters EXCEPT 1, 8, and 12)Practical Crime Scene Processing and Investigation by Ross M. Gardner, 2005, CRC Press

Chemical Spot Tests for Illicit Drugs *[1120004]*

Chemical Spot Tests for Illicit Drugs discusses testing procedures, methods, and instrumentation used when performing chemical spot tests on illicit drugs. The course will review a number of common chemical spot tests used in the forensic field to presumptively test for illicit drugs, as well as the mechanisms behind the tests. The course is intended for anyone working in the forensic science or law enforcement field who is interested in learning more about chemical spot tests and how they are used.

Ethics in Forensic Science *[1120006]*

This course has been developed in response to the lack of formal ethics education specific to forensic science. While this course includes many "basics," it also relates those ideas to the forensic science profession.

Fibers and Textiles for Forensic Scientists *[1120008]*

This course is offered to familiarize forensic service providers, both laboratory personnel and crime scene/law enforcement staff, with textiles as they relate to forensic science. This course will be beneficial to those with minimal experience looking to increase their knowledge of fibers and textile science. In addition, the experienced trace examiner will be able to learn some textile-specific information while reviewing concepts such as microscopy, fiber types, fabric construction, and color issues. This course combines intermediate information with the basic foundation of fibers and textile.

Fundamentals of Forensic Questioned Documents *[1120013]*

The goal of this online course is to provide the student with an orientation and overview of questioned documents in regards to forensic science. This course covers equipment, training, handwriting identification, distortion, disguise, signatures, variation, forged signatures, the Video Spectral Comparator (VSC), the Electrostatic Detection Apparatus (ESDA), and questioned documents in court.

Hair Evaluation for DNA Analysis *[1120015]*

This course has been previously taught as a one-day seminar. Now West Virginia University Extended Learning and WVU's Forensic Science Initiative is pleased to present these learning materials and this course to you on-line. The materials in this course have been gathered to assist you in learning the preliminaries of forensic hair examination.

Introduction to Forensic Drug Chemistry *[1120020]*

This online course serves as an introduction and basic overview of forensic drug chemistry. It covers a wide variety of topics associated with controlled substances; including history of drug control, the structure of current drug laws in the United States, history of individual drugs, and specific analytical approaches for specific sample types.

Perspectives in Expert Testimony *[1120021]*

This online course addresses expert testimony with an open mind towards broadening the perspective of how to be a scientist in the legal arena as well as improving expert witness capabilities on the stand. Inevitably, there is a clash of professional cultures and this course is intended to provide a broader perspective of what the varying viewpoints are. Perspectives in Expert Testimony will also address aspects of handling cross examination. The more prepared a person is as a direct witness, the less he/she has to fear on cross examination.

[Roles in Forensic Science: The Sociological Perspective](#) *[1120023]*

This course serves as an introduction to the relationships between attorneys, scientific experts, and law enforcement from the time of the initial investigation to the courtroom. The student will be exposed to the various types of forensic experts and the differences between civil and criminal trial preparations. This course will offer insight to how the multiple players in science and law work together for a common goal.

[Essentials of Forensic Nursing](#) *[1120032]*

Essentials of Forensic Nursing is an introductory course presenting the fundamentals of the specialized field of forensic nursing. This course is intended for law enforcement, crime scene technicians, forensic laboratory analysts, nurses who may not be familiar with forensic nursing, and anyone else that may want to learn more about the topic. Content was provided by Donna Bader, MA, MSN, RN, D-ABMDI, assistant professor within the Doane College Nursing Division, and co-recipient of the 2007 American Academy of Forensic Science General Section Achievement Award for her work in the field of forensic nursing education.

[Glass: Basic Principles of Trace Evidence Series](#) *[1120033]*

This course will be an overview of forensic glass analysis. The course will discuss what glass is along with the history of glass. The course will cover the basic properties and manufacturing process used in glass making. Both the initial examinations and elemental analysis will be covered but not in depth. The course will also briefly touch on the statistics used in glass analysis.

