

Online Training Programs Approved for Maryland Workforce (WIA)

WIA Course Catalog

Towson University's Extended Education and Online Learning Department provides approved Online Training programs for workforce in the state of Maryland.

Courses are offered in the following topic areas:

• Business Management	• Information Technology
• Education	• Medical/Healthcare
• Gaming	• Trade/Industrial
• Green/Renewable Energy	• Web Design
• Homeland Security	• Many more!
Submitting for MHEC Approval - *	

Most Online Certification Courses offer 24/7 Mentor Support, high quality training, 12- month online access, and hands on exercises, tests, and quizzes. All materials are included in the fee of the course. A certificate is awarded upon course completion.

We are continually submitting courses for approval and will update our website and course information accordingly.

For more info: www.towson.edu/eeol

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Business Courses:

Online Business/Management Leadership Certificate

\$1,999

The 235 hour Leadership and Management Course includes:

Leadership Curriculum includes:

- Leading from the Front Line; Leadership Skills for Women; Moving from Management to Leadership; Business Execution; Leading the Workforce Generations; Succession Planning for Business Environment

Management Curriculum:

- Effectively Managing Top Performers; Moving into Management; Crucial Skills for Tomorrow's Managers; Moving from Technical Professional to Management; 360-Degree Performance Appraisal; Problem Performance Management; The Fundamentals of Business Crises Management; Using Change Process to Support Employees; The Essentials of Mentoring; Effective Delegation; Facilitating Successfully; Coaching with Confidence; Managing Technical Professionals; How to Overcome Negativity in the Workplace; Appraising Performance; Managing Contractors and Temporary Employees; Management Excellence; Performance-Based Appraisals; Advanced Management Skills

Online Chartered Tax Professional Certificate

\$1995

Today more than ever, people are relying on paid tax professionals to handle their income tax preparation and other business affairs. Even with tax preparation software in full force there is increasing demand for tax professionals. The Chartered Tax Professional (CTP) designation is the undisputed professional credential for persons who typically advise clients on income tax situations. After completing this comprehensive program, participants will be prepared to handle most individual and small business income tax situations. Candidates must successfully complete a series of six 30-hour, computer-administered courses in income tax preparation.

Online Crystal Reports X/XI

\$785

The 14 hour Crystal Reports Training course offer users the ability to create feature-rich reports and integrate them into web and Windows applications. Crystal Reports XI enables developers and other IT professionals to design, manage, and deliver reports via the web, as well as embed reporting in enterprise applications. Report authors are often weighed down with hand-coding reports and working through orders for customized reports. Crystal Reports XI delivers significant new features that will benefit organizations of all sizes with easier report design, simplified report maintenance, expanded data access, and complete integration with the Business Objects™ XI platform.

Online Professional Human Resources Certification

\$1525

The Human Resource Certification Institute (HRCI) is the credentialing affiliate of the Society for Human Resource Management (SHRM), the world's largest association devoted to professional human resource management. HRCI works to define and maintain the HR body of knowledge, and offers assessments and certification of this knowledge. Human Resource certification demonstrates mastery of the HR body of knowledge and is widely accepted as a symbol of professional achievement. This online 13 course series entitled the *HRCI/PHR Certification Program* that maps to the six functional areas and is an excellent tool for helping learners refresh for the PHR exam.

Online Project Management PMI

\$895

The Project Management Certification preparation course provides a foundation in the disciplines and best practices of professional project management. The Course thoroughly prepares participants for the PMI certification exam by covering the material in the PMI Guide to the PMBOK, reviewing essential general management topics, and providing explanations, examples, references, and insight into numerous related topics. You will apply the generally accepted project management best practices recognized by the PMI® to successfully manage projects.

Online Certified Associate in Project Management

\$1599

The Certified Associate course offers you the most effective way to get the project management skills you need to pass the Certified Associate in Project Management (PMBOK Guide 3rd Edition Aligned) certification exam. **PREREQUISITES:** At the time of application, certification candidates must hold a minimum of a high school diploma or a global equivalent. The candidate must also sit for the CAPM exams.

Online Project Management Leadership and Goals Attainment

\$2499

This 230 hour course is ideal for mid to high level managerial positions in preparing for the PMP Certification Exam, combined with key Managerial, Leadership and Goals Attainment strategies. Managing projects can be challenging at best, combined with the various team members that all must be led and managed to follow organizational goals. Learners will be introduced to the characteristics of a project, learn to distinguish between projects and operations, and define progressive elaboration. They'll identify key project management concepts and terms, be introduced to the PMBOK Knowledge Areas, and be given information about the variables that can influence project outcomes. This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work at their own organizations. This course will assist in preparing the learner for the PMBOK certification exam.

*** Online Six Sigma (Green/Black) Belt**

\$3,299

The 182 hour Six Sigma Green/Black Belt Course includes:

Six Sigma Green Belt:

The Six Sigma Green Belt operates in support of or under the supervision of a Six Sigma Black Belt, analyzes and solves quality problems and is involved in quality improvement projects. A Green Belt is someone with at least three years of work experience who wants to demonstrate his or her knowledge of Six Sigma tools and processes.

