OUTREACH & Community Engagement

SPRING 2021
Connecting Campus with Community

ARKANSAS CODING ACADEMY
Take your career to the next level and learn to code!
pg. 4

CONFERENCE SERVICES
Let UCA Conference Services host your next virtual meeting or webinar!
pg. 15

ON THE COVER
Dr. Patricia Poulter
pg. 16

UCA.EDU/OUTREACH
Happy New Year and welcome to 2021! We can all agree that 2020 presented many unprecedented challenges in our nation. 2020 propelled many of us to look inward as we moved at a slower pace and honored the space presented to examine our lives. It has become ever so important that we find and develop ways to feed our soul.

We invite you to peruse our digital booklet and explore the many virtual opportunities available to feed your soul through Outreach. We have hundreds of online classes that will support your personal development and also opportunities that will aid in your professional growth. Click on a picture or a link and find out more about that specific class or event. If you don’t see what you want, let us know by emailing us at outreach@uca.edu.

Enjoy the journey and feed your soul,
Dr. Shanell Ealy, CPP
Associate Vice President
Arkansas Coding Academy
Business Outreach and Training Services
Community Education
Community and Economic Development
Community Development Institute
Conference & Event Planning Services
Conway Area Youth Leadership Institute
Conway Conversations
Nonprofit Workshop Series
Online Workforce Development Programs
Poverty Studies
Professional Development
Service-Learning & Volunteerism
UCA Family Network
Women’s Leadership Network

ABOUT OUTREACH
The first correspondence study classes were offered in 1919 to meet the University’s mission of public service and to train teachers in more remote parts of the state. In 1975, we were officially named the Division of Continuing Education. Now known as the Division of Outreach and Community Engagement, our mission is still to provide public service and continuing education to the vast community through a centralized administrative unit that coordinates the growing demand for outreach programs.

Today, Outreach reflects a comprehensive assortment of programs and services. Also, technology and facilities have grown to meet the ever-changing needs of today’s world.

WHAT DOES OUTREACH HAVE TO OFFER?

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The Arkansas Coding Academy helped me get myself out of the stagnant environment I was growing accustomed to along my previous career path. I gained invaluable technical knowledge and career advice from all of the staff, which prepared me to take on a new and exciting career.

BRETT SULLIVAN
Developer, SEAS Education
2018 Arkansas Coding Academy Graduate

ARKANSAS CODING ACADEMY

Take your career to the next level and learn to code!

At the Arkansas Coding Academy, you will learn the latest and most sought after technical skills to enhance or jumpstart your career. Our program offers:

- Cost-effective courses on today’s top technical skills
- Career support, including resume writing, a professional headshot, interview skills and networking
- Flexible class structure with a mix of online and in-person synchronous instruction
- Industry-expert instructors
- Tuition assistance

Enrolling NOW for spring!

Apply at arkansascodingacademy.com

“The Arkansas Coding Academy helped me get myself out of the stagnant environment I was growing accustomed to along my previous career path. I gained invaluable technical knowledge and career advice from all of the staff, which prepared me to take on a new and exciting career.”

BRETT SULLIVAN
Developer, SEAS Education
2018 Arkansas Coding Academy Graduate
CENTER FOR COMMUNITY
AND ECONOMIC DEVELOPMENT

UCA Outreach is the home of the Center for Community and Economic Development and the longest running Community Development Institute in the nation! Through training and technical assistance, CCED equips leaders with the necessary tools and resources to build consensus and achieve community goals.

Community Development Institute 2021

Registration is now open for Community Development Institute (CDI) 2021! CDI is the go-to resource for community and economic development training. Learn the skills and strategies you need to make an immediate impact on your community. CDI is beneficial for any community leader: elected officials, economic and community developers, city planners, nonprofit professionals and other community leaders.

The CDI 2021 keynote will be given by Matt Dunne, Founder and Executive Director of the Center on Rural Innovation in Hartland, Vermont. Matt will share about his work in rural America building 21st-century economic development models, creating tools to allow rural stakeholders to do more impactful work, and investing in rural entrepreneurs to empower communities to build wealth and jobs. You can view other CDI 2021 courses and speakers by viewing the draft schedule at uca.edu/cdi/schedule

CDI 2021 will be held August 2 - 6, 2021. Register today at uca.edu/cdi
The Women’s Leadership Network at UCA is created for women, by women, to support women who are seasoned or aspirant leaders in the home, at work or in the community. We provide opportunities for women to connect from various backgrounds from all across the nation! Join us as we elevate, empower and embrace all women in our community!

Make plans to JOIN US! All events are Central Time.

January 27
Leadership and Breaking Barriers
Speakers: Christina Shutt and Kandi Hughes
11:30 AM - 12:30 PM CT | Virtual

February 18
Using Emotional Intelligence to Improve Relationships
Speaker: Dr. Nicole Walters
6 - 7 PM CT | Virtual

March 17
Finding Your Voice
Speakers: Denise Donell
11:30 AM - 12:30 PM CT | Virtual

April 20
Sexual Harassment
Speaker: Allison Vetter
6 - 7 PM CT | Virtual

Women’s Leadership Network Circle of Influence Groups

Circle of Influence Groups exist to offer a safe place for women pursuing similar goals and successes in their professional pursuits. The circles are designed to provide mutual support, accountability and networking within the group’s niche market. Each group meets once a month virtually.

Click here to learn more!

Circle of Influence Groups offered Spring 2021

CAREGIVER
Designed for women who are balancing being a caregiver while growing in their career

ENTREPRENEUR
Designed for women interested in starting a business or growing their startup business

HIGHER EDUCATION
Designed for women working in or desiring a position in a higher education institution

PROFESSIONAL LEADERSHIP
Designed for women with leadership responsibilities in their current position

For more information about WLN Circle of Influence Groups, email women@uca.edu

uca.edu/outreach/women
fb.com/groups/ucawomen
@ucaoutreach
501-450-5201

Join us for monthly events.
Find us on social media!
SERVICE-LEARNING and Volunteerism

UCA Outreach takes service beyond the walls of the university and into the community through its service-learning and volunteerism programs. Visit uca.edu/servicelearning to learn more about all the ways our students, faculty and staff serve the community and how you can get involved!

CONWAY CONVERSATIONS

Since 2017, Conway Conversations has provided a space for members of the UCA campus and Conway communities to come together and engage in conversation about social issues affecting diverse groups of community members.