[Bloodborne Pathogen Training](#) *[1120034]*

Forensic professionals are frequently in contact with blood and other body fluids that pose a risk of exposure to bloodborne pathogens. Since duties involve potential occupational exposure, forensic professionals are covered by the Bloodborne Pathogen Standard written by the Occupational Safety & Health Administration. Part of this standard (OSHA 29 CFR 1910.1030) is required annual training. This training course is designed to be in compliance witht the training requirements of the standard. One of the requirements of the annual training is that there be an open forum for questions and answers, to meet this requirement a discussion board will be available for open communication. While this course is geared toward forensic professionals, anyone that has to take bloodborne pathogen training can take this course as well.

[Forensic Paint Analysis](#) *[1120036]*

Overview: This course will focus on the topic of paint evidence and its analysis. Paint evidence, more technically known as coating evidence, encompasses a wide range of evidentiary materials. Paint plays a large role in everyday life and can be found on objects such as furniture, automobiles, and tools. There are almost unlimited compositions of paint and coating materials throughout the world that may be collected as evidence, which makes the topic of paint analysis very complex for the forensic scientist. The forensic scientist must be familiar with the manufacturing process of the chemical components found in coatings.   Objectives: Upon completion of this course, the student will be able to:

[Making Optimal Decisions in Latent Print Examinations](#) *[1120045]*

As part of their jobs, latent print examiners must construct their own, while considering their peers'â€™, thresholds of sufficiency for what constitutes an exclusion or identification decision. After a presentation about optimal decision-making for latent print examinations, the students will examine a variety of enlarged friction skin prints for comparisons. An emphasis will be placed on using the totality of all levels of details of ridge and crease features within the prints. All images are from ground-truth known-source prints. Some images are from typical latent or ink prints. Other images will have computerized visual noise previously added without altering details of the friction skin prints. Examiners normally select from the three conclusions of exclusion, inconclusive, or identification. Students in this workshop will be allowed to also select from a range of conclusions within the â€˜inconclusiveâ€™ conclusion. Studentsâ€™ conclusions will be tabulated often and feedback provided throughout the workshop so participants can consider whether their sufficiency thresholds for identifications and exclusions should remain the same or could be adjusted. In addition, participants will consider whether â€˜ranges within inconclusiveâ€™ should be used or avoided with a goal to improve their decision-making abilities in latent print examinations.   Course Location: Monongalia County Sheriffâ€™s Office Training Room   116 Walnut St.   Morgantown, WV 26505 Max Capacity: 25 *Course designed primarily for trained, active examiners, but trainee registrants will be accepted. Dates: October 10-11, 2016; 8am-4pm

Craft Beer Certificate Program *[4010080]*

Craft Beer Certificate Program   Overview   The craft beer industry is exploding with opportunity. If you are a craft beer enthusiast or you are seeking career opportunities, enhance your knowledge with the Craft Beer Certificate Program. These classes will dive into the nuts and bolts of beer and the craft beer industry. Topics of study include: current beer styles, brewing ingredients and brewing processes. Advance your knowledge of craft beer by studying food and beer pairings, off-flavor detection and prevention, beer sensory evaluations and judging. Finally, take your passion to the next level and go professional! Learn how to write stellar business plans, accurate financial projections and optimal brewery layout designs.   Course Structure and Schedule   This is a non-credit onsite course/certificate program. The cost per individual course is: 1st course - $575, 2nd course - $625, and 3rd course - $275. The cost of the certificate program with all 3 courses is $1,250.   The course will be held on Tuesday evenings from 6-7:30 p.m. Dates are the following: 1st course September 15 to October 20, 2015; 2nd course November 3 to December 15, 2015 (Thanksgiving Week Off); 3rd course January 12 to February 16, 2016. Location: Jackson Kelly Building, 3rd Floor Conference Room, Morgantown, WV.   Course 1: Introduction to Craft Beer

Better Bow Hunting *[4010280]*

Overview Today, bowhunting ranks higher in participation than almost any other form of hunting, after whitetail gun hunting! Our course is compiled with the very best tips and strategies, that give insights on critical gear, shooting advice, bowhunting techniques, and tons of helpful hints for in-the-field archery success. Our Better Bow Hunting course takes a straightforward approach and highlights everything you can do to get more out of your archery products. We include real-life situations and also give tips as to what gear can help you archery experience.