Six Sigma Black Belt:

What exactly is Six Sigma, and why is it important to your company? This course helps you to make that determination through a discussion of basic concepts underlying the Six Sigma philosophy. A broad overview is provided of the initial development of Six Sigma; Six Sigma's uses in leading companies to date; the benefits to be realized by successful deployment, and the metrics and core competencies crucial to its use. You'll also learn why Six Sigma emphasizes the alignment of business systems and processes; how to create a framework for business process management; and the applications for Six Sigma in manufacturing, service, and health care industries.

Online Sarbanes-Oxley Act Certificate

\$349

This 24 hour course goes through the enacting of the Sarbanes-Oxley Act in an effort to prevent or reduce the incidences of corporate and securities fraud. This Act is also named "The Corporate and Criminal Fraud Accountability Act of 2002" and provides protection to (and encourages) employees who would report such fraud. The Act also provides the most forceful protections for corporate whistleblowers. This course teaches about the key provisions of the Sarbanes-Oxley Act, the creation of policies and practices that comply with the provisions and the ways to process whistleblower complaints.

Education Courses:

*** General Educational Development (GED)**

\$999

This 64 online instructor led course will review the skills necessary to pass the GED. Students will review the basic skills needed to pass each of the five tests: Reading, Writing, Mathematics, Science and Social Studies. GED exam included in course.

- Students will take the GED Pre-Tests to identify where they will need more work.
- Students will correctly identify the answer to questions involving correct usage and sentence structure.
- Students will write essays using good writing organization.
- Students will identify the correct answers in multiple choice questions dealing with US and World history.
- Students will correctly answer questions relating to civics, economics and geography.
- Students will correctly answer questions related to biology and earth sciences.
- Students will identify the correct answer for questions related the Physical Sciences.
- Students will correctly answer questions related to the interpretation of fiction and poetry.
- Students will correctly answer questions related to interpreting drama and nonfiction.
- Students will correctly answer math problems involving whole numbers and basic mathematical operations.
- Students will correctly solve math problems involving decimals and fractions.
- Students will correctly answer math problems involving statistics, percents and probability.
- Students will correctly answer questions involving solving algebraic statements and word problems.
- Students will correctly answer questions involving units of measure and geometry.
- Students will identify ways they can practice and prepare for the GED Exam.

Online Instructional Paraprofessional Certificate (Teachers Aide)

\$3,299

The 208 hour Instructional Paraprofessional Certification Program will prepare you to assist classroom teachers in instruction of mathematics, reading and writing. The required courses include topics in teaching mathematics, reading and writing, an overview of the job of Instructional Paraprofessional and an introduction to child development. The elective courses allow students to explore areas related to instruction including classroom management skills, teaching and learning theories and instructional methods. The Instructional Paraprofessional Certification Program will help prepare you to pass the Educational Testing Services ParaPro Exam or other skills assessment exams and to pass any observation-based certification programs required by your state. Exam included.



Gaming Courses:

Online Video Game Development

\$595

This four-course pack includes everything you need to get started as a 3D game engine developer. It includes thorough training in C++ programming, core mathematics, and foundation level 3D graphics engine development. This is the best enrollment bundle choice for the majority of incoming student.

Green/Renewable Energy Courses:

Online Certified Indoor Air Quality Manager (CIAQM)

\$999

This 28 hour course leads to a CIAQM Certification and is designed to help you diagnose indoor environmental problems in your building, correct those problems, and prevent them from ever happening again. The course gives you practical steps to establish an IAQ (Indoor Air Quality) Management Plan for your facility that will help you collect, log, and resolve air quality complaints. This course also prepares you for the only accredited certification specifically designed for those that manage indoor air quality problems, and is sponsored by the American IAQ Council.

Online Certified Indoor Environmentalist (CIE)

\$1299

This 32 hour course is an in depth program teaching you the core skills needed to perform indoor environmental assessments of all building types. The course not only provides the fundamentals of indoor air quality, it also teaches more advanced topics that will educate even the seasoned veterans in the field.

Online Certified Microbial Investigator (CMI)

\$999

This 28 hour course that takes your HVAC or mold inspection services to a new level by learning the latest advances in the industry while leading to the industry's most recognized microbial certifications from Council-certified Microbial Investigator (CMI) and Council-certified Microbial Consultant (CMC). This course will teach you the core skills needed to perform impressive assessments that will set you apart from the competition.

Online Energy Auditing Software Training

\$949

This 50 hour course teaches you to calculate and complete a heat load, Audits short-cuts for quick load calculations and techniques for using the software as a sales tool. Working with an instructor, you will have the opportunity to take building specifications and complete a load calculation on several rooms using the software.

