**Six Sigma Green Belt**   (Pearson)
The Six Sigma Green Belt course presents an overview of the key concepts for the Six Sigma Green Belt Certification exam. This course explores process and team management, operational metrics, and key tools and techniques to achieve process excellence. Students will be expected to have a basic understanding and knowledge of Six Sigma processes, as well as statistics, project and process management, and Lean Six Sigma. This 69 hour time-on-task, self-paced, self- directed online course is developed to correlate to American Society for Quality guidelines and is designed for individuals who are preparing to sit for the Six Sigma Green Belt Certification exam.  E-book included.

**Six Sigma Black Belt**   (Pearson)
The Six Sigma Black Belt course presents an overview of the key concepts for the Six Sigma Black Belt Certification exam. This course explores process and team management, operational metrics, and key tools and techniques to achieve process excellence. Although a Six Sigma Green Belt certificate is not required for this course, students will be expected to have a basic knowledge and understanding of Six Sigma processes, as well as statistics, project and process management, and Lean Six Sigma. This 69 hour time-on-task, self-paced, self- directed online course is developed to correlate to the American Society for Quality guidelines and is designed for individuals who are preparing to sit for the Six Sigma Black Belt Certification exam. E-book included.

**Search Engine Optimization**  (Pearson)
The Search Engine Optimization course provides an introduction to the basic principles and strategies of Search Engine Optimization (SEO). This self-paced online course will also provide the tools on how SEO can be used to market websites and companies, and will provide an understanding of the strategies, techniques, and tools used to optimize the information presented online to improve visibility using search engines. This 19 hour time-on-task self- directed non-credit course is intended for students and professionals who would like to learn methods to market and optimize corporate or individual websites. E-book included.

**Lean Bronze Certification** (Pearson)
The Lean Bronze Certification online course is designed to enable an individual to sit for and successfully pass the Lean Essentials I Certification exam. This 60 hour time-on-task self-paced, self- directed online course correlates with American Society for Quality guidelines and is intended for individuals who are new to the field of product/process improvement and are looking for additional techniques and a certification to provide validity to their work and to become more marketable.
E-book included.

**Introduction to Programmable Logic Controls** (Pearson)
The Introduction to Programmable Logic Controls course introduces students to the history and development of Programmable Logic Controls. This self-paced online course explores the main parts of a PLC system, including how a PLC works, installation wiring diagrams, basic programming symbols and logic, and basic troubleshooting. This 41 hour time-on-task self- directed non-credit course is intended for those in the skilled trades, manufacturing or maintenance fields, but have limited or no experience with PLCs.  E-book included.

**Medical Math**
The Medical Math course provides an introduction to mathematical instruction and review. Students will explore the three systems of measurement used to calculate dosages administered orally and intravenously. This self-paced online course will also provide the tools for students to use critical thinking skills and arithmetic to understand medication orders and use equipment for preparation, administration,

and labeling of medications.  This 41 hour time-on-task self- directed non-credit course is intended for individuals new to health care or incumbent health care workers.  E-book included.

**CDL-B**
A 4-6 week competency-based, CDL-B driver training program that focuses on both classroom work and in-vehicle training time. Through hours of driving time, labs, lecture, and range time, participants master a wide range of driver competencies to become safe, comfortable, confident drivers. When trainees have mastered driver competencies and earned their CDL, they can begin working in the industry, often having lined-up jobs before finishing the course. Students can test for numerous CDL-B endorsements including hazmat and tank (neither school bus nor motor coach training is currently offered).

Training topics include trip planning, daily log maintenance, cargo handling and documentation, hazmat, employer relations and public relations. The course prepares students for their written and practical tests. The College can provide tutoring time in the on-campus Learning Center for those who may need extra help in reading or test-taking. Students who complete the CDL B training earn a certificate of course completion and receive assistance in job-seeking skills and job placement. Even though the course is currently non-credit, participants are graded on attendance, understanding regulations, keeping log books, pre-trip inspection, range skills, and road skills.  Class meets Monday through Thursday 8 am – 3:30 pm.