Create Stunning Digital Photographs *[4010307]*

Overview As a new photographer youve got to start somewhere and our Create Stunning Digital Photographs course is great place to start! The goal of this fun and informative course is to provide you with an introduction to digital photography and get you started on the path to becoming a great photographer. Youll begin by learning the fundamentals of digital photography including composition, lighting, exposure and using your cameras manual mode. Next the course will focus on teaching you the basics of contemporary portrait photography including how to pose your subject and working with children and pets. We will also cover photographing the great outdoors including animals, natural and man-made landscapes, as well as wedding and event photography and night shooting. Finally macro photography and underwater portraits complete the digital photography curriculum.

Email Etiquette: Netiquette *[4010334]*

Overview E-mail is one of the greatest inventions of our lifetime phenomenally affecting the way we communicate. Reading, writing and managing e-mail is taking up an increasing amount of our time. But are we using it right? This course helps you learn the best way to create and use e-mail. Be it a thank you note, a meeting reminder, a proposal or a sales pitch, a well-written message that looks and sounds professional will make it easier for people to want to do business with you. It will help people feel good about communicating with you and help you achieve the right results.

Start Your Own Florist Business *[4010539]*

Overview Do you love being surrounded by flowers? Do you like to make people feel special with your floral gifts and arrangements? With so many different occasions appropriate for giving flowers, a florist shop is an in-demand business to start. Perfect your floral-arranging skills and customer service skills with a traditional florist shop or use your creativity with the endless possibilities of items to add to your shop! Whether you are considering opening a retail or a wholesale floral business, there are many things to consider when thinking about starting a floral business. Our course will provide you with essential information to get started!

Start Your Own Bookkeeping Business *[4010624]*

Overview Have you ever dreamed of starting your own Bookkeeping business? Many years ago Benjamin Franklin said, "There is nothing certain in life except death and taxes." This is still true today. According to the laws of the Internal Revenue Service, businesses "must keep adequate accounting records." This course will help guide you through the process of starting and growing your business. First we will cover the initial steps to starting your business from choosing a name to selecting the type of entity and more. Marketing your business is key and in this course, you will learn how to utilize social media and important aspects of your branded website. Other topics include developing a clientele list, legal and ethical issues and other resources - all geared to helping

you build the successful business of your dreams.

Start Your Own Catering Business *[4010625]*

Overview Do you love to entertain and host parties? Do you love to cook and create exciting menus? Now you can realize your dream of working from home doing something you enjoy. Catering is considered to be the fastest growing segment of the food service industry in the United States! Learn the steps necessary for setting up and running your own home-based catering business. From writing a successful business plan to marketing your new business and tips for deciding on a menu- this course has it all.

Start Your Own Day Care Business *[4010627]*

Overview Do you love working with children? Have you ever thought about starting your own home day care business? This course provides the steps you will need to plan for, market, and maintain your very own home day care business. Topics include writing your policies and procedures, setting your fees, developing a daily schedule, ways to solve common problems, and more. This comprehensive course covers everything you will need to succeed in this exciting career opportunity.

Start Your Own Green Business *[4010629]*

Overview Are you interested in starting your own environmentally-friendly business? From creating a sustainable business model to selecting eco-friendly products, this course will help you to discover your competitive edge in the green business world of today. Discover how to establish your business as a green business while exploring new green business opportunities. Plus you will also gain insights, ideas, and concepts from successful green businesses!

