

PROFESSIONAL DEVELOPMENT INSTITUTE (ZPDI)

ZPDI-0449 Teacher's Aide Certification (Online) 20.8 CEUs

The Instructional Paraprofessional Certification Program will prepare you to assist classroom teachers in the instruction of mathematics, reading and writing. The required courses include topics in teaching math, 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. This course requires a word processing software, such as Microsoft Word, OpenOffice or Google Docs, in order for the student to follow along with the course lessons. The cost of the software is not included in the purchase of the course. Free trials of Microsoft Word may be available from Microsoft but may not last the duration of the course.

Contact hours: 208

Not financial aid eligible.

ZPDI-0453 Creating a Global Classroom (Online) 2.4 CEUs

Understand the need for and value of a global classroom. Learn innovative ways to collaborate, and get a solid seven-step plan for bringing a global perspective to your own classroom — including standards-based projects to excite and engage students.

Contact hours: 24

Not financial aid eligible.

ZPDI-0454 Effective and Engaging Use of Interactive Whiteboards in the Classroom (Online) 2.4 CEUs

In this course, you will learn how to incorporate interactive whiteboard activities into a variety of subject-specific lesson plans. Explore how teachers have been using this technology to enhance their classrooms to engage their students. Throughout this course, you will have the opportunity to hear what current teachers have to say about interactive whiteboards; review educational theory that supports using a variety of technology in the classroom; create individual activities that can be incorporated into your existing lesson plans; and learn about the features that proprietary interactive whiteboards, such as SMART board, offer.

Contact hours: 24

Not financial aid eligible.

ZPDI-0455 Effective Parent-Teacher Meetings (Online) 2.4 CEUs

Review constructive verbal and nonverbal communication skills that can enhance parent-teacher meetings and assist in building positive relationships. Learn techniques to handle difficult conversations, as well as methods for defusing an escalated conversation and redirecting the tone of the meeting. Watch videos of productive and non-productive parent-teacher meetings and reflect on the skills previously learned. Identify additional tips and tricks that may be useful in your own classroom, such as setting an action plan for the teacher, student and parent to work on together. Lastly, review follow-up activities for parent-teacher meetings.

Contact hours: 24

Not financial aid eligible.

ZPDI-0456 Grant Writing for Teachers and Educational Support Personnel (Online) 2.4 CEUs

Grants are a great way to fund school projects. The process of obtaining a grant may seem daunting at first, but many educators have successfully obtained money for their school by writing grant proposals. This course takes you step-by-step through the process of developing and writing a grant proposal. Learn tips and techniques from successful grant writers to improve your chances of receiving the funds your school needs.

Contact hours: 24

Not financial aid eligible.

ZPDI-0457 Learning Styles in the Classroom (Online) 2.4 CEUs

Does it seem like some of your students just "get it" with very little help from you while others never seem to, even after a lot of one-on-one coaching? If so, it could be that you are not speaking their learning language. Every person brings their own learning style to the classroom, even young children. By learning about your own learning style and the learning styles of others, you will discover ways to help all of your students learn better.

Contact hours: 24

Not financial aid eligible.

ZPDI-0458 Managing Conflict for Teachers and Educational Support Personnel (Online) 2.4 CEUs

This course prepares teachers and educational support personnel to better manage conflicts in the school environment, with a focus on student interactions. Explore what causes conflict, effective ways to respond to conflict, how to manage conflicts with your coworkers, and how to de-escalate angry parents and students. Learn about restorative practices and how they improve relationships in the educational setting. The purpose of this course is to improve relationships, increase job satisfaction, reduce negative interactions and equip school personnel with skills to resolve conflicts in mutually beneficial ways.

Contact hours: 24

Not financial aid eligible.

ZPDI-0461 Multiple Intelligences in the Classroom (Online)

2.4 CEUs

Every student in your class is intelligent. The trick is to finding out in what ways he or she is intelligent, and tapping into that to help them learn more readily. Howard Gardner's theory of multiple intelligences defines students as intelligent in one of eight areas. By teaching to a student's areas of intelligence, and by allowing them to express themselves using their preferred areas of intelligence, the entire classroom can be enriched. Students will explore the theory of multiple Intelligences and learn to design lesson plans that appeal to various areas of intelligence.

Contact hours: 24

Not financial aid eligible.

ZPDI-0462 Online Safety for Teachers and Students (Online)

2.4 CEUs

In today's world, using the internet and online resources is inevitable. From phones to tablets to laptops and beyond, students can access information from anywhere. Knowing how to use these resources safely and effectively is important for both teachers and students, especially within the classroom setting. The teacher's role is to provide students with the information needed to protect themselves against online threats — whether from other students or from those attempting to access their personal information. This course provides information and resources teachers can use to begin this conversation with their students.