**CDL – A**
A 12-week tractor-trailer, competency-based, driver training program that focuses on both classroom work and in-vehicle training time. After hours of driving time, labs, lecture, and range time, participants master a wide range of driver competencies to become safe, comfortable, confident drivers. When trainees have mastered driver competencies and earned their CDL's they can begin working in the industry, often having lined-up jobs before finishing the course.
Training topics include trip planning, maintaining daily logs, handling cargo, cargo documentation, employer relations, and public relations. The course prepares students for their written and practical tests. The College can provide tutoring time in the on-campus Learning Center for those who may need extra help in reading or test-taking.  Students who complete the CDL-A training earn a certificate of course completion and receive assistance in job-seeking skills and job placement. Even though the course is currently non-credit, participants are graded on attendance, understanding regulations, keeping log books, pre-trip inspection, range skills, and road skills.

**Certificate in Data Analysis**
Data Analysis is quickly becoming one of the most sought-after skills in the workplace.  Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a completely new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills.
 Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally, you will find out how 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. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Certificate-in-Data-Analysis

**Certificate in Sales**
Social media and digital technologies, when understood and leveraged effectively, can enable you to find new clients and motivate these clients to take action in more efficient and strategic ways. Whether you are a beginner new to the sales process or a seasoned professional who loves selling, understanding the basic steps of sales and freeing your mind of negativity is the foundation to your business success. Gain a better understanding of the importance of the sales function and learn new skills in relationship management, prospecting, customer management, and delivering a compelling sales presentation. Move yourself or your sales team to increased success.  For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Certificate-in-Sales

**Entrepreneurship Certificate**
Boost your chances of success for your new or small business and reduce your risks.  Get the latest on planning your business, brainstorming business ideas and a checklist for going into business.  Then learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans.  Then take home a step-by-step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand.
At the end of this certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage and market your new business. For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/Entrepreneurship-Certificate

**Introduction to 3D Printing**
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.  For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/Introduction-to-3D-Printing

**Law for Non Lawyers**
You can improve your value to your organization and serve your organization better by recognizing some of the legal issues that work organizations face on a regular basis. For non-lawyers in a variety of work environments, you will find out what you should know, and when to consult a lawyer.
After completing this course, you will better understand legal issues in the workplace, know when your organization needs to consult a lawyer, and have the knowledge to better serve your organization and work with lawyers. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Law-for-Non-Lawyers

**Productivity & Time Management Certificate**
Maximizing productivity and the use of time is the primary way to increase profitability and organizational success for a growing number of people and their organizations. Successful businesses and work organizations are moving from counting hours sitting in a chair to outcomes and results.
Boost your productivity by managing your time better. Discover the Top Ten most effective time management techniques to increase your work outcomes without spending more time. Take home new 21st century techniques and strategies.  Then find out about the exciting Productivity eTools that are

available now, and utilize technology to boost your productivity.  Finally, get the latest best information on documenting your own productivity, and managing the productivity of others.  For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/Productivity

**Leading and Managing Virtual Teams Certificate**
Almost every business in North America uses virtual teams.  As the move to virtually teaming accelerates, gain the knowledge and skills to develop high performance virtual teams and contribute to their success.  The Certificate is designed to benefit anyone who is a leader or member of a team that leverages virtual meeting and collaboration tools.  If you are the formal leader of a virtual team, an informal leader or want to become one, you will learn how to lead a virtual team, leverage virtual meeting tools and help lead that team to a higher level of performance. At the end of this three-course certificate, you will come away with an in -depth knowledge of what you can do to make a difference on the teams that you are part of.  Take away actionable skills, tips and processes that you can apply with your virtual team.  For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/Leading-and-Managing-Virtual-Teams-Certificate

**Management Certificate**
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 you will explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization.
Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. For more information and registration:  http://www.yougotclass.org/courses.cfm/Ccsnh/Management-Certificate