Start Your Own Photography Business *[4010632]*

Overview Do you love taking photos? Or do you carry your camera everywhere? Our course will help you realize your dream of working from your home at something you enjoy, a home-based photography business. Our students will receive information on every aspect of setting up and running a thriving home-based photography business. You will learn how to estimate your start-up costs, outfit your home studio, market yourself and stay profitable once you are in business. Whether you want to earn your living as a portrait photographer, photojournalist, or product photographer our course will give you the tools you need to prepare for an exciting new career.

Brewing Up A Meal â€" Learning to Pair Craft Beer & Cuisine *[4010647]*

Overview: As the summer is winding down, WVU Continuing & Professional Education wants to invite you to a relaxing and fun learning experience. Eat scrumptious cuisine and learn how to pair craft beer and gourmet food by understanding how the flavors and aromas compliment or contrast to make a memorable dining experience. Each meal will be paired with two beers, one to heighten your dining experience as an excellent pairing and a second beer that will not quite pair as perfectly so you can see the differences in the beer and food interaction. Experts will be on hand to answer questions regarding the craft beer and the food served. Our aim is to make this a unique and enjoyable experience and you walk away with a little more knowledge!

Uncorked! Wine Appreciation *[4010652]*

Hereâ€™s your chance to get an introduction to the practices of grape growing and the making, using and appreciation of wine! The focus will be on the principles underlying present-day grape and wine production with special emphasis on origins, historical and cultural significance of the grapevine and related species. Also presented will be basic viticultural and enological principles and practices using lectures with discussion, a field trip, and practical hands-on laboratory exercises.   OBJECTIVES   The course will provide:

Stepping into Grapes and Grains *[4010653]*

Learn the fundamentals of fermentation, what grapes and fruits are available, what wine is, and the difference between lagers and ales. This workshop will explore and develop the basic knowledge and skills the participants need to establish their own home production of wines and beers. Participants must be 21 years of age or older.

Culinary

Shellfish: Bake and Broil* *[4090001]*

Overview The Online Shellfish Bake and Broil Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master shellfish baking and broiling at their own pace. In this online course students will have the opportunity to learn

quality indicators in the selection of shellfish. Students will also learn the structure and variety of shellfish, how to properly cut and cook shellfish as well as how to classify crustaceans, mollusks and other bivalves. Students will work with an assigned professional chef mentor to perfect their shellfish baking and broiling skills and knowledge.

Artisan and Quick Breads* *[4090002]*

Overview The Online Artisan and Quick Bread Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master artisan and quick breads at their own pace. In this online course students will have the opportunity to learn the procedures used in the preparation of artisan breads, how to mix, ferment, shape, bake and store breads and how to explain the contrasts between breads and various preparation methods. Students will work with an assigned professional chef mentor to perfect their artisan and quick bread skills and knowledge.

Baking and Decorating Cakes* *[4090003]*

Overview The Online Baking and Decorating Cakes Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master cake baking and decorating at their own pace. In this online course students will have the opportunity to learn to differentiate between blended, creamed and whip cake methods, understand the differences between a high and low ratio cake, how to plate desserts, the theory behind building edible art as well as design, quality and structure techniques for producing high quality specialty decorated cakes. Students will work with an assigned professional chef mentor to perfect their cake baking and decorating skills and knowledge.

Beef: Principles and Methods of Cooking* *[4090004]*

Overview As any food expert would know, a lot more goes into the steak you picked up for dinner than you could imagine. In this detailed course, students learn everything there is to know about cutting, cooking, storing, aging and garnishing the bovine. Students will learn everything there is to know about preparing beef, from the anatomy of where the cuts come from and the grading process to proper refrigeration methods and what marinades work best. Be able to identify what your meats marbling tells you about its quality. Learn the full anatomy of the cow and exactly where what cut comes from. Then, with all your knowledge, prepare a number of classic beef dishes. Become an expert on all things beef in this jam-packed culinary course.