Contact hours: 24

Not financial aid eligible.

ZPDI-0463 Project-Based Learning Strategies and Tools (Online)

2.4 CEUs

This course helps participants understand what project-based learning is (and what it is not). Explore examples of PBL and review what research has to say on the effectiveness of this approach. Learn how to plan your own project-based learning experiences. Review key elements to managing PBL with your students. As more and more schools today work to implement more project-based learning, find out how you can not only be ahead of the curve but also take on a leadership role.

Contact hours: 24

Not financial aid eligible.

ZPDI-0464 Students as Content Creators (Online)

2.4 CEUs

This course is designed to introduce the concept of students as content creators and provide a rationale for using content creation with your students — including how it aligns with state or common core standards. Beyond concepts, the course includes examples of student created content, an exploration of available digital tools and how to incorporate the process of student created content into lesson plans and assessments. This course is intended for teachers at all grade levels and in all subject areas.

Contact hours: 24

Not financial aid eligible.

ZPDI-0469 Teaching Strategies for Students with ADHD (Online)

2.4 CEUs

This course teaches the techniques, strategies and interventions to help students with ADHD succeed in the classroom. You will review the characteristics of students with ADHD and how a diagnosis is made. You will also look at medications and treatments for students who are diagnosed. Lastly, you will review concrete steps you can take as an educator to support these students in your classroom.

Contact hours: 24

Not financial aid eligible.

ZPDI-0472 Understanding and Preventing Cyberbullying (Online)

2.4 CEUs

Cyberbullying or online bullying has quickly become a 21st century epidemic and a growing concern for students, parents and educators. Cyberbullying is willful and involves recurring or repeated harm inflicted through electronic text. Cyberbullying can be as simple as continuing to send email to someone who does not want further contact with the sender. This course will examine the harmful effects of online harassment and give educators at all levels an overview of research on cyberbullying and how they can be the driving force to prevent it in their schools. We will then explore preventative strategies as well as how school staff can address these issues when they occur. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all. Additionally, teachers will learn various techniques to prevent and stop cyberbullying that they can implement upon returning to their classrooms.

Contact hours: 24

Not financial aid eligible.

ZPDI-0474 Using Web Resources in the Classroom (Online)

2.4 CEUs

K-12 education has entered a new technological era. In increasingly dynamic educational settings, web resources can be integrated into the curriculum to promote student engagement and achievement. In this course, teachers will learn to use the web to create engaging learning experiences for their students. Participants will gain experience using web resources effectively in the K-12 classroom, and instructional methods for collaboration and student assessment will be explored. The utilization and evaluation of various web resources and their appropriateness will also be emphasized.

Contact hours: 24

Not financial aid eligible.

ZPDI-0485 Earn More With Service (Online)

1.2 CEUs

To manage or be a successful member of a waitstaff team requires understanding the rules of quality service. This program teaches how to better interact with foodservice staff and customers. Students learn by observing, experiencing and interacting with methods to provide great customer service. They further learn that, while most who dine at an establishment order a main course, items ordered before and after can enhance the overall dining experience. Sales of appetizers, premium drinks and desserts can increase check amounts by 25% to 50%, while great service alone can increase a tip by 20% to 30%. These two factors can generate thousands more dollars per year for servers while adding tens of thousands more dollars annually to an establishment's gross sales.

Contact hours: 12

Not financial aid eligible.

ZPDI-0486 Ohio Retail Manager Certification in Food Protection Training Level II (Online)**1.5 CEUs**

This self-paced online course focuses on the knowledge needed to pass any ANSI-accredited food manager approved exam. Course material covers topics related to retail food operations management, including: Open, reach-in and walk-in coolers Bakery and meat processing tools and operations Fish and meat counters/deli operations Check-out areas Cool and room-temperature holding of fruits and vegetables Produce misters Product labeling Ready-to-eat meals and other retail-oriented tasks

*Contact hours: 15**Not financial aid eligible.***ZPDI-0490 Ohio Real Estate Pre-Licensure Education: 40-Hour Law (Online)****4 CEUs**

Just want to take the 40-Hour Law portion of the 120-Hour Pre-Licensure Real Estate Education course? Register for this class now, and obtain access within one to two business days. Notes Participants have three months to complete this self-paced online course. Course fee does not include licensing exam application or fee. Students must apply, pay and take the exam on their own. View more information here. Internet access and computer required.