Online Energy Efficient Design for Architects

\$1199

This 57 hour course is a US Green Building Council Approved Education Provider Program and provides a firm foundation for the LEED Certification. Standard 90.1 for Architects is a concise online course to help architects understand, apply and comply with the standard. It provides the information essential to architects, with a brief overview of engineering that avoids the complex details. ANSI/ASHRAE/IESNA Standard 90.1-2004 is the minimum energy standard for all non-residential buildings and all residential buildings greater than three stories in height in the USA. The curriculum covers Fundamentals of ASHRAE Standard 90.1 (Energy Efficient Design), Advanced Energy Design – Small Retail Buildings, Advanced Energy Design- Small Offices.

Online Fundamental of Mold Inspection

\$550

This 8 hour course is a course for anyone wanting to learn the core skill needed to evaluate homes and buildings for mold. You will first learn about basic microbiology, causes of mold growth, different categories of mold and their health effects. The course also trains students on how to perform a thorough mold inspection using a 5-step process. You will also learn the when, why and how to take mold samples and interpret the results.

Online Fundamentals of Solar Hot Water Heating

\$899

This 60 hour course concentrates on the basics of installing code compliant solar hot water systems. This course will be useful for people who currently work in or plan to be employed in the solar hot water industry. Student technicians will learn practical design criteria, installation guidelines, safety issues, maintenance, and legal considerations of solar hot water heating systems.

Online Fundamentals of Sustainable Building Systems Design

\$1099

This 35 hour course provides a thorough introduction to green design practices, benefits, new green building ideas, and an overview of the architectural decisions and their impact on sustainable and green project goals. This course is designed for recent graduates working in HVACR, Technicians and Architects.

Online Green Building for Contractors

\$1199

This 80 hour program goes through the first 7 courses to become Green Builder Certified. Each study course in this program address the fundamental principles of green building relating to energy efficiency, building durability, indoor air quality, resource efficiency, and water efficiency. Completion of the course work includes passing the test associated with each course. Users who pass all tests will be eligible to receive a Green Builder Certificate.

Courses covered are:

- Green Building: Orientation
- Energy Basics
- Energy-Efficient Homes
- Managing Moisture
- IAQ Fundamentals
- Green Building Materials
- Water Efficiency: Water Efficiency

Online Green Building Sales Professional

\$599

This 40 hour course is specifically for individual professionals selling or marketing a certified Green residential (Real Estate Professionals), commercial or government project. The goal is to provide homeowners, developers, builders, investors, realtors and professionals with a resource for clear understanding of the in-depth concept of green building and how it applies to your projects, purchases, marketing and sales within the marketplace. Topics covered are Intro Green Building, Environmental Quality, Resource Efficiency Advantages, Sustainable Preventative Maintenance and Sales and Marketing Advantage.

Online Green Building Technical Professional

\$599

This 40 hour course provides you the tools needed to determine a Green Project. Discover what the future may hold for a Green Lifestyle. The course is designed specifically for those individuals who are involved in the nuts and bolts of green building such as engineers, architects, and those that would like to have a more in-depth approach to green building. Topics covered are Intro Green Building, Environmental Quality, Resource Efficiency Advantages, Sustainable Preventative Maintenance and Advanced Green Technologies.

Online Green Purchasing Fundamentals

\$525

This 10 hour course introduces foundational concepts that align with systems, policies, and procedures that support green purchasing practices and organization sustainability.

Online Green Supply Chain Professional (GSCP)

\$2199

This 5 course, 50 hour program is designed to give a comprehensive knowledge of the sustainability areas confronting supply chain and operations professionals. This program will provide you with very unique credentials and experiences.

The 5 courses are:

- Green Purchasing Fundamentals
- Sustainability 101: Corporate Social Responsibility Essentials
- Green Transportation: 12 Best Practices
- Green Warehouse Strategies
- Green Supply Chain Management

Online Home Energy Analysts (HERS)

\$899

This 50 hour course provides the skills needed to sit for the BPI and RESNET exams. The course is based upon a broad building science curriculum. It presents a solid scientific foundation upon which inspectors and auditors can build and accurate understanding of modern buildings. Each topic includes and overview of the technology, examples of typical installations and their defects, procedures for performing audits, and guidelines for analyzing potential retrofits. A balanced approach to building performance is presented here that addresses energy efficiency, building durability and human health.

Online Indoor Air Quality: Standard 62.1

\$495

Properly designed ventilations systems are essential for the well-being of building occupants to minimize adverse health effects and improve productivity of workers and students. Standard 62.1 Ventilation and Acceptable Indoor Air Quality, is the industry standard for the design and operation of ventilation systems to provide acceptable indoor air quality. This 29 hour course is a practical guide to applying the standard's ventilation rates and demonstrates the regulatory application to new buildings, and additions and changes to existing buildings. It demonstrates the interaction of ventilation with heating and air-conditioning systems and how various parts of a building affect indoor air quality. This understanding will help you design, construct, operate and maintain buildings with acceptable indoor air quality. Ideal for:

- Architects, HVAC Designers, HVAC Facility Managers and Operating Staff
- Equipment Design, Application and Sales Engineers
- Mechanical Contractors
- Code Officials

Online Introduction to Building Energy Efficiency

\$495

This 35 hour course provides you with the knowledge and skills needed to run a more energy efficient and safe building. Introductory course that covers such topics as: Building Science, Building Shell, Heating and Cooling, Energy Usage and Energy Auditing.