Check the Conway Conversations webpage for ongoing opportunities to participate in dialogue across differences. Learn more by clicking here!

National Day of Racial Healing: A Conversation
January 19 | 12 - 1 PM  Online Discussion

Stamped: Racism, Antiracism, and You Book Discussion
February 17 | 12 - 1 PM  Online Discussion

This Book is Anti-Racist Book Discussion
February 10 and 24, March 10 | 12 - 1 PM  Online Discussion

SPECIAL SERVICE

Members of the UCA and Conway communities can share and connect with service opportunities by visiting uca.givepulse.com or contacting us directly.

The UCA Service-Learning Program also sponsors numerous national service opportunities for UCA students, recent graduates, and community members. National service members earn a living allowance while completing an intensive service experience and qualify for an education award following successful completion of their year of service. Learn more about our AmeriCorps programs at uca.edu/americorps.

BOARD DEVELOPMENT WORKSHOP SERIES

As a way to support our local nonprofit partners, the UCA Service-Learning Program and Arkansas Community Foundation Faulkner County affiliate have created a series of workshops for nonprofits and their current and prospective board members. All workshops are FREE and open to government and nonprofit professionals, nonprofit board members, and community members interested in learning more about board service.

Board Member Basics
If you are looking for a way to serve your local community and support causes that you care about, serving on a nonprofit board is one of the best ways to make a meaningful impact. But what does board service really mean? UCA Outreach and the Faulkner County affiliate of the Arkansas Community Foundation will provide training on board member basics to walk you through the typical roles and responsibilities of a board member, the importance of nonprofits having diverse and inclusive boards, experiences and insights from a panel of current board members on how to make the most of your time on a nonprofit board.

January 19 | 2 - 3:30 PM CT | Online Workshop

Equipping Nonprofit Boards for Donor Development
No matter what your nonprofit’s mission or daily operations look like, fundraising makes up at least some of your revenue stream, and in the current economic climate, innovative approaches to fundraising needs are more important than ever. Whether a nonprofit has a dedicated development team or an all-volunteer staff, board members can provide some of the creative energy, professional expertise, and community networks needed to expand your organization’s approach to fundraising. This workshop offered by UCA Outreach and the Faulkner County affiliate of the Arkansas Community Foundation for nonprofit leaders and board members will consider how board members can better leverage their own skills and assets to support nonprofits’ fundraising and donor stewardship, as well as how nonprofits and board members can use social media to communicate with donors year-round.

February 2 | 2 - 3:30 PM CT | Online Workshop

COMMUNITY WRITING CENTER

At the UCA Community Writing Center, AmeriCorps service members offer one-on-one support live, online and by email for community members seeking services such as resume review, cover letter writing and other professional writing tasks. The Community Writing Center is located in the UCA Center for Writing and Communication in Thompson Hall. For more information and current Community Writing Center hours and services, visit uca.edu/outreach/writing.
Financing a Home Loan
Financing a home is a big step. Learn the benefits to home ownership as well as the different loan program options available. Find out what the biggest obstacles are toward home ownership and how to overcome them. You’ll also learn the mechanics of credit scores - what they mean, how to improve low scores and what options are available to buyers. Ashley is ready to take you step-by-step through the application and loan process. Sign up today!

FREE
TUESDAY, APRIL 8
6 - 7 PM CT
PRESENTER: ASHLEY NEWMAN, MORTGAGE ORIGINATOR, CENTENNIAL MORTGAGE
NMLS#1268524
VIRTUAL | REGISTER ONLINE

Smart Money Habits
Being financially responsible involves control, planning and having a strategy in place to reach your financial goals. Learn how to establish reachable goals and develop new spending and saving habits that can help you increase your income and decrease spending. See tips on organization and record-keeping and regain control of your money to create stability in your financial future. This webinar will answer these big questions:

- What are the steps for setting financial goals?
- How can you track your daily spending habits?
- How can you prepare a personal saving and spending plan to estimate your monthly income and expenses?
- Are there tools to help you manage your cash flow?
- Are there ways to increase your income and decrease your spending?

Smart money management can help you stay in control of your finances, especially when COVID-19 has made a huge impact on our daily lives. Join us for this webinar for advice on budgeting, saving and planning to fit your financial needs.

FREE
TUESDAY, JANUARY 26
6 - 7 PM CT
PRESENTER: AUSTIN NORMAN, REGIONS BANK
VIRTUAL | REGISTER ONLINE

Gettin’ Dirty with an Arkansas Archaeologist
Jamie C. Brandon Center for Archaeological Research
Annual Spring Course Series
Within the boundaries that define the state of Arkansas is a region filled with a long history of occupations, first by Native peoples and later by settlers in the early 19th century. The region is a wealth of historical and archaeological resources that document several thousand years of people utilizing, living, and thriving on the land now known as Arkansas. These people left traces of their daily lives, various uses of the landscape, a long history of exchange and trade with neighboring peoples and cultures, and tangible examples of symbolic connectedness to the region. Explore the diversity of this rich heritage by “gettin’ dirty” with Dr. Duncan McKinnon, Director of the Jamie C. Brandon Center for Archaeological Research here at UCA. During a three-week period every March, journey into the past with Dr. McKinnon to explore a time long ago – but not forgotten.

Spring 2021 Course
The First People: The Earliest Inhabitants of Arkansas
Migration Patterns of Early Inhabitants
Have you ever wondered about the first people to live in this land that we now know as Arkansas? How long ago did people first roam the landscape of Arkansas and surrounding regions? Known to archaeologists as Paleoindians, these people were highly mobile as they roamed the land gathering wild foods and hunting “megafauna” using sophisticated stone tool technologies. Explore current evidence revealing their various paths of migration as they first occupied North America.

FREE
THURSDAY, MARCH 4
6-7 PM
VIRTUAL | REGISTER ONLINE

The Daily Life of Early Inhabitants
What about the daily lives of the earliest inhabitants? Paleoindians were very resourceful during a time in which the climate was very different. What was necessary of them to survive? What kinds of stone tools did they create and use? What types of foods did they hunt and gather? Examine the evidence left behind that reveals the day-to-day activities that define lives of Paleoindian people in Arkansas and North America.

FREE
THURSDAY, MARCH 11
6-7 PM
VIRTUAL | REGISTER ONLINE

Symbolic and Ceremonial Expressions of Early Inhabitants
In addition to evidence for daily activities, there are also examples left by early inhabitants that provide a glimpse into their symbolic and ceremonial expressions. Did you know that the earliest documented ceremonial burial ground in the Americas is right here in Arkansas? This site is known as the Sloan site and is located in the northeast corner of the state. Discover who these people were and how the Sloan cemetery offers a unique window into the symbolic and ceremonial expressions of hunter-gatherers who occupied Arkansas.