Bake Shop Ingredients and Staples* *[4090005]*

Overview Flour, eggs, sugar, baking soda, the list goes on! Learn what everything in your stocked pastry pantry really do and the vast differences between them. Know what ingredients can sub out for others and what ones definitely cant, one of pastrys trickiest mistresses. On top of ingredients, this course also shows you what you need to control fermentation and lets you demonstrate how to make your own knockout butter cream icing and ganache. Get down to the good stuff in this technical class on the real differences between your prime pastry players.

Classic Cooking Methods* *[4090006]*

Overview Start your cooking base in this great, comprehensive course on the cooking classics and give yourself the knowledge that will help tie everything together ultimately improve and refine classic techniques. In the class, students will explore a variety of important culinary standards, from understanding how cooking impacts food to trussing poultry. Learn about the science behind various cooking methods like convection and conduction and methods of heat transfer and how it affects your food. Educate yourself on how your food looks tells you almost everything you need to know about its texture, flavor and doneness. With this course and the help of a chef mentor, hone your basic cooking skills all while gaining more that can help you in all of your future endeavors.

Classic Pastry Elements* *[4090007]*

Overview The Online Classic Pastry Elements Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master classic pastry elements at their own pace. In this online course students will have the opportunity to learn how to classify pastry doughs and meringues, how to make puff pastry, Eclair paste and crepes and how to troubleshoot common problems that arise when preparing pastries. Students will work with an assigned professional chef mentor to perfect their classic pastry elements skills and knowledge.

Cold and Frozen Desserts* *[4090008]*

Overview I scream. You scream. Lets all scream for ice cream (and other scrumptious cold and frozen desserts by the dozens.) And thats just the tip of the ice-cream-berg. Sorbets, sherberts and popsicles, the delicious list just keeps going and going. In this online course, learn the science behind the process of making cold and frozen desserts. Get a grip on your churning techniques, compare the differences between gelato, sorbet and granita and learn how to make an absolutely perfect raspberry mousse in this enlightening pastry course.

[Cookies, Pies and Tarts*]() [4090009]

Overview The Online Cookies, Pies and Tarts Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master the art of cookies, pies and tarts at their own pace. In this online course students will have the opportunity to learn how to prepare pie crusts, fillings and cheesecake, how to fill, assemble and bake a variety of pies and how to perfect the preparation of cookies, pies and tarts. Students will work with an assigned professional chef mentor to perfect their cookies, pies and tarts skills and knowledge.

[Eggs, Dairy, and Cheese*]() [4090010]

Overview The Online Eggs, Cheese and Dairy Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master eggs, cheese and dairy at their own pace. In this online course students will have the opportunity to learn the composition of eggs and major differences between grades as well as the nutritional values of eggs, dairy and cheeses. Students will learn the various grades of butter and how to grade as well as the uses and care of artisinal cheeses. Students will work with an assigned professional chef mentor to perfect their egg, cheese and dairy skills and knowledge.

[Enriched Yeast Doughs*]() [4090011]

Overview The Online Enriched Yeast Doughs Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master enriched yeast doughs at their own pace. In this online course students will have the opportunity to learn how to create a utilize enriched yeast products, mix, form, bake and store enriched yeast breads and the importance of adding fats, sugars, milk and eggs when baking. Students will work with an assigned professional chef mentor to perfect their enriched yeast dough skills and knowledge.

[Fruits and Vegetables*]() [4090012]

Overview Every different type of veggie and fruit has a different flavor profile, nutritional value and varying contributing factors. Explore these subjects and learn the health science behind it with this course focusing on all things fresh. As easy as they may seem, fruits and vegetables have a tendency to rely heavily on being cooked to perfection. With the help of the course materials and a chef mentor, you can learn to perfect all boiling, steaming, blanching and baking techniques. Students will also learn how to successfully freeze, can and dry a number of fruits and veggies. Good for any cooking lover, this course offers a detailed look into everything you need to know about the cooking techniques for basic fruits and vegetables.