Discover your potential.

Extended Education and On-Line Learning

Online LEED Green Associate

\$299

This 8 hour course is a new Tier 1 credential that attests to demonstrated knowledge and skill in understanding and supporting green design, construction, and operations. For professionals who want to demonstrate green building expertise in non-technical fields of practice, GBCI has created the LEED Green Associate credential, which denotes basic knowledge of green design, construction, and operations. The Green Associate credential also serves as the first step for professionals pursuing a LEED AP specialization.

Online LEED New Construction Certification Exam Prep**

\$299

This 7 hour course provides to the LEED (Leadership in Energy and Environmental Design) Exam. The intensive course is for professionals looking to learn about LEED and take the LEED Accredited Professional Exam. This course will cover the six categories of the LEED for New Construction 2.2 rating system from Sustainable Sites to Innovation and Design Processes. You will receive training on the integrated project management and documentation processes that are fundamental to the LEED program and will learn tips for working as LEED Accredited Professionals in the field.

Course is currently unavailable

Online Photovoltaic System Design & Installation

\$999

This 85 hour course will provide you with the fundamental knowledge of photovoltaic system design and installation. The course will be suitable for a supervised, entry-level position with a dealer/installer or other photovoltaic industry company. You will learn the practical design criteria, installation guidelines, safety issues, maintenance, and legal considerations of photovoltaic systems.

Online Certified Sustainability Professional (CSP)

\$1699

This 5 course, 50 hour program is designed to give a great balance of core sustainability topics to enable you to stand out individually or to step into a sustainability leadership role with confidence.

The 5 courses included are:

- Green Purchasing Fundamentals
- Sustainability 101: Corporate Social Responsibility Essentials
- Carbon Strategies
- Sustainability Leader: Your First 180-days to Success
- Environmental Management System (EMS) & ISO 14001

Online Senior Certified Sustainability Professional (SCSP)

\$3499

This 10 course, 100 hour program leads to the Senior Certified Sustainability Professional certificate and is designed to give you a comprehensive knowledge of sustainability across multiple functional areas along with a balance of internal and external knowledge of sustainability leadership and consultancy.

Courses covered in this program are:

- Green Purchasing Fundamentals
- Sustainability 101: Corporate Social Responsibility Essentials
- Carbon Strategies
- Sustainability Leader: Your First 180-days to Success
- Green Transportation: 12 Best Practices
- Green Marketing & Sales Force Essentials
- Green Packaging
- The Sustainability Consultant
- Advanced Green Purchasing
- Environmental Accounting 101

Online Water Treatment Operations Certificate

\$949

This 240 hour course covers the topics of Water Treatment I- exploring the rudiments of water treatment. Topics of this course include regulatory monitoring, iron and manganese removal, filtration, coagulation, flocculation, fluoridation, and disinfection. Water Treatment II- focusing on issues of concern to surface water treatment facilities. Topics of this course include reservoir management, taste and odor control, corrosion management, softening, demineralization, and trihalomethanes. Water Distribution Systems- topics include water storage facilities, operation and maintenance operation and maintenance of water mains, water quality issues, disinfections and safety. Water Analysis- basic laboratory safety and gravimetric, spectrophotometric, electrochemical, titrimetric and microbiological methods. The units include instruction on the procedures for regulatory sampling and safety, and specific analytical procedures for total residue, fluoride, pH, ammonia, acidity, alkalinity, calcium, chloride, hardness, and coliform analysis.

Online Weatherization Energy Auditor

\$899

This 50 hour instructor led course is tailored specifically for Department of Energy's (DOE) Weatherization Program and similar utility-funded programs. This course is based on the "Core Competencies for the Weatherization Assistance Program" developed by the Weatherization Trainers Consortium. The curriculum elements are specifically designed to train technicians involved in the field of building performance and energy efficiency by offering distance learning courses that are suited for continuing education, test preparation, and career enhancement. The course is also compliant with the BPI Energy Analyst Standards.

Homeland Security Courses:

Online Emergency Response to Bio Terrorism

\$825

This 74 hour course is designed to provide the student with an overview of key issues to be addressed when developing response plans.