FREE
THURSDAY, MARCH 18
6-7 PM
VIRTUAL | REGISTER ONLINE
The Conway Area Youth Leadership Institute (CAYLI) is designed to develop leadership potential within high school juniors and seniors. CAYLI addresses the challenges and opportunities of our community, which exposes students to avenues for community involvement and improvement. CAYLI is a school year program consisting of a two-day retreat and seven monthly sessions, which include human services, education, media/technology, healthcare, work world/economy, government/court system and environment/agriculture. A community service project is a vital part of the curriculum.

Applications open February 1 - March 1, 2021. Click here to learn more!

Know Before You Go: College Planning – Getting Where You Want to Go

Too many students wait until the summer before their senior year to start thinking about college. By that time, though, it may be too late to accomplish what their colleges expect from them. Grades and test scores are only part of the equation; extracurricular activities, leadership opportunities, community service, and much more may be part of the application, too. This workshop looks at the college planning process on a year-by-year basis, showing parents and students what needs to be done each year for students to look their best on college and scholarship applications.

FREE | ONLINE CLASS
TUESDAY, FEBRUARY 2
6 - 7 PM CT
DONNA HILL, CLASS 101 OF CENTRAL ARKANSAS

Know Before You Go: Explore Your Future Career - Life After High School

College offers students a plethora of pathways to explore as students embark upon a new and exciting phase of life. The college experience becomes even more enriching when, before arriving on campus, you’ve already done a bit of exploration - especially along the lines of career interests and the fields of study that lead down those various paths. This session will allow high school juniors, seniors, and their parents/guardians to take a deeper look into career interests and majors through goal setting and career exploration as students make the transition into college or the workforce.

FREE | ONLINE CLASS
TUESDAY, MARCH 2
6 - 7 PM CT
ROBYN WILLIAMS, ASSOCIATE DIRECTOR OF CAREER SERVICES - COOPERATIVE EDUCATION, UCA

Due to ongoing COVID-19 protocol, Conference Services is currently operating under limited room capacities and set up styles.

Please remember that face coverings are REQUIRED on campus in any enclosed spaces, events included.

With this in mind, if you would like to reserve a space with us, we are here to help!

Zoom is our platform of choice for delivering a quality virtual event experience. We have the capacity to host events with up to 500 participants.

Our meeting planners will help design the best virtual format ideal for achieving your event goals. Don’t forget… we offer updated technology and full-service event planning for face-to-face or hybrid meetings too! Contact us today for an initial consultation.

Brewer-Hegeman Conference Center
201 Donghey Avenue
Conway, AR 72035
501-852-2699
uca.edu/conferenceservices
uca.conferenceservices@UCAConferenceServices
For this issue of the Outreach booklet, we caught up with University of Central Arkansas’ Provost and Executive Vice President of Academic Affairs, Dr. Patricia Poulter, to highlight the lighter side of “Patty” and the importance of personal growth and development.

Poulter is quite the renaissance woman. She’s a musician (piano, guitar, ukulele), an artist and also a collector of outsider art. Poulter collects portraits from some well-known contemporary artists as well as found portraits. Her own art is primarily altering existing items such as books, game pieces, discarded photographs and creating layered stories.

Dr. Poulter also enjoys hiking the great outdoors. Emphasizing the importance of learning the climatic, biological, geological histories of the various terrains, she believes makes it all the more interesting. “Hiking also challenges me to trust myself, to pay attention more closely to the natural world and how I physically interact with it,” said the Provost.

Poulter offers her take on self-improvement and personal growth, “I think personal growth IS self-improvement. Challenging ourselves to learn new things makes our world bigger, yet we also start seeing more and more connections in the world.” She goes on to say, “Enthusiasm for life is vital for a healthy outlook, and I believe it also builds empathy. Besides - learning new things is fun! We have to let go of our perceptions of perfection and just try new things.”

Although the pandemic has put a damper on most of our face-to-face activities, we have other outlets for the community to explore. “UCA’s campus is beautiful in all seasons, and simply walking and taking in the landscaping, the architecture, and enjoying the surroundings is healthy for the body and soul. The Jewel Moore Nature Reserve has trails, interactive and informational signs - a great way to learn about Arkansas biology and botany. The Archives at Torreyson Library serve as an incredible resource for learning about our history of place,” said Poulter.

For the lifelong learner seeking alternative ways to learn something new, consider the array of virtual learning opportunities available through Outreach and Community Engagement.

Learn more at uca.edu/outreach
The Arts AT UCA DOWNTOWN

Mercer Textiles by Crystal C. Mercer

UCA Downtown is currently open for art exhibits and for events of limited size. Face masks/coverings and social distancing is required.

Our art exhibit hours are from 2 - 5 PM, Tuesdays & Wednesdays and 12 - 5 PM, Fridays. Please call 501-450-3118 for more details.

Latinos Unidos ft. Artworks by Latin Artists

Generational Ties: Who I am. Who We Are.

UCA Downtown is pleased to present this year’s Black History Month Exhibit Generational Ties: Who I am. Who We Are. This exhibit is curated by Nick and Nakeya Palmer, a husband and wife team who are UCA alumni and founders of NP². Generational Ties represents the generational evolution of Blackness and resilience. This exhibit features a virtual and in-gallery display and an artist talk featuring local artists.

GALLERY HOURS:
TUESDAYS & WEDNESDAYS, 2 - 5 PM; FRIDAYS, 12 - 5 PM
SHOW RUNS:
FEBRUARY 2 - MARCH 5

Color and Creativity ft. artworks by consumers of Independent Living Services

Winter Art Showcase by The Conway League of Artists

African American Gothic by Adaja Cooper

1105 W. Oak Street
Conway, AR  72032
downtown@uca.edu
uca.edu/downtown
501-852-8223
fb.com/ucadowntown
Fall Prevention and Home Safety Tips
The Arkansas Geriatric Education Collaborative (AGEC) will present a free educational program to learn about how to identify and prevent the risk of falls, physical and mental consequences of falling, resources for safety checks and exercises for fall prevention.