*Contact hours: 40**Not financial aid eligible.***ZPDI-0496 Business Writing for Busy Professional (Online) (DPU)****2.4 CEUs**

Learn strategies for writing documents faster and better. This course demonstrates how to customize your documents for a specific reader and to accomplish your writing purpose. You will discover ways to create documents when time is limited. You will also master models to organize and format letters, emails and reports in order to make them clear, direct, and reader friendly. Conversational writing style and parallel structure will also be covered.

*Contact hours: 24**Not financial aid eligible.***ZPDI-0497 Customer Experience (CX) (Online) (DPU)****0.8 CEUs**

This popular short course teaches you the increasing importance of customer experience (CX) management. Quickly grasp how to track and analyze the changing nature of your digital customers, create feedback loops and fully embed the customer experience within your business. Includes free DMI membership for six months. With a focus on career-ready learning, this course quickly familiarizes you with core principles and best practices in CX via a blend of essential reading, case studies and useful toolkits.

*Contact hours: 8**Not financial aid eligible.***ZPDI-0498 Adobe Acrobat DC (Online) (DPU)****3.2 CEUs**

Adobe Acrobat allows users to convert documents you create in Word, Excel, PowerPoint or any other application into portable document files (PDF). In this course, you will learn to create and manage PDF files, and add security features and navigational aids to PDF files. You will also learn to complete PDF forms electronically.

*Contact hours: 32**Not financial aid eligible.***ZPDI-0499 Adobe Animate CC (Online) (DPU)****3.2 CEUs**

This course provides hands-on learning with Adobe Animate to create interactive animations for games, apps and the web. **Students will need a copy of the Adobe Animate CC in order to do coursework.**

*Contact hours: 32**Not financial aid eligible.***ZPDI-0500 Adobe Dreamweaver CC (Online) (DPU)****3.2 CEUs**

In this course, you will learn to create and manage web sites using Adobe Dreamweaver. You will learn how to insert pictures and media objects into web pages, use cascading style sheets to format web pages, and use layers and tables for designing layout for pages. You will also learn how to manage sites using Dreamweaver's site management tools.

Students will need a copy of the Adobe Dreamweaver CC in order to do coursework.

*Contact hours: 32**Not financial aid eligible.***ZPDI-0502 Certified Digital Marketing Professional (Online)****3 CEUs**

Become an in-demand Certified Digital Marketing Professional by learning the fundamentals of digital marketing and understanding key digital specialisms from mobile and social media marketing to email, PPC and SEO.

*Contact hours: 30**Not financial aid eligible.***ZPDI-0503 Certified Digital Marketing Specialist in Search Marketing (Online)****3 CEUs**

This dynamic online search marketing course gives you the skills, know-how, strategy and techniques to change the digital marketing game. While your content may be extraordinary, moving and relevant, what's most important is that it's seen. Learn how to use search marketing to bring your brand and your message to billions of people. Be there when it matters. Offer the "hero" product. Bring the meaningful message. And above all, make the unseen seen.

*Contact hours: 30**Not financial aid eligible.***ZPDI-0504 Certified Digital Marketing Specialist in Social Media (Online)****3 CEUs**

This dynamic online social marketing course gives you the skills, know-how, strategy and techniques to speak to and influence billions of people. For a social animal, it's an intriguing proposition: reach that is both vast and intimate – my time, my platform, I "like," I share – in a space that is big, elastic and malleable. Fill it with your message. Bend it toward conversion. See tangible, multi-dimensional results in real time. Take your brand, your organization and your career to new places and do something that nonspecialists simply can't do.

*Contact hours: 30**Not financial aid eligible.*

ZPDI-0505 Certified Digital Marketing Specialist in Digital Strategy and Planning (Online)

3 CEUs

This dynamic online search marketing course gives you the skills, know-how, strategy and techniques to think, lead and create. Define what "success" means for your brand. Understand it from multiple angles and create actionable plans to make success manifest. This is the visionary's specialism. All-encompassing, creative and exciting. Thanks to analytics, digital visionaries can now create with a new sense of control and develop extraordinary campaigns. See what works. Create better.

Contact hours: 30

Not financial aid eligible.

ZPDI-0507 Certified Digital Marketing Professional (Online) (DPU)

3 CEUs

Become an in-demand Certified Digital Marketing Professional by learning the fundamentals of digital marketing and understanding key digital specialisms from mobile and social media marketing to email, PPC and SEO.

Contact hours: 30

Not financial aid eligible.