- Introduction to Mass Fatalities - 4 Hours
- Emergency Response to Terrorism - 10 Hours
- Worker Safety For Disaster Response - 10 Hours
- Anthrax Threat & Response - 10 Hours
- Smallpox Threat & Response - 10 Hours
- Tularemia and plague Threat & Response - 10 Hours
- Botulism and other Food-Borne Agents Threat & Response - 10 Hours
- Agricultural Agents Threat & Response - 10 Hours

Online GIAC Security Essentials Certificate

\$1,595

GIAC (Global Information Assurance Certification) is a 92 hour credential which certifies the knowledge, skills and abilities to incorporate good information security practice in any organization. The GSEC tests the essential knowledge and skills required of any individual with security responsibilities within an organization. Note that the certification needs to be renewed every two years. Security professionals that want to fill the gaps in their understanding of technical information security; System, Security, and Network Administrators that want to understand the pragmatic applications of the CISSP common body of knowledge and managers that want to understand information security beyond simple terminology and concepts, In addition, anyone new to information security with some background in information systems and networking.

*** Online Terrorist Agent Control Technology**

\$1,299

The 135 hour Online Terrorist Agent Control Technology course includes:

- Perspectives on Terrorism - 15 hours
- Biological Agents of Terrorism - 30 hours
- Chemical Agents of Terrorism - 30 hours
- Security and Deterrents to Acts of Terrorism - 30 hours
- Detection, Monitoring and Sampling for Agents of Terrorism - 30 hours

Online Solid Waste Operations Certificate

\$899

This 4 course, 132 hour program is important training for homeland security as it relates to solid waste management. This introductory course includes instruction in Landfill operations, Composting operations, Household Hazardous Waste and Wastewater Operations (solids). These classes will meet or exceed most state requirements for the educational components of certification and / or licensing that lead to a Solid Waste Professional certificate

Information Technology Courses:

3 Certifications: A+, Network+, CCNA

\$2,499

The 104 hour A+/Net+/CCNA course includes: A+ Essentials which validates knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance, with additional elements of security and soft skills. The Essentials Exam validates the basic skills needed by any entry-level service technician regardless of job environment. Network+ is a vendor neutral certification that measures the technical knowledge of networking professionals with 18 - 24 months experience in the IT industry Earning the Network+ certification means that the candidate possesses the knowledge needed to configure and install the TCP/IP client. CCNA provides a comprehensive introduction to deploying Cisco routers in computer networks. Cisco routers are the industry standard devices that are used to connect computers in local area networks and the internet. Students will learn to identify the major components of a computer system, to define basic computer and networking terminology, and to describe the benefits and functions of the OSI reference model. Students will gain the fundamental knowledge and skills needed to install, configure and troubleshoot Cisco routers. CCNA certified professionals are in great demand in the computer industry today.

Online CCNA Certification Program

\$1799

CCNA provides a comprehensive introduction to deploying Cisco routers in computer networks. Cisco routers are the industry standard devices that are used to connect computers in local area networks and the internet. Students will learn to identify the major components of a computer system, to define basic computer and networking terminology, and to describe the benefits and functions of the OSI reference model. Students will gain the fundamental knowledge and skills needed to install, configure and troubleshoot Cisco routers. CCNA certified professionals are in great demand in the computer industry today.

Online CISSP Certificate

\$1,699

The 60 hour CISSP course provides you with the knowledge and skills to pass the CISSP certification, after which you'll have the ability to manage, operate, develop and plan an effective network security infrastructure.

Developed and maintained by the International Information Systems Security Certification Consortium (ISC)², CISSP is a premium, vendor-neutral certification that recognizes mastery of an international standard for information security and understanding of a Common Body of Knowledge (CBK).

Online Computer Forensics Levels I , II, III,

\$3495

This online program is designed for people interested in becoming Computer Forensics experts. Students move at their own pace through all 3 levels (5 modules). Students learn core forensic procedures for any operating or file system, and how to conduct forensically sound Examinations to preserve evidence for admission and use in legal proceedings. Each module requires an Exam(s) and completion of practical exercises before you can move to the next module. Additionally, this course will help prepare you for the upcoming Certified Computer Examiner (CCE) Examination.

Online Customer Service/Help Desk Certification

\$1999

These online training programs include interactive features and downloadable course materials that are powerfully engineered to ease IT, help desk and support professionals' training experience - making training and certification faster, more convenient and less expensive than traditional training classes. As a Customer Service Representative, you are often the only point of contact for the customer.

Online MCAD for .NET

\$2145

This mid-level developer certification provides the essential foundation needed to acquire Microsoft's premier MCSA certification. MCAD's are fully qualified to effectively develop and maintain department-level applications, components, and desktop clients. To become an MCAD, candidates must pass three certification exams. Core Exam: Web Application Development (One Exam Required) Exam 70-306: Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure , Exam 70-310: Developing XML Web Services and Server Components with Microsoft Visual Basic .NET and the Microsoft .NET Framework, Exam 70-229: Designing and Implementing Databases with Microsoft SQL Server 2000 Enterprise Edition.

Online Microsoft Certified Application Specialist

\$1625

The core Microsoft Office Specialist Certification Program credential has been upgraded to validate skills with the 2007 Microsoft Office system as well as the new Windows Vista operating system. The Application Specialist certification targets Information Workers and covers the most popular Microsoft Office applications such as Word 2007, PowerPoint 2007, Excel 2007, and Outlook 2007. To earn MCAS certification you need to pass one of the five exams available. After passing an individual exam, a person becomes an MCAS in the particular software application they took the exam in.