[Fundamentals of Baking and Pastry Arts*]() [4090013]

Overview The Online Fundamentals of Baking and Pastry Arts Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master the fundamentals of baking and pastry arts at their own pace. In this online course students will have the opportunity to learn classic methods and techniques used in the preparation of baked goods, mixing methods and the effect on batters and doughs, how to read and interpret baking formulas and bakers percentages as well of the importance of accurate weighing and measuring when baking. Students will work with an assigned professional chef mentor to perfect their baking and pastry skills and knowledge.

[Genoise and Sponge Method Cakes*]() [4090014]

Overview Sponges are light, aerated cakes that get their airy structure from mechanical aeration of egg. Different methods are used such as whisking egg to sabayon stage before incorporation, or folding in a meringue mixture.   These cakes are rich mixtures with a variety of fillings from plain cream to ganache and mousses. The whisking of the batter creates a high degree of aeration, resulting in a light, spongy texture, while additional moisture is often provided by sugar syrup, alcohol or other liquids. These cakes require effort and skill during preparation.   In this module we will learn the different methods for making Genoise and Sponge cakes; and the many varied products that can be m

[Grains, Legumes, and Potatoes*]() [4090015]

Overview The Online Grains, Legumes and Potatoes Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master grains, legumes and potatoes at their own pace. In this online course students will have the opportunity to learn classic preparation and cooking methods for grains, legumes and potatoes, how to identify grains that must be pre-planned vs grains that can be used as last minute additions and how to properly handle and store starches and grains. Students will work with an assigned professional chef mentor to perfect their grain, legume and potato skills and knowledge.

[Healthful and Special Needs Baking*]() [4090016]

Overview In an age of gluten-free, sugar-free, dairy-free, egg-free and vegan desserts, its definitely necessary to get creative. But thats half the fun! In this course, learn which flours sub best for wheat, whether soy milk is better than almond when it comes to

cake and how to work around using eggs in your favorite desserts. If your dream is to open a vegan bakery, this class is for you. If you just want to open your mind to some other great pastry ingredient options, that works too. Get everything youll need about healthy and special diet baking in this chock full course.

Hot, Sub and Club Sandwiches* *[4090018]*

Overview The Online Hot, Sub and Club Sandwiches Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master hot, sub and club sandwiches at their own pace. In this online course students will have the opportunity to learn to identify the elements of a sandwich, various dietary concerns that can impact sandwich preparation and how to make popular sandwich fillings and spreads. Students will work with an assigned professional chef mentor to perfect their hot, sub and club sandwich skills and knowledge.

Lamb: Grill and Broil* *[4090020]*

Overview The Online Lamb Grill and Broil Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master lamb grilling and broiling at their own pace. In this online course students will have the opportunity to learn quality indicators in the selection of lamb, proper grilling and boiling techniques for various cuts of lamb and how to choose appropriate garnishments and accompaniments when serving lamb. Students will work with an assigned professional chef mentor to perfect their lamb grilling and broiling skills and knowledge.

Pork: Braise and Broil* *[4090021]*

Overview The Online Pork Braise and Broil Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master pork braising and broiling at their own pace. In this online course students will have the opportunity to learn quality indicators in the selection of pork, proper braising and roasting techniques for various cuts of pork and how to choose appropriate garnishments and accompaniments when serving pork. Students will work with an assigned professional chef mentor to perfect their pork braising and roasting skills and knowledge.

Poultry: Cutting and Cooking* *[4090022]*

Overview The Online Poultry Cutting and Cooking Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master poultry cutting and cooking at their own pace. In this online course students will have the opportunity to learn the structure and composition of poultry, proper poultry preparation techniques including cutting, disjointing and deboning, safety and sanitation practices for poultry as well as poultry cooking methods. Students will work with an assigned professional chef mentor to perfect their poultry cutting and cooking skills and knowledge.