**Managing Social Change Certificate**
Discover proven strategies for moving your efforts, and those of others, from advocacy to managing and achieving social change within the workplace and/or community. First, learn to strategically apply various disciplines to cause organizational change as well as develop the personal skills and attitudes organizations need for implementing change.  Then find out how to address change in the workplace, including addressing the resistance to change. Finally, leaders from elected officials to the CEO of Apple are encouraging people in the workplace to participate in community and social change.  Learn different change strategies to improve your community and society for all.  For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/Managing-Social-Change-Certificate

**Beyond Raising Awareness: Strategy and Evaluation of Advocacy Efforts**
Raising awareness is not enough! Social change is baked into the work of many mission driven organizations, but is it effective? Exactly what change are you after? Do you know if your efforts are working? This course is designed to support staff of nonprofit organizations in using planning and evaluation tools to increase the effectiveness of social change advocacy campaigns. Students will be guided through case studies, planning tools, and evaluation methods specific to advocacy work. This course will emphasize strategy and evaluation.  For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/NEW!-Beyond-Raising-Awareness:-Strategy-and-Evaluation-of-Advocacy-Efforts

**Workplace Conflict Solutions Certificate**
In today's business environment, employers expect employees to have a solid set of interpersonal skills. The ability to solve problems quickly and effectively is a critical interpersonal skill well worth developing.  First, find out how to deal with difficult personalities and broach challenging subjects in the workplace. Gain skills to be an effective team member and leader in the workplace by taking control of the conversation, managing your reactions, and navigating problematic interactions with ease. Then understand how to approach the delicate matter of bullying in the workplace. Both females and males need to understand about relational aggression in the workplace. Finally, develop problem solving skills and find out how to recognize problems and deal with them more appropriately. You will take home techniques relevant for any organization or group context, but can also be easily adapted to work at an individual level. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Workplace-Conflict-Solutions-Certificate

**Supervisory and Leadership Certificate**
Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers.
Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Supervisory-and-Leadership-Certificate

**Certificate in Business Writing**
Discover the keys to successful writing for the workplace.  Whether you are writing a report, memo, letter or publicity notice, business writing has 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. For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/Certificate-in-Business-Writing

**Certificate in Basic Game Design**
Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This Certificate provides you with 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.
 In the first course, you will discover resources for developing game design, identify the mechanics and verbs used in different games. You will come away with knowing the different activities that are part of game design, being able to flesh out a game idea in order to increase the chances to having a successful game design experience, and have a basic understanding of how to work with game developers.

In the second course, you will 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.

By successfully completing this Certificate in Basic Game Design, you will have taken the first steps into understanding game design, and being able to create your own games.  For more information and registration:  http://www.yougotclass.org/courses.cfm/Ccsnh/Certificate-in-Basic-Game-Design

**Certificate in Customer Service**

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.  For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Certificate-in-Customer-Service

**Certificate in Presentation Media**

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.

You will be exposed to a powerful, concise way to present information using Infographics. Learn 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.  For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/Certificate-in-Presentation-Media

**Certificate in Workplace Communication**

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. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Certificate-in-Workplace-Communication

**Programming for Non Programmers Certificate**

With virtually every organization now involved or even dependent on programming, managing or working with programmers is now an important part of your toolkit. If you wish to communicate technically with programming teams or wish to code a bit yourself, this certificate is for you. Begin by learning about how programming works, including processes, timelines and how projects are planned. Then learn the basic concepts of programming, so you can communicate more effectively with programmers and techies.  Finally, pick up the communication strategies to make your projects more

successful, creating a win-win situation for both you and your programmers. For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/NEW!-Programming-for-Non-Programmers-Certificate

**Applying Lean Sigma Practices to HR Functions**
Develop the mindset of Lean Operational Excellence, an advanced problem solving approach that facilitates continuous improvement within the organization through the identification and elimination of waste. Lean principles can also be used to streamline processes in the human resource functions such as recruiting, hiring, training, compensating and managing performance.  Find out about Lean concepts, tools, and methods with which you can benchmark and assess problems, and lead continuous improvement efforts to resolve them.  After taking this course you will have an expanded capacity to facilitate small groups and teams using Lean Process Improvement principles and methodologies to create change within your organization. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Applying-Lean-Sigma-Practices-to-HR-Functions