Online Microsoft Office User 2003 Expert

\$750

Microsoft Office Specialist 2003 offers you the fastest and easiest way to learn MS Office 2003 applications, including Word, Excel, Access, PowerPoint, Outlook. This course also follows the curriculum for the MS Office Specialist exams. Microsoft Office Specialist XP offers you the fastest and easiest way to learn Microsoft Office XP applications, including Word, Excel, Access, PowerPoint, and Outlook. This course also follows the curriculum for the MS Office Specialist exams.

Online Microsoft Certified IT Professional (MCITP)

\$2299

Take your skills to the next level as a Microsoft Certified IT Professional (MCITP) Database Administrator. This 3 course training program will effectively prepare you to implement and administer Microsoft SQL Server 2005 databases. Microsoft Certified IT Professional: Database Administrator (MCITP: Database Administrator) is the premier certification for database server administrators. Database administrators install or configure Microsoft SQL Server and manage or maintain databases or multidimensional databases, user accounts, database availability, recovery, and reporting. They also design and implement security or server automation and monitor and troubleshoot SQL Server activity. Database administrators are typically employed by mid-size to large organizations. Microsoft Skills Assessments for Microsoft SQL Server 2005 help database administrators focus their exam preparation training and find learning resources.

*** Online Microsoft MCSA 2003/MCDBA Certificate**

\$3,199

The combined MCSA/MCDBA program is 470 hours. Microsoft MCSA gives you the skills needed to effectively implement, manage and troubleshoot computing environments using Windows 2003 and other Server products. MCSA certification also provides a stepping stone towards the MCSE certification. Take your skills to the next level as a Certified Database Administrator. This training will effectively prepare you to implement and administer Microsoft SQL Server 2000 databases. Candidates need to pass three core exams and one elective exam that provide a valid and reliable measure of technical proficiency and expertise in the implementation and administration of Microsoft SQL Server databases.

Online MCSE 2003 with Security Certification

\$3299

The Microsoft Certified Systems Engineer (MCSE) credential is a 280 hour course and is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows® operating system and Microsoft Servers software. Learn how to prevent Internet attacks and maintain a secure computing environment while you earn the Microsoft Certified System Engineer: Security for Microsoft Windows 2003 certification title. To achieve MCSE 2003 Security Certification, you must pass five core exams and three security specialization exams.

*** Online Net +**

\$997

Network+ is a CompTIA vendor neutral 50 hour certification that measures the technical knowledge of networking professionals with 18 - 24 months experience in the IT industry. Earning the Network+ certification means that the candidate possesses the knowledge needed to configure and install the TCP/IP client. This exam covers a wide range of vendor and product neutral networking technologies that can also serve as a prerequisite for vendor-specific IT certifications.

Online Oracle Application Server 10g

\$3199

Oracle Application Server 10g is a comprehensive solution for developing, integrating, and deploying enterprise-level applications, portals, and Web sites. It provides all the services needed to deploy and manage applications and Web services, deliver personalized applications through enterprise portals and mobile devices, provide real-time business intelligence, integrate applications, and automate business processes. To earn the Oracle Application Server 10g OCA credential, candidates must pass one computer-based examination (1Z0-311) on content related to the skill set and job role of an entry-level database administrator. To earn the Oracle Application Server 10g OCP credential, candidates must pass the OCA and one additional computer-based examination (1Z0-312) on content related to the skill set and job role of an entry-level database administrator.

Online RFID

\$2,499

CompTIA Radio Frequency Identification (RFID+) 70 hour certification validates the knowledge and skills of professionals who work with RFID technology. It is an international, vendor-neutral credential that recognizes a technician's ability to install, maintain, repair, and troubleshoot the hardware and software functionality of RFID products. Be one of the first to train **online** for your RFID certification! Our online training center gives you access to many libraries full of engaging, interactive course content, assessment features, and additional resources to maximize your learning. These e-Learning courses are designed to provide maximum learning in minimal time. These courses offer a visually engaging, guided learning experience with highly interactive features, including learning style, assessments, rich simulations, labs for practice.

Medical/Healthcare Courses:

Online Medical Billing

\$1699

This online program is one of the most effective ways to become a Certified Medical Claims Professional (CMCP) in the growing healthcare industry. This program for Medical Billing Certification provides self-paced computer-based training to give you an effective, convenient and affordable alternative to classroom training that's guaranteed to get you certified. Program features: Complete Training for the CMCP Exam, 2,000+ Questions and Exercises, Extracts of Sample Medical Reports Included, Detailed Medical Drawings and Animations, Built In Course Testing, Audio Included in Limited Sections of Course, Up-to-Date Medical and Billing Terminology.