**FREE | ONLINE CLASS**
**TUESDAY, FEBRUARY 9**
1:30 - 2:30 PM CT
LAURA SPRADLEY, OUTREACH COORDINATOR AND LEAH TOBEY, PT, DPT, MBA, CLINICAL COORDINATOR FOR THE AR GERIATRIC ED COLLABORATIVE AT UAMS

Understanding Opioids & Non-Opioid Pain Management Alternatives
Opioids are highly addictive, and opioid abuse has become a national crisis in the United States. Join Leah Tobey of The Arkansas Geriatric Education Collaborative (AGEC) to learn about opioids and non-opioid pain management alternatives in the older population. You’ll discover how pain works, examples of opioids, non-opioid pain alternatives, state and local resources, and for attending, you’ll be mailed a comprehensive take-home book after the seminar.

**FREE | ONLINE CLASS**
**TUESDAY, MARCH 30**
6 - 7 PM CT
LEAH TOBEY, PT, DPT, MBA, CLINICAL COORDINATOR FOR THE AR GERIATRIC ED COLLABORATIVE AT UAMS

Animal Lover Suite
If you love animals, you will love these three courses! Jump into the world of nature photography with Photographing Nature with Your Digital Camera. You’ll master taking beautiful outdoor photos of everything from landscapes to specific nature items such as water, flowers, trees, animals and more. You will also find out how to translate your passion into a profitable career with Start a Pet Sitting Business. You’ll master the essentials and by the end of this course, you’ll have all the knowledge you need to be a successful pet sitter.

You can prepare for a career as a veterinary assistant in Become a Veterinary Assistant. This course, taught by a practicing veterinarian and college instructor, will give you the information you need to counsel veterinary clients on pet nutrition, vaccinations, worms, fleas, first aid, euthanasia, and alternative medicine.

**COST: $261**
CURT SIMPSON AND JEFF GROGNET
ONLINE CLASS

Creating Wordpress Website Series
Learn how to create attractive, sophisticated blogs and websites - without any coding! WordPress is the world’s most popular website publisher, powering more than 25% of all sites on the internet. WordPress is an easy-to-use solution that will help you put your site on the Web in far less time than by coding and at a much lower cost than hiring a professional.

**COST: $174**
RICHARD MANSFIELD
ONLINE CLASS

Mastering Your Digital SLR Camera
In this course, you will break through the technology barrier and learn how to use your DSLR to take beautiful photos. You will start out by learning about the many features and controls of your DSLR and look at the lenses you need for the kind of photography you enjoy. With these skills, you will be able to take your photography to the next level. By the end of this course, you will be a DSLR master and will be able to take the photos you’ve always dreamed of.

**COST: $115**
CURT SIMMONS
ONLINE CLASS
Accounting Fundamentals II
This course will provide you with a solid understanding of corporate accounting practices. You will explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations. If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this is the course for you. This course is instructor-led or self-paced. Sign up today!

COST: $174
MIKE ORIGE
ONLINE CLASS

Introduction to Python 3 Programming
Learn how Python has slithered its way to the top of the programming languages. Python was designed to provide a way to develop code that’s easy to create and understand. While Python contains the same basic structures as the other languages, it also offers unique functionality that makes your life as a programmer easier. This is a self-paced class that can be completed anytime online. Don’t delay, sign up today!

COST: $115
CHARLENE MESSIER
ONLINE CLASS

SQL Series
Learn the basic structure of relational databases and how to read and write simple and complex SQL statements and advanced data manipulation techniques. By the end of this course, you’ll have solid working knowledge of SQL. You will feel confident in your ability to write SQL queries to create tables; retrieve data from single or multiple tables; delete, insert, and update data in a database and gather significant statistics from data stored in a database. This class is instructor-led.

COST: $199
DR. CECELIA ALLISON
ONLINE CLASS

Distribution and Logistics Management
Discover how to improve distribution and logistics management activities, reduce costs, save time, increase customer satisfaction, and better meet your company’s objectives. This course will show you how to achieve success through a combination of distribution and logistics strategies and tactics. This course is instructor-led or self-paced.

COST: $78
CYRINE KOOPS
ONLINE CLASS

Start Your Own Online Business
You will be given a step-by-step approach in this class that is easy to follow— from building a simplified strategy to branding your business. You will learn to create a product and how to build and launch your own website. You will learn to engage prospective customers and implement a process that will drive fresh leads to your business. You simply need to know what to do and how to do it. So whether you are looking to generate a nice side income or even to replace your current income and ditch your full-time job, this course is for you. This is a self-paced class that can be completed anytime online!

COST: $115
BRAD SEMP
ONLINE CLASS

Get Grants!
In this class, you will learn how to develop successful, grant-fundable proposals. Whether you’re interested in writing grant proposals as a career or in obtaining funding for your organization, this course will give you the grant-writing skills you need to outshine your competition. Highly recommended for development professionals, educators, nonprofit agency staff members or volunteers, and anyone else involved in fundraising for a large or small organization. While the skills you’ll learn during this course are transferable, keep in mind that the focus of this class is on obtaining grant funding for nonprofit organizations. This is a self-paced class that can be completed anytime online!

COST: $49.95
NO INSTRUCTOR
ONLINE CLASS

Virtual Communications for Managers
This Virtual Communication for Managers training class provides managers with an understanding of virtual communications and how to use technology to communicate with staff members who are never, or seldom, seen in a traditional office setting. Topics Include: Virtual Communication Basics, Secure and Unsecure Communications, Types of Media, Graphics and Imagery, Assessing the Audience, Access and Availability, and The Art of Group Facilitation. This is a self-paced class that can be completed anytime online!

COST: $115
TONY SWAIM
ONLINE CLASS

Certificate in Infectious Diseases and Infection Control
Infectious diseases are a key concern for any healthcare professional. Globally, infectious diseases are responsible for more than 25% of all deaths, second only to cardiovascular disease. This online course offers insights into infectious diseases that are essential for medical professionals. By the end of this course, you’ll have a solid understanding of the most common infectious diseases as well as a grasp of the procedures that can help contain them. This course is instructor-led or self-paced.

COST: $78
NO INSTRUCTOR
ONLINE CLASS

Computer Skills for the Workplace
Confidently applies for jobs knowing that you possess the computer skills needed to perform on the job. Adata who already possesses these skills will stand above those who do not. This class is designed to provide the fundamental computer competencies that you need to survive and prosper in today’s fast-changing workplace.