ZPDI-0508 Certified Digital Marketing Specialist in Digital Strategy and Planning (Online) (DPU)

3 CEUs

This dynamic online search marketing course gives you the skills, know-how, strategy and techniques to think, lead and create. Define what "success" means for your brand. Understand it from multiple angles and create actionable plans to make success manifest. This is the visionary's specialism. All-encompassing, creative and exciting. Thanks to analytics, digital visionaries can now create with a new sense of control and develop extraordinary campaigns. See what works. Create better.

Contact hours: 30

Not financial aid eligible.

ZPDI-0509 Certified Digital Marketing Specialist in Search Marketing (Online) (DPU)

3 CEUs

This dynamic online search marketing course gives you the skills, know-how, strategy and techniques to change the digital marketing game.

While your content may be extraordinary, moving and relevant, what's most important is that it's seen. Learn how to use search marketing to bring your brand and your message to billions of people. Be there when it matters. Offer the "hero" product. Bring the meaningful message. And above all, make the unseen seen.

Contact hours: 30

Not financial aid eligible.

ZPDI-0510 Certified Digital Marketing Specialist in Social Media (Online) (DPU)

3 CEUs

This dynamic online social marketing course gives you the skills, know-how, strategy and techniques to speak to and influence billions of people. For a social animal, it's an intriguing proposition: reach that is both vast and intimate – my time, my platform, I "like," I share – in a space that is big, elastic and malleable. Fill it with your message. Bend it toward conversion. See tangible, multi-dimensional results in real time. Take your brand, your organization and your career to new places and do something that nonspecialists simply can't do.

Contact hours: 30

Not financial aid eligible.

ZPDI-0511 Data and Web Analytics (Online) (DPU)

1.1 CEUs

Fast-track your data and analytics skills with this online course. Get job-ready with a globally recognized certification. Master data analytics, reporting, data management, and security best practices via bite-sized learning units. Includes free DMI membership for six months. With a focus on career-ready learning, this course quickly familiarizes you with core principles and best practices in analytics and data management through essential reading, case studies and useful toolkits.

Contact hours: 11

Not financial aid eligible.

ZPDI-0512 Google Analytics (Online) (DPU)

2.5 CEUs

Master Google Analytics, from the basics to the most advanced features. Upon completion, students will be adept at reporting, behavioral data and audience conversion. Proficiency in Google Analytics sets you apart in the job market since online presence is crucial to the success of nearly every modern business. This course uses visual demonstrations and multimedia presentations, quizzes and exam simulators, social learning and networking, flash cards and educational games to promote well-rounded knowledge of Google Analytics software.

Contact hours: 25

Not financial aid eligible.

ZPDI-0513 Microsoft Access 2016 (Online) (DPU)

3 CEUs

This course will guide you through the basics of relational database design, and through the creation of database objects. You will learn how to use forms, query tables and reports to manage data, and will better understand the interface, customization and creation editing of the many objects available within the Microsoft Access application. This course is divided in to three separate levels: Basic Microsoft Access, Intermediate Microsoft Access and Advanced Microsoft Access.

Contact hours: 30

Not financial aid eligible.

ZPDI-0514 Certified Digital Marketing Associate Essentials (Online)

0.6 CEUs

This online course is for anyone who understands the importance of staying relevant – who knows the game has changed and that it won't stop changing anytime soon. Digital marketing has transformed customers' behavior too, so an understanding of key digital concepts is essential in reaching, engaging and retaining them. It's about taking back control, responding dynamically and creating change in your career and your organization.

Contact hours: 6

Not financial aid eligible.

ZPDI-0515 Certified Digital Sales Professional (Online)

0.6 CEUs

This dynamic online social selling training course gives you the skills, know-how, strategy and techniques to speak your brand's truth across platforms and continents. To lead. To influence. To convert. Implanting messages in millions of minds is an extraordinary power. Learn how content drives the human conversation forward, and how data gives a deep and true insight into what people think and do. What happens with insight and content come together, and how do the messages change and evolve?

Contact hours: 6

Not financial aid eligible.

ZPDI-0516 Microsoft Outlook 2016 (Online) (DPU)
3 CEUs

Microsoft Outlook is one of the most popular email applications. It provides better organization, search capabilities, communication and social networking features. This course covers Outlook's four major components — Contacts, Email, Calendars and Tasks — and touches on the OneNote application, a cross-platform note-taking tool.

Contact hours: 30

Not financial aid eligible.

ZPDI-0518 Real Estate Textbook
0 Contact Hours

Real Estate Textbook: Introduction to Professions

Contact hours: 1

Not financial aid eligible.