Recipe Conversions and Kitchen Math* *[4090023]*

Overview Kitchen math is one of the most important tools any chef can have. And we know for some of you that it might have been a while since your last math course. Dont worry, weve got you covered. In most recipes, the exact precision of measurements is an absolute must. In this course not only learn why that is but multiple ways to get those exact amounts. If youve always struggled with recipe conversion like most chefs, dont fret. This course will have you doing it in your sleep. When all is said and done, youll have gained so much more kitchen time not having to worry about all the math. Get ready, your kitchen scale is about to become your best friend.

Salads Green and Composed* *[4090024]*

Overview The Online Green and Composed Salads Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master green and composed salads at their own pace. In this online course students will have the opportunity to learn the fundamentals of making a salad, the different types of salad categories and salad dressings, the nutritional value of salads and how to explain the quality indicators in salad dressings. Students will work with an assigned professional chef mentor to perfect their green and composed salads skills and knowledge.

The Professional Kitchen* *[4090025]*

Overview The commercial kitchen is essentially considered the home of any professional chef. From kitchen operations and menu preparation to staff training and equipment considerations, the professional kitchen is a course designed to teach any current or aspiring restaurant chef the basics of how to control their environment. This course focuses on the most important components of a chefs job including directing and/or preparing all of the menu items and ensuring service is graceful and efficient via a detailed mise en place. By taking this course, you will learn everything there is to know outside of hands on experience about how to run a kitchen.

[The Professional Patissier*](#) *[4090026]*

Overview Knowing your history is the first step in building your base as a pastry chef. Starting with the first pastry chef and ending in the modern day, this course goes over the long journey the pastry arts have gone through over the centuries. Even better, know just where your pastry certificate can take you, highlighting all the different fields pastry chefs skills are used. This includes what traits employers look for most in your career expedition to the top tier of the cake.

[Traditional and Regional Soups*](#) *[4090027]*

Overview The Online Traditional and Regional Soup Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master traditional and regional soup at their own pace. In this online course students will have the opportunity to learn various categories and preparation of clear, thickened and specialty soups, how to define the basic ingredients and quality indicators in properly prepared soups, how to identify thickening agents used in soups and how to adjust texture. Students will work with an assigned professional chef mentor to perfect their traditional and regional soup skills and knowledge.

[World of Chocolate*](#) *[4090028]*

Overview The Online World of Chocolate Certification Course is designed for serious home cooks or aspiring bakers and chefs who wish to master the art of chocolate at their own pace. In this online course students will have the opportunity learn about the concepts, skills and techniques used when working with chocolate. Students will work with an assigned professional chef mentor to perfect their chocolate skills and knowledge while covering topics such as types of chocolate, how to work with chocolate, comparing chocolate profiles and production rules for candy and centerpiece creations.

[Food Safety](#) *[4090029]*

Overview Each year millions of Americans get sick, hundreds of thousands are hospitalized, and several thousand die from tainted food served in restaurants or prepared at home. This is unfortunate because most foodborne illnesses are caused when food is not handled properly. Regardless if workers are in a full-service eating establishment, working a street corner deli cart, cooking for everyone at the annual company picnic, or simply bringing in a dish for the monthly office pot-luck, it is crucial that they know and follow the generally practiced food safety techniques set by local, State, and Federal agencies. The same skills used in the workplace can also be applied at home, letting workers keep their families and selves safe. This course will cover basic food safety techniques expected in professional eating establishments.

[Dining with Diabetes](#) *[4090030]*

Dining with Diabetes   Do you or someone you love have diabetes? West Virginia University Continuing & Professional Education and Extension Service bring you this course that will give you or someone you love the tools to take charge of their health. Diabetes is a serious, expensive, and common condition that can be confusing and challenging, especially at first. Uncontrolled diabetes can lead to complications, but there are ways to manage blood sugar levels and blood pressure that can help you stay strong and healthy for many years to come. In this course, you will have the opportunity to gain research-based information, interact with an on-line community, watch video demonstrations of healthy, diabetes-friendly meals and snacks, and communicate with the instructor to get answers to your questions.   Course Objectives: Participants in this course will: