Division of Continuing Education

PREPARE YOUR CLIENTS FOR AN
IN-DEMAND CAREER

FUNDED ONLINE CAREER TRAINING PROGRAMS
These programs have been approved on the Eligible Training Provider List

BUSINESS

Call Center Manager
The Call Center program prepares students for a role as a call center manager. They will gain the skills needed to ensure a call center operates efficiently. **55 HRS**

Certified Administrative Professional with Microsoft Office Master 2019 (Vouchers Included)
Certified Administrative Professional (CAP) is one of the most valuable credentials an administrative professional can have. Upon completion, students can take the CAP exam and the MO-201 (Excel), MO-101 (Word), MO-300 (PowerPoint) and MO-400 (Outlook) exams. **335 HRS**

Certified Credit Counselor & FInancial Health Counselor (Exam Included)
This program bundle provides a foundation to work in various counseling disciplines. Upon successful completion of the program and exams, students will receive a Financial Health Counseling Certification and a Credit Counseling Certification. **105 HRS**

Certified Six Sigma Green Belt (Exam Cost Included)
The Six Sigma Green Belt program teaches the framework of the ASQ Six Sigma Green Belt Body of Knowledge and how to apply key process improvement methods and concepts. **120 HRS**

Chartered Tax Professional
Students will gain the tax knowledge to successfully pass the Special Enrollment Examination (SEE), the test that individuals can take to become an Enrolled Agent in the United States. The Enrolled Agent credential is issued and regulated by the Internal Revenue Service (IRS). **180 HRS**

Professional Bookkeeping with QuickBooks 2018 (Software Included)
This program prepares students to use QuickBooks 2018 software and understand everything from basic accounting to double-entry bookkeeping. **120 HRS**

Sales Manager
The Sales Manager program focuses on all aspects of a sales strategy and teaches students how to build a successful sales team. **200 HRS**

LEGAL

Certified Paralegal
The Paralegal program will help students gain the skills they need to enter the paralegal workforce. Students will also receive membership to the National Association of Paralegal Assistants (NALA) and access to NALA's Certified Paralegal (CP) Exam review. **225 HRS**

CONSTRUCTION & TRADES

CNC Machinist
This program provides an intensive overview of the skills necessary to perform CNC machining, including workholding, math, inspection, safety, metal cutting, materials, quality and grinding. **195 HRS**

Engineering Technician
This online Engineering Technician program teaches the skills students need to prove competency and begin their career as an engineering technician. **330 HRS**

HVAC/R Technician (Voucher Included)
Students will be prepared for an entry-level career in the HVAC/R industry. They will also receive a voucher package for the HVAC Excellence Empolyment Ready Certificate. **162 HRS**

WORKFORCE
PROGRAM MANAGERS

If You Have Questions

Nancy M. Pratt
Executive Director
Division of Continuing and Extended Education

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Cleveland State University

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HEALTHCARE

Certified Clinical Medical Assistant with Health Records (2 Vouches Included)
This program is designed for students who want to learn how to be a clinical medical assistant and prepare for the National Healthcareer Association (NHA) Certified Electronic Health Records (CEHR) and Certified Clinical Medical Assistant (CCMA) exams. **674 HRS**

Certified Pharmaceutical Sales Representative (Exam Included)
The Pharmaceutical Sales Representative training program provides student with strong knowledge of core medical and scientific concepts. Uopn successful completion, students will receive a Pharmaceutical Representative Certification (PRC). **110 HRS**

Pharmacy Technician (Voucher Included)
Students will be prepared to sit for the Pharmacy Technician Certification Exam (PTCE) offered by the Pharmacy Technician Certification Board (PTCB). **400 HRS**

Certified Health Unit Coordinator
This course is designed to prepare you to facilitate the activities of people in a health unit to work together smoothly and harmoniously in a common action, which is the delivery of health care to patients. Upon completion of this course, you will be prepared to sit for the National Association of Health Unit Coordinators (NAHUC) certification exam. **120 Hours**

Certified Clinical Medical Assistant (CCMA) + Certified Electronic Health Records Specialist (CEHR) (Voucher Included)
This bundle course will train you for a career as a clinical medical assistant and teach you how to use electronic health records systems. Upon course completion, you will be eligible to sit for the CCMA and CEHR certification exams. **674 Hours**

Clinical Dental Assistant
The Clinical Dental Assistant Online Training course will provide you with the skills you need to become a dental assistant. After you've completed this course, you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination. **240 Hours**

NASM Certified Nutrition Coach
This NASM certification course will teach you how to incorporate nutrition coaching and behavior change into your fitness instruction. On course completion, you will become a Certified Nutrition Coach. **80 Hours**

Medical Billing and coding (CPC, CBCS, CCA certification options)
Medical Billing and Coding is an ideal course for students new to a medical career. If you're seeking entry into the healthcare industry, this comprehensive course will provide you with all of the information you need to earn a certification in medical billing and coding. **340 Hours**

Pharmacy Technician
Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online course. **400 Hours**

Certified Medical Administrative Assistant (CMAA)
This course will teach you how Administrative Medical Assistants are versatile and valuable members of the healthcare team who handle a broad range of duties. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA). **160 Hours**

Certified Clinical Medical Assistant (CCMA) (Voucher Included)
You will learn the necessary skills to function as a vital member of the healthcare team in a hospital setting, clinic, or physician's office as you prepare for a career as a Certified Clinical Medical Assistant (CCMA), and the national certification exam. **540 Hours**

Patient Care Technician (Voucher Included)
Prepare for the Certified Patient Care Technician Level I exam, an industry-recognized credential for patient care technicians, offered by the American Education Certification Association (AECA). **300 Hours**

Certified Inpatient Coder
Prepare for the AAPC CIC™ certification exam and learn the principles of medical coding related to ICD-10-CM and ICD-10-PCS. Prepaid exam voucher included. **170 Hours**

INFORMATION TECHNOLOGY

AWS Systems Operations Certification Bundle (Voucher Included)
Students will be introduced to Amazon Web Services (AWS) products, services and common solutions. Upon completion, students can sit for the AWS Certified SysOps Administrator-Associate exam. **90 HRS**

CompTIA A+ with ITIL Foundations
Earning a CompTIA A+ certification is a critical first step in opening the door to a career in IT. This program also prepares for ITIL Foundation, an entry-level certification which offers general awareness of the key elements, concepts and terminology used in the ITIL service cycle. **310 HRS**

IF YOU HAVE QUESTIONS:

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