ZPDI-0522 Adobe Photoshop CC (Online)
3.2 CEUs

Looking for a solid foundation in industry-standard graphics and image editor Photoshop? Learn the basics and much more in this online program. This course is for graphic/web designers, digital artists and photographers who have either no working knowledge of Photoshop or are already familiar with it. Take the plunge and sign up today to learn how to master the world's No. 1 image editing software! This class will introduce the new user to the basics of working with Photoshop for retouching images and drawing. Students will be able to use various techniques for selecting in order to edit and retouch images. Students will be able to prepare images for websites and printed documents. Students will be able to edit images using the painting tools, clone stamp and drawing tools. Students will be able to create new images using the pen tool and the drawing and painting tools. Students will be able to create and edit images using layers. During this course, you will learn how Photoshop can be used to retouch and restore digital images. You will learn how to correct, change and improve the color of an image, get rid of stains and scratches on scanned images, combine images, add special effects and filters to images and create images using Photoshop's artistic tools. This course bundle prepares a student to take the Adobe Visual Design Using Photoshop certification exam. Students will need to have access to the Adobe Photoshop CC software to complete the coursework.

Contact hours: 32

Not financial aid eligible.

ZPDI-0562 Social Media Marketing (Online)
1.3 CEUs

Fast-track your social media marketing skills, master job-ready competencies and earn a globally recognized certification. This cutting-edge, interactive course is delivered 100% online, in bite-sized learning units, and includes free DMI membership for six months. This course offers an interactive selection of unique learning formats, delivered through toolkits, videos, podcasts, webinars and essential reading. This is a thorough exploration of what social media means today. Exam completion leads to Associate Level Certification.

Contact hours: 13

Not financial aid eligible.

ZPDI-0563 Data and Web Analytics (Online)
1.1 CEUs

Fast-track your data and analytics skills with this online course. Get job-ready with a globally recognized certification. Master data analytics, reporting, data management, and security best practices via bite-sized learning units. Includes free DMI membership for six months. With a focus on career-ready learning, this course quickly familiarizes you with core principles and best practices in analytics and data management through essential reading, case studies and useful toolkits.

Contact hours: 11

Not financial aid eligible.

ZPDI-0564 E-Commerce (Online)
1.1 CEUs

Fast-track your e-commerce skills with this online course. Rapidly develop your skills and gain a globally recognized DMI certification. Learn UX design principles, conversion rate optimization, customer experience (CX) and how to deliver the right message to the right customer. Includes free six-month DMI membership. With a focus on career-ready learning, this course quickly familiarizes you with core principles and best practices in e-commerce via a blend of essential reading, case studies and useful toolkits.

Contact hours: 11

Not financial aid eligible.

ZPDI-0565 UX and Website Design (Online)
1.1 CEUs

How do you deliver a world-class user experience (UX) for your customers? Learn the core principles of brilliant design and UX, including graphics, creative messaging, user testing and how to successfully project-manage your way to a fully optimized website. Course content is delivered via bite-sized modules. Free six-month DMI membership included. With a focus on career-ready learning, this course quickly familiarizes you with core principles and best practices in UX and web design via a blend of essential reading, case studies and useful toolkits.

Contact hours: 11

Not financial aid eligible.

ZPDI-0567 Search Engine Optimization (SEO) (Online)
0.9 CEUs

Learn how to rank your site on Google. This interactive short course teaches you how your website content, mobile optimization and usability can improve your overall website performance. Discover how to build your SEO strategy and evaluate performance over time. Includes free DMI membership for six months. With a focus on career-ready learning, this course quickly familiarizes you with core principles and best practices in analytics and data management via a blend of essential reading, case studies and useful toolkits.

Contact hours: 9

Not financial aid eligible.

ZPDI-0568 Paid Media (PPC) (Online)**0.8 CEUs**

Fast-track your paid media expertise with this short course. Quickly acquire essential skills in search marketing, e-commerce and PPC campaign optimization and learn how to visualize and present results. Delivered in concise, bite-sized modules, this course also includes free DMI membership for six months. With a focus on career-ready learning, this course quickly familiarizes you with search marketing and paid media via a blend of essential reading, case studies and useful toolkits.

*Contact hours: 8**Not financial aid eligible.***ZPDI-0569 Digital Display (Online)****0.7 CEUs**

Learn how to set up a display campaign in this powerful interactive short course. You'll discover the principles of graphic design, campaign strategy and budget management, as well as how to test and measure different creative to make the most of your display strategy. Includes free DMI membership for six months. With a focus on career-ready learning, this course quickly familiarizes you with digital display and advertising campaigns via a blend of essential reading, case studies and useful toolkits.