Online Medical Coding

\$1899

This online program is one of most effective way to become a Certified Coding Associate (CCA) in the growing healthcare industry. This program includes resources that are used by Medical Coders on the job, including the Department of Health's International Classification of Diseases, Ninth Revision (ICD-9) and the American Medical Association's (AMA) Current Procedure Terminology (CPT).

Online Medical Coding and Billing

\$3299

You get everything described in the 2 programs above along with an excellent discount.

*** Online Medical Dental Assistant Certificate**

\$1,699

The 180 hour Medical Dental Assistant Certificate encompasses all of the business aspects related to running a dental practice. Some of the duties of the dental office assistant may include scheduling and confirming appointments, greeting patients, managing patient files, sending bills, receiving payments, and ordering office supplies and dental materials. With on-the-job training, the dental office assistant may also assist in chair side duties such as preparing patients for treatment, obtaining dental records, sterilizing instruments, and preparing trays of instruments for dental procedures. The program provides the dental office assistant-related knowledge you will need to gain an entry-level position in the dental field. You will learn the key concepts of running a successful dental office administration. You will gain hands-on practice in completing routine office duties and the end of the program will prepare you for a successful career.

*** Online Medical Office Assistant Certificate**

\$1,699

The 240 hour Medical Office Assistant Certificate details the job of a medical office assistant which can be multifaceted depending on the size and location of the practice. In a small practice, the assistant may handle all administrative duties whereas in a larger practice, there may be more specialized administrative positions. Some of the duties of a medical office assistant include answering telephones; greeting patients; scheduling appointments, surgeries, and laboratory services; preparing new patient files, ordering office supplies; preparing purchase orders; handling billing and bookkeeping; preparing and filing medical insurance claims; and arranging for hospital admissions. The result of a trained, efficient, knowledgeable medical office assistant is a smooth, well-run medical practice. The Medical Office Program provides the medical office assistant-related knowledge you will need to gain an entry-level position in the medical field. Throughout the program, you will learn medical terminology and how to perform the duties and job responsibilities of a medical office assistant. The end of the program will prepare you for a successful job search in your new career.

Online Medical Transcription

\$1899

According to the current edition of the *Occupational Outlook Handbook*, Medical Transcription is among the ten fastest growing occupations in the U.S. Medical record-keeping requires massive amounts of records, and the quality care issues continue to drive the record volume and the professional management requirements. This self-paced comprehensive and highly interactive transcription program is in full color, enhancing the anatomical illustrations presented and making learning fun and easy. The book and practice software create a simulation approach, giving learners a working knowledge of the medical reports most commonly used in hospital and ambulatory care settings. Learners transcribe a variety of reports from inpatient case studies taken from actual medical reports. Organized by body system, reports transcribed include history and physical examination, operative, pathology, radiology, and discharge summary.

Trade/Industrial Courses:

Online Modern Automotive Service Technician

\$3,499

Modern Automotive Service Technician online class teaches the construction, operation, service, and repair of automobiles, and prepares students for the ASE certification exams. Combining the benefits of classroom training and the convenience of computer-based learning, our comprehensive and easy to understand course details foundational principles and progresses gradually to complex diagnostic and service procedures.



*** Online Chemical Plant Operations Certificate**

\$2,250

This 240 hour course is designed for people who seek entry-level operator's job in a paper mill. There are thousands of chemical plants in the United States. There are very few institutions in the country that provide training for entry-level workers chemical plants. Chemical plants are operated by highly skilled process operators. In a chemical plant, there are usually three or four operational levels. This course is designed to prepare a person to apply for an entry-level job. Once a person is employed, he/she moves up the ladder by acquiring experience.

Online Digital Home Technology Integration Certification

\$4499

This course is designed to fulfill the growing requirement for trained professionals in the area of Home Technology. The program will address the core competencies required to install, integrate, and troubleshoot interconnected home subsystems, including entertainment, telecommunication, lighting, HVAC, water management, security, and access control systems. The curriculum explores the design approach, working principles, processes, and standards that apply to the Home Technology industry.

Online Electrical Foundation Training

\$1295

This program is excellent starting point for introducing electrical theory for cross training non-electrical employees or as a review for those technicians who have been away from the field for some time. Training includes: Theory of AC generation, DC principles, explores circuits, inductors, capacitors resistance and electrical motor operations. Mentor support along the way helps you understand difficult concepts of: HVAC/R Electrical DC Theory Plus, HVAC/R Electrical AC Theory Plus, HVAC/R Electrical Common Components, HVAC/R Electrical Motors.

Online Certified Fiber Optic Technician

\$825

This 13 module online program is an approved by the Fiber Optic Association (FOA). Fiber optic/structured cabling companies are now using these courses to train in theory, installation, design and test. These self-paced courses will be an excellent learning experience for you. They contain quality audio, video, animation and text. A Self - Evaluation exam is presented in each section of the course.