**Business Coaching Certificate**
Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies. It has benefits for the employer and employee. The knowledge you gather will change the way you see yourself in the workplace. Through this knowledge, you can find helpful strategies to navigate through work and life. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Business-Coaching-Certificate

**Strategic Project Management Skills for Human Resource Professionals**
Project management skills and processes are critical tools in meeting the organization's strategic talent and management objectives. Successful human resource professionals need to develop and demonstrate skills in leadership, organization, planning, and understanding of the essential aspects of project management. This course is designed to broaden your understanding of project management principles, develop skills needed to successfully facilitate projects as well as develop an understanding of potential risks that often prevent successful project implementation. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Strategic-Project-Management-Skills-for-Human-Resource-Professionals

**Developing Cultural and Global Competence**
Manage your intercultural interactions more effectively by developing enhanced skills in communicating with internationals and low-level English speakers. Gain techniques to provide better service to global clients, and keep stress levels calm in emergencies that involve diverse cultures. Discover how interactions can go deeper despite the challenges of a low-vocabulary or a strong accent. Acquiring these skills will also increase your ability to dialogue when you are the minority language speaker abroad, making business or vacations more fulfilling. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Communicating-with-Internationals

**Certificate in Leadership Development**
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.
At the end of completing the three course certificate, you will come away with a new understanding, new toolbox of leadership skills, and the information to move your leadership development into high gear. For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/Certificate-in-Leadership-Development


**Certificate in Non Profit Administration**
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. You will come away with the latest best information from instructors who train people in nonprofits. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Certificate-in-Non-Profit-Administration

**Certificate in Project Management**
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. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Certificate-in-Project-Management

**Certificate in Google Tools**
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. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Certificate-in-Google-Tools

**Digital Marketing Certificate**
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. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Digital-Marketing-Certificate

**Inbound Marketing Certificate**
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. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Inbound-Marketing-Certificate


**Instagram for Business**
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 Do's 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. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Instagram-for-Business

**Managing Social Media Platforms Certificate**
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. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Managing-Social-Media-Platforms-Certificate

**Social Media for Business Certificate**
Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. 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. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Social-Media-for-Business-Certificate

**Mastering Video Marketing Certificate**
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 'trigger' that plain text cannot do. For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/Mastering-Video-Marketing-Certificate


**Podcasting**
Businesses are turning to podcasting to grow their brand and connect with customers. People with a niche hobby are turning podcasts into a business. Podcasting is experiencing a rebirth as mobile devices are everywhere. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they want to do business.  Learn how to take your business or hobby and turn it into a podcast.  This step-by-step class will take you from start to finish and cover the required elements needed to get your show online.  Come to class with your idea and end with your show online for all to hear. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Podcasting

**Certificate in Mastering Excel**
A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Begin with learning how an Excel worksheet is constructed, populated with content, and edited for delivery. Discover how various menu items, commands, settings and processes affects the look of your Excel worksheets and workbooks. Then, increase your efficiency by learning how to organize, display and calculate your data into useful information. Identify different types of data and how data can be best visually represented or formatted, by using different data tool techniques. Finally, you'll learn a variety of Excel's most powerful features to analyze data quickly and easily. This Certificate will help you discover how to attractively visualize your data into meaningful information with confidence. For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/Certificate-in-Mastering-Excel

**Certificate in Web Design**
Online users say a website's design is the number one criteria for deciding whether a company is credible or not, according to recent research. Understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition.  First, discover the basics of web design using HTML and CSS. The No prior knowledge of HTML or web design is required. After the first course, you will have the info you need to plan and design effective web pages. Then find out how to create effective and dynamic websites/applications. Take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized. Finally, learn about responsive design process, advanced layout and design features using the Bootstrap framework. Plus explore CMS frameworks and industry standard technologies and frameworks. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Certificate-in-Web-Design

**Graphic Design Software Essentials Certificate**
The Adobe software tools are the leading software for graphic design. Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters,

banners, business cards or any other vector graphics for print or web. Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. Use Adobe Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital artwork. Access to the Adobe software tools required. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Graphic-Design-Software-Essentials-Certificate

**Coding Certificate**
Coding is becoming one of the most in-demand skills in the workplace today. As a result, coding has become a core skill that bolsters one's chances for becoming a higher value to organizations. The highest demand is for programming languages with broad applicability. Begin by getting introduced to the basics of computer programming and various programming languages. Then go to the next level and acquire all the basics of HTML and CSS. You will learn the relationship between these two industry-standard web page coding languages and the step by step process of hand coding and building web pages. Finally, discover the advanced features of CSS and learn how to use this very powerful language. For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/NEW!-Coding-Certificate

**WordPress Certificate**
WordPress is the most popular content management system (CMS) for website and blog design. During the first week you will learn or refresh your knowledge of all the initial steps and the required elements for having a website. Then find out how to build a simple WordPress website or blog. Topics include introduction to CMS, WordPress installation and setup, page and content creation, administration, themes (selection, purchase, installation and setup), working with widgets and plugins, and more. Finally, acquire advanced knowledge about WordPress options and features. You will learn how to modify WordPress web pages by hand-coding, learn about simple yet effective search engine optimization (SEO) techniques that improve your website ranking, and much more.
After successfully completing the WordPress Certificate you will know how to build a WordPress website or blog, customize your WordPress site by hand-coding HTML, CSS, and PHP, know necessary regular WordPress maintenance, create WordPress website backup, and know how to apply SEO techniques in WordPress. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/WordPress-Certificate

**Lean Six Sigma**
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! For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Lean-Six-Sigma

**Six Sigma Black Belt Certificate**
Lean and Six Sigma is changing the way organizations operate. Leading the change are Six Sigma Black Belts. LERN's Black Belt training builds on the Green Belt certification and teaches candidates advanced problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Black Belts serve their organizations as a trained specialist

able to lead Six Sigma projects in their organizations. Participants are required to complete a project and to demonstrate ability to use the tools taught in the course. The instructor works closely with the class to not only teach the material, but to guide and mentor candidates as they work projects. This course is no cake walk. For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/NEW!-Six-Sigma-Black-Belt-Certificate

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

**Certificate in Online Teaching**
For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching. For more information and registration:
http://www.yougotclass.org/courses.cfm/Ccsnh/Certificate-in-Online-Teaching

**Substitute Teacher Preparation**
To be a substitute today it takes student respect, skills and a portfolio of ideas and workable presentations. You may get the first call but the successful substitute gets the second and third call to report. Understand what is expected of a substitute and how to maximize your value to a school.   Find out about how to develop a sub-notebook, understand classroom management, the latest techniques in developing lesson plans, how to use your own portfolio to assist in teaching, and much more.
With information applicable to any U.S. state, this course will provide you with the information you need to know to be successful at any level in any school.  It will start you on the teaching path with a working knowledge and a portfolio of ideas to use the day you walk in to a new teaching environment. It will also assist you in finding important information to make you a valuable asset to any school system. For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/Substitute-Teacher-Preparation

**Using Cell Phones in the Classroom**
Class, turn your cell phones - - on!  Most of your students have cell phones, and now you can use this valuable tool in your classroom to engage and involve your students more in their learning. Discover how to implement cell phones in your classroom from a teacher who has done it successfully. Come away with a step-by-step how-to plan on enhancing your students' learning, and your teaching. For more information and registration: http://www.yougotclass.org/courses.cfm/Ccsnh/Using-Cell-Phones-in-the-Classroom

**Inpatient Auditing**

The Inpatient Auditing program requires students to have at least three years of experience in inpatient acute care medical coding as well as a current RHIA, RHIT, CCS, or CPC credential prior to enrollment. The course is designed for busy adult learners who have limited time, and students can test out of material they already know. Students will learn both the technical and soft skills required to be a good auditor, including ICD-10-CM/PCS, fundamentals and reimbursement concepts, regulatory compliance, healthcare law, and documentation integrity. The program also includes an audit practicum with 50 to 100 cases for hands-on experience. Includes two textbooks and a hands-on auditing practicum.
https://partner.careerstep.com/wmcc