*Contact hours: 7**Not financial aid eligible.***ZPDI-0570 Customer Experience (CX) (Online)****0.8 CEUs**

This popular short course teaches you the increasing importance of customer experience (CX) management. Quickly grasp how to track and analyze the changing nature of your digital customers, create feedback loops and fully embed the customer experience within your business. Includes free DMI membership for six months. With a focus on career-ready learning, this course quickly familiarizes you with core principles and best practices in CX via a blend of essential reading, case studies and useful toolkits.

*Contact hours: 8**Not financial aid eligible.***ZPDI-0571 Digital Strategy (Online)****1.1 CEUs**

Fast-track your digital strategy knowledge with this interactive course. By understanding how to place digital at the heart of your business, you'll learn how to align your strategy around customer personas, your brand story, your team and the customer buying process. Includes free DMI membership for six months. With a focus on career-ready learning, this course quickly familiarizes you with best practices in digital strategy via a blend of essential reading, case studies and useful toolkits.

*Contact hours: 11**Not financial aid eligible.***ZPDI-0572 Content Marketing (Online)****1 CEUs**

This short course covers best practices in content marketing. Learn how to craft your social media messaging to bring visitors to your website. Understand the importance of keywords on your homepage and the growing importance of voice search. Completion of this course provides a globally recognized DMI certification. Includes free DMI membership for six months. With a focus on career-ready learning, this course quickly familiarizes you with core principles and best practices in content marketing via a blend of essential reading, case studies and useful toolkits.

*Contact hours: 10**Not financial aid eligible.***ZPDI-0573 Email Marketing (Online)****1.1 CEUs**

This course provides certification and rich, job-ready skills to take your email strategy to the next level. Learn about creating and testing different email content, time management, data strategy and key concepts of marketing automation. Includes free DMI membership for six months. With a focus on career-ready learning, this course quickly immerses you in the world of email marketing via a blend of essential reading, case studies and useful toolkits.

*Contact hours: 11**Not financial aid eligible.***ZPDI-0580 Microsoft Office 365: Word 2019 (Online)****3 CEUs**

Explore the many facets of Microsoft Word 2019. Learn basic functions like adjusting margins, inserting pictures, sharing Word documents and creating online forms as well as more advanced features, such as creating a flyer and using macros. Microsoft Office 365 required to complete coursework.

*Contact hours: 30**Not financial aid eligible.***ZPDI-0582 Microsoft Office 365: Outlook 2019 (Online)****3 CEUs**

Explore the many facets of Microsoft Outlook 2019, learning basic functions like managing emails, creating and managing calendars, working with contacts and display/print views, and creating and editing appointments. Microsoft Office 365 required to complete coursework.

*Contact hours: 30**Not financial aid eligible.***ZPDI-0583 Microsoft Office 365: Access 2019 (Online)****3 CEUs**

Explore the many facets of Microsoft Access 2019. Learn basic functions such as database objects, querying a database and creating reports, as well as advanced reporting techniques, macros and database design. Microsoft Office 365 required to complete coursework.

*Contact hours: 30**Not financial aid eligible.***ZPDI-0584 Microsoft Office 365 Suite 2019 (Online)****12 CEUs**

The Microsoft Office 365 - Suite 2019 course covers Word 2019, Excel 2019, PowerPoint 2019 and Outlook 2019. Students will receive a free one-year license (from date of enrollment) to use to complete these courses.

*Contact hours: 120**Not financial aid eligible.*

**ZPDI-0585 Microsoft Office 365: PowerPoint 2019 (Online)
3 CEUs**

Explore the many facets of Microsoft PowerPoint 2019. Learn basic functions like creating presentations and slides, changing layouts, and working with illustrations and images as well as more advanced functions like working with SmartArt, delivering presentations and collaborating in PowerPoint. Microsoft Office 365 required to complete coursework.

Contact hours: 30
Not financial aid eligible.

**ZPDI-0588 Microsoft Office 365: Excel 2019 (Online)
3 CEUs**

Learn the many facets of Microsoft Excel 2019, from basic functions like creating a spreadsheet and working with formulas to creating and sorting tables, using templates, PivotTables, user interfaces and financial functions. This course prepares students for the Microsoft Excel 2019 national certification exam.

Contact hours: 30
Not financial aid eligible.

**ZPDI-0708 Establishing Your Brand Mini-Course
0.2 CEUs**

A brand is a feeling that customers get when they experience you and your company. Our Establishing Your Brand mini-course will teach you how to create a brand story that will give your customers that feeling of trust and reassurance. We will identify what a brand is and create a brand story you can build upon throughout your entrepreneurial journey.