COST: $115
DAVE PAQUIN
ONLINE CLASS

Achieving Top Search Engine Positions
The vast majority of Web traffic comes from search engines. That means the most important thing you can do to increase your website’s traffic is to improve its search engine ranking. To do that, you have to understand both the art and science of search engine optimization (SEO). In this course, you’ll gain the knowledge you need to boost your website’s visibility. By the end of the course, you’ll have mastered proven, step-by-step SEO strategies that you can implement right away. This course is instructor-led or self-paced.

COST: $115
CHRIS MINTZ
ONLINE CLASS

Distribution and Logistics Management
Discover how to improve distribution and logistics management activities, reduce costs, save time, increase customer satisfaction, and better meet your company’s objectives. This course will show you how to achieve success through a combination of distribution and logistics strategies and tactics. This course is instructor-led or self-paced.

COST: $115
TONY SWAIM
ONLINE CLASS

Accounting Fundamentals
In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you’re a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters. This course is instructor-led or self-paced.

COST: $115
WALLACE WANG
ONLINE CLASS

Introduction to Microsoft Excel 2016
Become proficient in using Microsoft Excel 2016 (now available through Office 365) and discover how to create worksheets, workbooks, charts and graphs quickly and efficiently.

COST: $129
WALLACE WANG
ONLINE CLASS
Business Finance for Non-Finance Personnel
Position yourself to be more confident in your business and financial decisions. This course will provide you with a better understanding of financial information and basic operations so you can make better decisions that will positively impact your company's bottom line.
COST: $115
MATT CRAFTREE
ONLINE CLASS

Administrative Assistant Fundamentals
Become an indispensable member of the corporate team as an Administrative Assistant. This course will help you master essential job responsibilities as you identify opportunities and implement solutions for increased productivity throughout your company.
COST: $115
BECKY SWAIM
ONLINE CLASS

Administrative Assistant Applications
Gain the skills you need for success as a Certified Administrative Professional. This course will not only give you the ability to perform daily administrative tasks, but will also give you an inside view into how a professional organization's different departments work together to make or break a company.
COST: $115
BECKY SWAIM
ONLINE CLASS

Customer Service Fundamentals
Learn how to correctly anticipate and meet your customers' needs. This course will help you discover some effective methods to bring out your best and do the same for the other people you work with as you serve as an ambassador for your company.
COST: $100
TONY SWAIM
ONLINE CLASS

Building Teams That Work
In this course, you will learn the components of a successful team and the stages of its development. You will master the skills you need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you will have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team. Along the way, you will follow real-life examples and scenarios to help you identify with the team-building process. There's a lot more to it than just getting several people together in a room at the same time. Are you eager to develop your leadership qualities and be a quality team participant? Many of today's teams rotate leadership roles, so it's crucial to understand both perspectives as you learn the best ways to communicate and work together for positive change. This course is instructor-led.
COST: $115
VIVIAN HARTE
ONLINE CLASS

Using Social Media in Business
One of the biggest challenges for business owners is finding new customers. Over the past decade, some business owners have leveraged social media to do just that. Whether you’re a social media novice or a seasoned veteran, this course will give you a solid foundation in social media marketing and using it to grow your business. In today’s globally connected environment, social media is a game changer for businesses. So, whether you’re looking for a new way to market your business or simply want to better understand social media, this online social media marketing course will empower you.
COST: $115
BRAD SEMP
ONLINE CLASS

Achieving Success with Difficult People
Do you want to know how to interact with anyone, regardless of how difficult you perceive them to be? This course will give you the skills to effectively meet your needs while preserving the dignity and rights of others to form more cooperative relationships.
COST: $115
DAWN LIANNA
ONLINE CLASS

SAT/ACT Prep Series
Making the decision to attend college is probably one of the most important decisions you’ll ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This series will prepare you for both tests and to excel in all sections of the undergraduate college entrance exams and provide you with the means to achieve your best potential score!
COST: $174
JESSE STELLINI, BENJAMIN N. GIALLORETO
ONLINE CLASS

GRE Pre - Part 2 (Quantitative)
This course is here to help! Part 2 features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE’s unique question formats. You’ll find pointers on time management, anxiety relief, scoring and general standardized test-taking, too. Be prepared to excel on exam day!
COST: $100
LAURA DAVIS
ONLINE CLASS

GRE Pre - Part 1 (Verbal and Analytical)
If you’re planning to apply to graduate school, you’ll likely have to take the GRE. This course is here to help! Part 1 takes you through all the question types on the verbal reasoning and analytical writing sections, including reading comprehension, test completion, sentence equivalence questions and both essay tasks. You’ll gain pointers on time management, anxiety relief, scoring and general standardized test-taking. Be prepared to excel on exam day to achieve your best potential score!
COST: $100
LAURA DAVIS
ONLINE CLASS

Praxis Core Prep
Are you a prospective teacher who needs to pass the Praxis Core Exam? Have you already attempted the Praxis Core and not been successful? If you answered yes to either of these questions, then this course is for you! You’ll develop all the skills you need for the test as we review and prepare for everything it includes. You’ll learn useful test-taking strategies and get plenty of practice questions that are similar to what you’ll find on the exam.
Sign up today!
COST: $115
KT PAXTON
ONLINE CLASS

Preparing for the GED Math Test
Master the skills required to pass the Mathematical Reasoning module in the GED® test series. You'll start off with a review of math basics and begin building the foundation you'll need to solve the types of math problems commonly found on the test. In the process, you'll develop hands-on experience with percentages, proportions, statistics, algebra, geometry and more. Each lesson gives you a chance to apply your knowledge by practicing with the same kind of questions you may find on the GED® test. By the time you finish this course, you'll be much more comfortable with your math skills, and you'll know how, when, and why to use each math concept you learn. This class is instructor-led.
Sign up today!
COST: $115
BENJAMIN N. GIALLORETO
ONLINE CLASS

Preparing for the GED Math Test
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Sign up today!
COST: $115
BENJAMIN N. GIALLORETO
ONLINE CLASS

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. You will work through all the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to small business success.
COST: $115
KRIS SOLIE-JOHNSON
ONLINE CLASS
Discover Digital Photography
This course will teach you all about digital cameras, from DSLRs to smartphone cameras and what different equipment is used for. You will learn about different display methods for your camera, including sizing, print options, online storage, and how social media factors into digital photography. And if you have old slides, negatives, or prints, this course will also teach you how to scan those “old school” photo assets. After completing the course, you will understand how the process of composing photos has changed with the evolving capabilities of digital photography.

COST: $115
BEVERLY RICHARDS SCHULZ
ONLINE CLASS

Photographing Nature with Your Digital Camera
In this course, you'll learn about the many aspects of outdoor photography as well as how to master your digital camera's controls and features. With the knowledge you gain in this course, you'll be taking exceptional nature photos in no time. You'll explore composition and lighting issues and find out how to take beautiful photos of landscapes, flowers, trees, and water. Along the way, you'll delve into your camera's shutter speed and aperture controls so that you'll be able to capture the photos you really want. You will discover how to use your computer to process your photos and digitally correct the most common problems. You'll see how your photos can become works of art rather than just snapshots of nature. By the end of this course, you'll have become the nature photographer you always wanted to be!

COST: $96
CYNDE KOOPSSEN
ONLINE CLASS

Certificate in Healing Environments for Body, Mind and Spirit
Optimal Healing Environments (OHEs) are those environments in which characteristics of the individuals and various elements of the organization are focused on social, psychological, physical, cultural, and spiritual components that support and enhance the inherent healing capacities of the individuals who live and work in the environment. Healing relationships, the powerful effect of evidence-based design and all its elements (color, sound, light, art), a focus on nature, the impact of technology on health, and the important environmental aspects of health such as clean air and water are all explored in this innovative certificate program. The outcome of this certificate is for the learner to describe the various elements of optimal healing environments and how they impact the health of individuals and communities on a physical, social, psychological, and spiritual level; and describe methods of enhancing personal and work environments so they support the health of individuals and surrounding communities in a sustainable, healing manner. (16 contact hours)

COST: $49
CYNDE KOOPSSEN
ONLINE CLASS

Certificate in Mindful Relationships
This course will prepare you to earn a Certificate in Mindful Relationships. Mindfulness is an increasingly prominent tool used by individuals, professionals, corporations, and communities as a way to improve overall mental and physical health and cope with stressful situations. As a powerful stress management and health technique, it is used by health/ career coaches, corporate leaders, healthcare providers, and others in virtually every industry to support personal health and productivity as well as the focus, creativity, and productivity of employees. Across industries, business leaders, clinical therapists, psychologists, mental/behavioral health workers and social workers are all using these techniques as part of their practice.

COST: $115
LINDA AKSOMITIS
ONLINE CLASS

Introduction to Internet Writing Markets
Learn the ins and outs of writing for the Internet from a professional writer. This course will help you discover the hundreds of choices you have when it comes to making money from your writing, and you'll leave with a publishing plan including next steps and markets that will help you achieve your goals.

COST: $115
LINDA AKSOMITIS
ONLINE CLASS

Fundamentals of Supervision and Management
Become a more effective manager by learning the language of business management. This course provides skills in managing time, delegating responsibility, motivating your employees, solving problems and resolving conflicts so you can accomplish your job more effectively.

COST: $115
PATRICIA ADDESSO
ONLINE CLASS

Marketing Your Business on the Internet
Throughout the course, you'll learn to think strategically about marketing your website, products, and services using Internet technologies. You will also explore how to use an Internet marketing checklist and other tools and materials to develop a sound online business strategy. Before you know it, you'll have the skills and knowledge you need to develop a winning Internet marketing plan for your own business.

COST: $115
LISA ADAMS
ONLINE CLASS

Drawing for the Absolute Beginner
If you’ve always been interested in drawing but don’t really know how to get started, then this is the course for you. Gain a solid foundation and understanding of the basics of drawing and become the artist you’ve always dreamed you could be! You'll become intimately familiar with paper types, drawing styles, rendering techniques, and the basic principles of perspective, layout, design, lighting, volume, and space. If you have an interest in learning what’s it’s like to draw or would love to increase your current knowledge in the field of art and illustrating, then this course aims to fulfill all of your needs.

COST: $96
CHAD WALKER
ONLINE CLASS

Introduction to Guitar
Learn to play guitar, and become the musician you’ve always wanted to be! In these fun and informative lessons, you’ll build basic guitar skills step-by-step with the help of hands-on exercises, audio and video recordings, and detailed illustrations. The classical guitar skills you’ll master in this course will allow you to play any style of music, from hard rock to country-and-western. You’ll make rapid progress as you follow a carefully planned practice schedule that reinforces each new skill you learn. Whether you’re a beginner or an intermediate student, this course will take your musical talent to the next level. By the time you’re finished, you’ll be well on your way to becoming a skilled guitar player.

COST: $115
EDWARD BURNS
ONLINE CLASS

Grant Writing Suite
Get three courses in one bundle! A to Z Grant Writing, Advanced Grant Proposal Writing and Becoming a Grant Writing Consultant. Learn how to research and write winning proposals that get funded, become proficient in the proposal format used by the vast majority of public foundations and learn to become a grant writing consultant.

COST: $261
DR. BEVERLY A. BROWNING,
LINDA VALLEJO
ONLINE CLASS

ONLINE CLASS

ONLINE CLASS

ONLINE CLASS

ONLINE CLASS

ONLINE CLASS

ONLINE CLASS
Certified Protection Officer
Looking for a career where you are always in demand? Certified Protection Officers (CPOs) enjoy ample employment opportunities and long-term job security. In this course, you will master the skills needed to obtain certification as a protection officer and gain employment in this popular field.
COST: $950
DARLENE LAWRENCE
ONLINE COURSE

Digital Game Artist Certification
This online course will train you to become a professional video game artist. Training centers around developing core skills for jobs related to Digital Art, 3D Art, Modeling, Character Design and Environmental Art Design. Once completed, you will have multiple employable skills including modeling game props and characters, importing required elements into game specific software, animation of game assets, and more.

Certified Pharmacy Technician
This course explores the foundational aspects of HR, including human resource laws, hiring disciplines, and labor relations. You will learn industry-recognized practices that align with the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM).
COST: $2995
OPEN ENROLLMENT | 12 MONTHS
SHONA MILES
ONLINE COURSE

Freight Broker/Agent Training
Freight broker training will help you learn the skills you need to be a successful Freight Broker/Agent. From licensing and operations to sales and marketing, you’ll learn the basics of how to run a domestic freight brokerage or agency in the United States. As a freight agent or broker, you connect shippers and manufacturers with transportation companies and manage those shipments. From transportation law, contracts, and insurance, to setting up and running your own business, this is the best online freight broker training available.
COST: $1895
OPEN ENROLLMENT | 6 MONTHS
JAN ROACH, JEFF ROACH
ONLINE COURSE

Certified Paralegal (voucher included)
This course will help you gain the skills you need to enter the paralegal workforce. You will learn how to conduct legal research and legal analyses, interview witnesses, prepare legal and settlement documents, and more. The course concludes with an exam and a portfolio review. You will also complete a complete litigation file that includes: legal analysis brief, a legal memo, client interview form, research, discovery, and a thorough memorandum of law.
COST: $2495
OPEN ENROLLMENT | 6 MONTHS
CASSEY THOMPSON
ONLINE COURSE

Certified Inpatient Coder (voucher included)
Comp TIA™ Certification Training (vouchers included)
This course will prepare you for CompTIA™ certification.
COST: $1995
OPEN ENROLLMENT | 6 MONTHS
DAVID DRUMS
ONLINE COURSE

Certified Inpatient Coder (voucher included)
Demand for medical coders will grow 13% by 2020, so there’s no better time to advance your career. This online medical coding course will train you to become a Certified Inpatient Coder. The AAPC Certified Inpatient Coder (CIC) credential proves that you are an expert in inpatient medical records review.
COST: $2495
KATHRYN WILLIAMSON
ONLINE COURSE

Certified Bookkeeper
Certified Bookkeepers are the elite of their profession. From book reconciliation to inventory methods, this course will prepare eligible bookkeepers for the American Institute of Professional Bookkeepers (AIPB) certification exam. AIPB certification is the highest standard in the profession, so this course is recommended to practicing bookkeepers with several years of experience and a working knowledge of payroll concepts, including accounting transactions and journal entries. The Certified Bookkeeper course includes a prepaid voucher with enrollment that provides access to sit for the AIPB certification exam. Once you have successfully completed the course, you will receive detailed instructions regarding use of the exam voucher at any Prometric Test Center.
COST: $1995
OPEN ENROLLMENT | 6 MONTHS
WACIE LINDENBERGER
HELENE K. LIATSOS
ONLINE CLASS

Graphic Design with Photoshop
This online course will train you to be a professional graphic designer. With the main coding manual ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II, you will learn how to code diagnoses, procedures, and services for all systems of the body. This course will also prepare you to sit for the Certified Professional Coder (CPC) exam and the Certified Coding Associate (CCA) exams. Note that the exam fees are not included for the (CPC) or (CCA) exams.
COST: $2095
OPEN ENROLLMENT | 6 MONTHS
MELISSA DUNWORTH
ONLINE COURSE

Human Resource Professional
This course offers valuable training in medical office management and legal, ethical, and regulatory concepts that are central to this field, including HIPAA compliance and third-party guidelines for billing insurance claims. You will gain hands-on, practical experience in medical billing and coding and work with the main coding manual ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II. You will learn how to code diagnoses, procedures, and services for all systems of the body. This course will also prepare you to sit for the Certified Professional Coder (CPC) exam and the Certified Coding Associate (CCA) exams. Note that the exam fees are not included for the (CPC) or (CCA) exams.
COST: $2095
OPEN ENROLLMENT | 6 MONTHS
SHONDA MILES
ONLINE COURSE

Comp TIA™ Certification Training (vouchers included)
This course will prepare you for CompTIA™ certification. You can earn this certification after you pass two exams. The CompTIA© Certification Exam 220-1001, covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. The CompTIA® Certification Exam 220-1002 covers installing and configuring operating systems, expanded security, software troubleshooting, and operational procedures.
COST: $1995
OPEN ENROLLMENT | 6 MONTHS
DAVID DRUMS
ONLINE COURSE

Senior Professional in Human Resources
In this course you will learn about the five functional areas, Business Planning and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation, Benefits and Employee Labor Relations and Risk Management, that will prepare you for the Senior Professional Human Resources (SPHR) exam. The SPHR exam, or the SHRM-SCP exam, is critical if you are wanting to move up in Human Resources, as it measures your strategic ability and your ability to join HR processes into the big picture of the organization.
COST: $1795
OPEN ENROLLMENT | 6 MONTHS
MELISSA DUNWORTH
ONLINE COURSE

Graphic Design with Photoshop
This online course will train you to be a professional graphic designer. With the main coding manual ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II, you will learn how to code diagnoses, procedures, and services for all systems of the body. This course will also prepare you to sit for the Certified Professional Coder (CPC) exam and the Certified Coding Associate (CCA) exams. Note that the exam fees are not included for the (CPC) or (CCA) exams.
COST: $2095
OPEN ENROLLMENT | 6 MONTHS
MELISSA DUNWORTH
ONLINE COURSE

ICD-10 Medical Coding
ICD-10 is an unarguably diagnostic and procedural medical coding system that, by law, must be implemented throughout the healthcare industry. This new coding system is radically different from the version currently in use, so it’s important to start preparing for and implementing the massive changes to the existing coding system. This online course offers you comprehensive, robust training in diagnostic and procedural coding, using the ICD-10-CM (diagnostic) and ICD-10-PCS (procedural) coding manuals. This training includes detailed instructions for using the coding manuals, understanding the coding guidelines, and accurately applying the ICD-10 coding steps.
COST: $1795
OPEN ENROLLMENT | 6 MONTHS
CARLINE DALLAGHISH
ONLINE COURSE
Lean Six Sigma Black Belt (exam cost included)
This online Six Sigma training course will help you prepare for the Lean Six Sigma Black Belt certification exam. You will be enabled to transform your organization by reducing costs, increasing revenue, and improving collaboration. You will learn how to manage multiple projects and ensure their alignment meets organizational goals. Upon completion of this course and the required project, you will be prepared for the Lean Six Sigma Black Belt Certification exam. The fee for this exam is included with the course.

COST: $1956
OPEN ENROLLMENT | 6 MONTHS
TRACY O’ROURKE, ELISABETH SWAN
ONLINE COURSE

Lean Six Sigma Green Belt (exam cost included)
This course will teach you Lean Six Sigma process improvement projects from start to finish. Green Belts can deliver measurable, sustainable improvement by finding the root causes of problems and streamlining processes. The course was developed to meet today’s changing business environments and is facilitated by highly experienced and successful Lean Six Sigma Experts. It draws on what the experts practice every day in the field to provide you with the most effective way to learn and implement Lean Six Sigma. Upon completion of this course and required project, you will be prepared for the Lean Six Sigma Green Belt Certification exam. The registration fee for this exam is included with the course.

COST: $1495
OPEN ENROLLMENT | 6 MONTHS
TRACY O’ROURKE, ELISABETH SWAN
ONLINE COURSE

Hotel Management with Executive Housekeeper
The hospitality industry provides a variety of jobs and opportunities to advance worldwide. Learning the skills needed to manage any venue or accommodation house and supervise housekeeping staff will position you for success in this growing field. This course bundle will train you in the complementary disciplines of hotel management and executive housekeeping.

COST: $1595
THEA ROBERTS
ONLINE COURSE

Certified Green Supply Chain Professional
The Certified Green Supply Chain Professional Online Training course will give you the specialized knowledge to enable a company to achieve its environmental sustainability goals through global sourcing, materials management, procurement and buying, transportation and logistics, and new product development. This course will help you learn the essentials of green product standards and labeling as well as how to work with sustainable suppliers, implement sustainable business practices, apply lean and green manufacturing strategies, and integrate these practices across the extended supply chain.

COST: $1956
OPEN ENROLLMENT | 13 MONTHS
ANGIE COASTIS, HOWARD FORMAN, SANDY HORTON, ALAN HUGHES, MIKE PARK, CHRIS PERRY, MARGARET PRICE, ROBERT PRICE, ROY YOUNG
ONLINE COURSE

Certified Six Sigma Green Belt (exam cost included)
This course teaches the framework of the ASQ Six Sigma Green Belt Body of Knowledge and how to apply key process improvement methods and concepts in various settings, including manufacturing, service, and not-for-profit organizations. It allows you to test and apply the framework through quizzes, engaging exercises, fun games, and case studies. This unique course design provides on the job readiness to analyze quality problems and be involved in continuous improvement projects in the real world. It’s one of the best online courses for Six Sigma certification prep.

COST: $1595
OPEN ENROLLMENT | 6 MONTHS
TONY SWAIM
ONLINE COURSE

Oracle SQL and PL/SQL + Python Developer + Java Programmer
Demand This course will teach you how to use SQL to build applications and generate business reports, master SQL using an Oracle database, and learn PL/SQL extension language to write sophisticated queries against an Oracle database. You will also learn to write useful Java classes, applying Object-Oriented concepts such as inheritance, and create Java programs that work with these classes. The introductory section will show you how Python works and what it’s good for. You will also gain an understanding of Python’s place in the wider programming world. You will begin coding quickly after starting the course. Afterwards, you’ll move on to advanced methods in which you’ll learn how to work with iPhone Notebook, the Collections Module, regular expressions, databases, CSV files, JSON, and XML. You will also learn advanced sorting, how to write object-oriented code in Python, and how to test and debug their Python code. In the last section, you get a rapid introduction to NumPy, pandas, and matplotlib, which are Python libraries. This course will prepare you for entry into the job market as a Java or Python programmer or an entry-level Oracle SQL Developer or allow you to take on more responsibility using new skills gained in a current job.

COST: $2956
OPEN ENROLLMENT | 12 MONTHS
NAT DUNN
ONLINE COURSE

Web Applications Developer
Whether you’re new to web app development or want to enhance your skills, this course will give you the knowledge you need to create dynamic database-driven websites using the latest technologies. You will master basic HTML CSS for styling pages and JavaScript. In addition, you will learn best practices and uses for PHP and jQuery. You will then dive into SQL and learn how to create intranets and ecommerce sites. Don’t forget XML; this course will also teach you the basics of the fundamental markup language. Your final project will put your skills to the test—you will build and develop a database-driven web application from the ground up. After completing the course, you will have the skills needed to start an entry-level career in web application development.

COST: $2395
OPEN ENROLLMENT | 12 MONTHS
NAT DUNN
ONLINE COURSE

CPC Certified Medical Administrative Assistant w/Medical Billing and Coding (voucher included)
This course offers valuable training in medical office management and legal, ethical, and regulatory concepts that are central to this field, including HIPAA compliance and third-party guidelines for filing insurance claims. You will gain hands-on, practical experience in medical billing and coding and work with the main coding manual ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II. You will learn how to code diagnoses, services, and procedures for all systems of the body. You will also be able to sit for the Certified Professional Coder (CPC) exam, offered by the American Academy of Professional Coders (AAPC), and the Certified Medical Administrative Assistant (CMAA) exam, offered by the National Healthcareer Association (NHA). This course includes vouchers that cover the fees for the (CPC) and (CMAA) exams. This course will also prepare you to sit for the Certified Billing and Coding Specialist (CBCS) exam and the Certified Coding Associate (CCA) exam. Note that the exam fees are not included for the (CBCS) or (CCA) exams.

COST: $1955
OPEN ENROLLMENT | 7 - 12 MONTHS
NANCY SMITH, LATISHA COTTINGHAM, CARLUNE DALOLEISH, SHONDA MILES, LYDIA B. STEWART, BUNNY REEVES, SHARON L. BLACKFORD
ONLINE COURSE

COST: $1955
OPEN ENROLLMENT | 7 - 12 MONTHS
NANCY SMITH, LATISHA COTTINGHAM, CARLUNE DALOLEISH, SHONDA MILES, LYDIA B. STEWART, BUNNY REEVES, SHARON L. BLACKFORD
ONLINE COURSE
COVID-19 has caused us to shift some of our practices and out of concern for everyone's health, we've moved our Outreach classes and events to a virtual format. Zoom is our platform of choice. If you're not familiar with Zoom and how to connect virtually, here are some quick instructions.

If you do not have a Zoom account but would like to join a Zoom meeting on your PC (Windows or Mac), then follow the instructions listed below:

1. Click on the Zoom icon if it is already installed on your computer. If not, then go to zoom.us and then click on JOIN A MEETING.
2. Enter the Meeting ID number that you received and your display name. (You may enter your first and last name, first name only, etc. It’s your choice.)
3. If you have an audio and video connection on your PC, then Zoom will connect you automatically. If you do not want your audio and/or your video connections enabled during the meeting, then click the boxes next to Do not connect to audio and Turn off my video.
4. Click the Join button to enter the meeting or webinar. You may have to enter a password before joining your meeting. The password can be found near where you located the Meeting ID number.

If you do not have a Zoom account but would like to join a Zoom meeting via telephone, then follow the instructions listed below:

1. Dial the teleconferencing number provided in your meeting invitation.
2. Enter the Meeting ID number when prompted using your dial pad.
3. You may have to enter a password before joining your meeting. The password can be found near where you located the Meeting ID number.
4. On your smartphone, you may press mute to keep other participants from hearing your background noise.

Follow this link to a helpful YouTube Video.