Online HazWoper 24 Moderate Risk Certificate

\$425

This 24 hour self-paced HazWoper education course on the Internet meets the OSHA/EPA training requirements for workers performing hazardous waste site functions in accord with the provisions of 29 CFR 1910.120. The regulation stipulates that employers at hazardous waste sites, and at many other "sites" as further defined by the regulation, shall ensure that all workers with the potential of chemical exposure will receive a minimum of 24 hours of waste site health and safety training. Content for the course will be provided through text, manuals, web sites, assignments and exercises. At the conclusion of this course, students will:

- Understand how hazardous materials are handled, identified, and human responses to exposure
- Learn the importance of the Health and Safety Plan (HSP)
- Incorporate the knowledge of what to do in case of site emergencies
- Use appropriate safety methods and work practice controls
- Recognize signs and labels that are used to alert personnel of danger involving hazardous material

Online HVAC Certification

\$2595

A comprehensive HVACR training program for heating, air conditioning, and refrigeration service technicians. This program is designed for learners using an online, mentor facilitated, self-paced environment that are interested in an Entry-level position into the HVACR industry.

*** Online Power Plant Operations Certificate**

\$2,250

This 240 hour course is designed for people who seek entry-level operator's job in a power plant. There are thousands of power plants in the United States. There are very few institutions in the country that provide training for entry-level workers for power plants.

Power plants are operated by highly skilled process operators. In a power plant, usually there are three or four operational levels. This course is designed to prepare a person to apply for an entry-level job. Once a person is employed, he/she moves up the ladder by acquiring experience.

*** Online Refinery Operations Certificate**

\$2,250

This 240 hour course is designed for people who seek entry-level operator's job in a refinery or other petrochemical plants. There are thousands of petrochemical plants in the United States. There are very few institutions in the country that provide training for entry-level workers for the petrochemical plants.

Petrochemical facilities are operated by highly skilled process operators. In such facilities, usually there are three or four operational levels. This course is designed to prepare a person to apply for an entry-level job. Once a person is employed, he/she moves up the ladder by acquiring experience.

*** Online Wastewater Treatment Operations Certificate**

\$1,199

The 320 hour Online Waste Water Treatment Operations course includes:

- Wastewater Treatment Part 1 - 64 Hours
- Wastewater Treatment Part 2 - 64 Hours
- Wastewater Treatment Industrial - 64 Hours
- Wastewater Collection System - 64 Hours
- **Wastewater Analysis - 64 Hours**

Web Design Courses:

Online Digital Art Certificate

\$1495

This course prepares students to utilize and master Corel Draw, Adobe Photoshop CS2, Adobe PageMaker and QuarkXPress. Students learn how to produce marketing brochures, displays and logos. Designers may produce promotional displays and marketing brochures for products and services, design distinctive logos for products and businesses, and develop signs and signage systems for businesses or government. In addition, a growing number of graphic designers are developing material for web pages, computer interfaces, and multimedia projects. Designers who are skilled in using digital art to create interactive websites, computer games and educational resources will find their talents are in demand.

Online CIW Foundations/Site Designer/Developer Certificate

\$3499

The Online CIW Foundations/Site Designer/Developer Certificate Program is 380 hours.

The CIW Associate is an entry level, vendor-neutral title endorsed by the Association of Internet Professionals (AIP) and the International Webmasters Association (IWA). The CIW Associate title identifies IT professionals who have achieved foundation-level webmaster skills, including basic knowledge of Internet technologies, network infrastructure, and Web authoring using HTML. The CIW Associate is also a starting point for more advanced titles, such as CIW Professional and Master CIW series. As a CIW Associate, you will have the skills and knowledge needed to understand the intricacies of the Internet, the tools related to e-commerce, and how they all work together.

CIW Web Developer includes: Developing Servlets; Developing JSPs; Web Service Technologies; Java Technologies for Web Services; Java Web Service Clients

Macromedia Courses includes: Flash MX Designer 2004; ColdFusion MX Developer; Adobe Dreamweaver CS3; Dreamweaver MX Developer 2004; Dreamweaver 8; Adobe Flash CS3; Flash 8

Towson University Registration Form

How to Register:

By Phone: Call Allie Pyzik, EEOL Program Coordinator at 410-704-4266

By Fax: Fax Registration Form to 410-296-7482, Attention Allie Pyzik.

By Mail: Mail Registration form to: TU EEOL 7400 York Rd. Suite 401 Towson, MD 21204

Online: <http://www.towson.edu/outreach/eeol/>

REGISTRATION FORM

PLEASE TYPE OR PRINT CLEARLY Are you a Towson University Alumni? Yes No

Full Name _____

Fax # _____ Home # _____

Address _____

City _____ State _____ Zip _____ Email _____

Course Title _____

Payment Method (*please check one*): The full registration fee is due at the time of registration.

Check enclosed (make payable to Towson University-EEOL) Check Number: _____

Credit Card: VISA MasterCard WIA Voucher

Account # _____ Expiration Date _____

Name on Card _____ CV# _____

Contact Information

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