Contact hours: 2
Not financial aid eligible.

**ZPDI-0721 Ohio Real Estate Pre-Licensure Education: 20-Hour Appraisal (Online)
2 CEUs**

Just want to take the 20-Hour Appraisal portion of the of the 120-Hour Pre-Licensure Real Estate Education course? Register for this class now, and obtain access within one to two business days.

Contact hours: 20
Not financial aid eligible.

**ZPDI-0722 Ohio Real Estate Pre-Licensure Education: 40-Hour Principles and Practices (Online)
4 CEUs**

Just want to take the 40-Hour Principles and Practices portion of the 120-Hour Pre-Licensure Real Estate Education course? Register for this class now, and obtain access within one to two business days.

Contact hours: 40
Not financial aid eligible.

**ZPDI-0723 Ohio Real Estate Pre-Licensure Education: 20-Hour Finance (Online)
2 CEUs**

Just want to take the 20-Hour Finance portion of the 120-Hour Pre-Licensure Real Estate Education course? Register for this class now, and obtain access within one to two business days.

Contact hours: 20
Not financial aid eligible.

**ZPDI-0724 Ohio Real Estate Pre-Licensure Education: 40-Hour Law (Online)
4 CEUs**

Just want to take the 40-Hour Law portion of the 120-Hour Pre-Licensure Real Estate Education course? Register for this class now, and obtain access within one to two business days.

Contact hours: 40
Not financial aid eligible.

**ZPDI-0725 Ohio Real Estate Pre-Licensure Education: Appraisal and Law (Online)
6 CEUs**

Registration includes the 40-hour Law and 20-hour Appraisal portions of the 120-hour Real Estate Pre-Licensure online course.

Contact hours: 60
Not financial aid eligible.

**ZPDI-0740 Community Journalism: Reporting for Civic Power
1.6 CEUs**

We all have roles to play in making sure our communities stay informed. This eight-week certificate program is designed to teach journalism skills and design practices to Clevelanders who want to become more active in getting and sharing the stories and information that our communities need to thrive. The program offers a hands-on exploration of how journalism works. You'll learn tools for understanding the local issues that are affecting you and your neighbors, how to see the larger systems at play, and how to report on important stories with and for your communities. This program is facilitated by Charlotte Morgan and offered through support from the Neighborhood Media Foundation, Signal Cleveland and Journalism Design at The New School.

Contact hours: 16
Not financial aid eligible.

**ZPDI-0777 All Human Skills Bundle (Online)
103.2 CEUs**

The All Soft Skills Bundle is an all-encompassing skills training series of workshops designed to assist in every aspect of business. Participants will learn techniques and skills in administrative procedures, career development, human resources, personal development, sales and marketing, supervisors and managers, and workplace essentials. These workshops will touch on management, ethics, problem-solving, conflicts, coaching, performance and training. Participants will be well-rounded in dealing with business and employee and customer relations.

Contact hours: 1032
Not financial aid eligible.

**ZPDI-0778 Human Skills - Human Resources Bundle (Online)
15.2 CEUs**

The Human Resources Soft Skills Bundle combines the skills needed to successfully maintain employee relations within a company. Participants will learn the basic tools to handle numerous human resources situations such as interviewing, orientation, training, safety, harassment, discrimination, violence, discipline and termination. Within these workshops students will learn business succession planning, contract and crisis management, employee onboarding, recruitment, termination, health and wellness at work, hiring strategies, workplace diversity and harassment strategies. Having a talented group of employees has always been a key to success; it will translate into better performance and higher productivity.

Contact hours: 152
Not financial aid eligible.

ZPDI-0779 Human Skills - Personal Development Bundle (Online)
17.6 CEUs

The Personal Development Soft Skills Bundle highlights skills needed for managing your work and life. Participants will become more mindful of their actions and learn how to express and interpret their present environment. They will create positive connections and increase their self-regulation of attention and personal experiences. Within these workshops students will develop skills in anger management, critical thinking, emotional intelligence, goal setting, mindfulness, improving self-awareness, managing personal finances, personal productivity, public speaking, social intelligence and learning, taking initiative and work-life balance. By enrolling in this class, participants will be taking the first step in making something positive happen for them!

Contact hours: 176

Not financial aid eligible.