**Medical Transcription Editor**

Approved by the Association for Healthcare Documentation Integrity (AHDI), the Medical Transcription Editor program focuses on teaching the skills needed to work as a medical transcriptionist and medical transcription editor. Students study medical terminology, anatomy, healthcare documentation, and editing theory and technique and they develop and practice their typing and listening skills on hundreds of authentic, employer-provided dictations from a variety of specialties. In addition to one-on-one instructor support and personalized graduate support, enrollment includes ebooks, a transcription foot pedal, an AHDI membership, a subscription to an online reference library, and a voucher to take the RHDS exam.
https://partner.careerstep.com/wmcc

**Microsoft Office 2016**

The Microsoft Office 2016 training course prepares students to earn the Microsoft Office Specialist Master certification by training them on the Microsoft Word, Excel, PowerPoint, Outlook, and Access applications. Students learn beginning and advanced concepts and complete a variety of hands-on exercises, allowing them to apply and practice the skills learned throughout the curriculum. The course's online format provides students the flexibility to study on the schedule and at the pace that fits their needs. In addition to one-on-one access to experienced instructors and a technical support team throughout the course. Includes eBooks and five quick reference cards. https://partner.careerstep.com/wmcc

**BLS**

The Basic Life Support (BLS) online certification course is built on the most recent Emergency Cardiovascular Care (ECC) guidelines published by the International Liaison Committee on Resuscitation (ILCOR), which is the international body responsible for coordination of all aspects of cardiopulmonary and cerebral resuscitation worldwide. The curriculum is developed by licensed healthcare professionals experienced in emergency medicine, and it provides unlimited practice exams and free certification exam retakes. The program is nationally accredited, meets Joint Commission (JCAHO) standards, and provides 4 hours for certification and 2 hours for renewal through PIM or CAPCE.
https://partner.careerstep.com/wmcc

**Physical Therapy Aide**

The Physical Therapy Aide program is specifically designed to prepare students to pass the Certified Physical Therapy Aide Specialist (CPTAS) exam after graduation. The online curriculum includes exercises, learning games, and interactive simulations on key procedures. Students learn Microsoft Office skills, patient interaction, documentation and reimbursement, medical word building, anatomy and pathophysiology, patient preparation, physical therapy modalities, and treating physical dysfunctions. In addition to ebooks, a personal Student Advocate to help navigate the program, and one-on-one support from experienced instructors throughout the course, students receive access to personalized graduate services and a voucher to take the CPTAS exam after graduation.   https://partner.careerstep.com/wmcc

**Pharmacy Technician 2.0 (Non ASHP)**

The Pharmacy Technician program prepares students for the Pharmacy Technician Certification Board (PTCB) Exam. The course connects students with an externship partner, so they can fulfill graduation

requirements. In addition to one-on-one instructor support, students will receive a lab kit, e-books, and an exam voucher. https://partner.careerstep.com/wmcc

**Pharmacy Technician 3.0 (ASHP/ACPE)**
The Pharmacy Technician program prepares students for the Pharmacy Technician Certification Board (PTCB) Exam. The course, currently pending ASHP/ACPE accreditation, connects students with an externship partner so they can fulfill graduation requirements. In addition to one-on-one instructor support, students will receive a lab kit, e-books, and an exam voucher. https://partner.careerstep.com/wmcc

**Dental Assistant with Externship**
In less than 4 months, you can be prepared for a successful new career as a dental assistant! With this training program, you'll have everything you need to get a good job to better support your family and improve your financial security—including an externship so you can gain hands-on experience. Includes eBooks, simulation and materials, 120-hour externship.  https://partner.careerstep.com/wmcc

**Dental Assistant without Externship**
In less than 4 months, you can be prepared for a successful new career as a dental assistant! With this training program, you'll have everything you need to get a good job to better support your family and improve your financial security—including an externship so you can gain hands-on experience. Includes eBooks, simulation and materials.  https://partner.careerstep.com/wmcc