ZPDI-0780 Human Skills - Sales and Marketing Bundle (Online)
20 CEUs

The Sales and Marketing Soft Skills Bundle provides basic skills needed for a successful sales and marketing team. Participants will identify challenges and learn to push through to success. Within these workshops students will learn body language basics, call center training, event planning, high-performance teams inside the company, in-person sales, marketing basics and fundamentals, media and public relations, motivating your sales team, presentation skills, sales fundamentals, social media marketing, telephone etiquette and the top 10 sales secrets. By managing and looking at the way people interact and seeing things in a new light, participants will improve upon almost every aspect of their career.

Contact hours: 200

Not financial aid eligible.

ZPDI-0781 Human Skills - Supervisors and Managers Bundle (Online)
13.6 CEUs

The Supervisors and Managers Soft Skills Bundle will equip managers with the basic skills needed to maintain employee motivation and production. It is never easy to take the lead, as you will need to make decisions and face challenges. However, it can become natural and rewarding. Within these workshops students will learn budgets and financial reports, coaching and mentoring, conducting employee reviews, employee motivation, knowledge management, leadership and influence, Six Sigma, office politics, performance management, self-leadership, supervising others and team building. Managers and supervisors will become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict and administering discipline.

Contact hours: 136

Not financial aid eligible.

ZPDI-0782 Human Skills - Work Place Essentials Bundle (Online)
15.2 CEUs

The Work Place Essentials Soft Skills Bundle will give participants a variety of skills needed for customer and business support. Participants will be provided with a strong skill set including dealing with difficult customers, generating return business and teamwork within the company. Within these workshops students will learn business ethics and etiquette, change management, civility in the workplace, customer service and support, conflict resolution, networking, risk assessment, safety in the workplace and teamwork and team-building skills. Aligning these characteristics with corporate standards will make participants stand out and become leaders throughout their company.

Contact hours: 152

Not financial aid eligible.

ZPDI-0784 Ohio Mortgage Loan Officer Continuing Education Course (Online)
0.8 CEUs

This online, self-study course meets the 2022 annual continuing education requirement for licensed mortgage loan officers (MLOs). Topics include: Federal mortgage-related laws (3 hours) Ethics, fraud and consumer protection (2 hours) Lending standards related to nontraditional mortgage products (2 hours) Elective content (1 hour)

Contact hours: 8

Not financial aid eligible.

ZPDI-0785 Ohio Real Estate Pre-Licensure Education and Exam Prep: National and State (Online)
12 CEUs

Whether you're getting licensed for the first time or have been in the business for 30 years, education is paramount to your success. This self-paced online course is innovative and results-driven, offering 120 hours of interactive Ohio Salesperson content to prepare you for the national and state portions of the real estate licensing exam. Real-time dashboards guide you through each topic while gauging your competency so you know what to concentrate on before exam day. Exam Prep Edge will help you ace your exam and get your real estate career off to the right start. Interactive content: Stay engaged and retain the information more effectively Groundbreaking material: Revolutionary practice exercises bring the learning experience to life Follow your progress: Know which lessons you've completed and how much time you've spent in the course

Contact hours: 120

Not financial aid eligible.

ZPDI-0788 Ohio Real Estate Pre-Licensure Exam Prep Edge: National and State (Online)**0 Contact Hours**

(This course includes exam prep only.) This program covers the complete Ohio Salesperson national and state portions of your real estate licensing exam. Exam Prep Edge is an intuitive online study experience that helps you ace your exam and get your real estate career off to the right start with the following benefits: Take an initial assessment and receive immediate feedback on the topics you've mastered and the ones you still need to work on. Improve your practice exam scores by studying individual lessons by topic as outlined in your Candidate Handbook. We believe practice makes perfect. That's why we provide dynamic practice exams with unique questions to get you ready for your exam. You can review your results from each attempt and home in on those areas where you feel you are particularly strong and those where there is opportunity to improve. Our real-time dashboards guide you through each topic while gauging your competency so you know what to concentrate on before exam day.

Contact hours: 30

Not financial aid eligible.

ZPDI-0790 Ohio Real Estate Pre-Licensure Education and Exam Prep: National and State (without Law) (Online)**8 CEUs**

Whether you're getting licensed for the first time or have been in the business for 30 years, education is paramount to your success. This self-paced online course is innovative and results-driven, offering 120 hours of interactive Ohio Salesperson content to prepare you for the national and state portions of the real estate licensing exam. Real-time dashboards guide you through each topic while gauging your competency so you know what to concentrate on before exam day. Exam Prep Edge will help you ace your exam and get your real estate career off to the right start. Interactive content: Stay engaged and retain the information more effectively Groundbreaking material: Revolutionary practice exercises bring the learning experience to life Follow your progress: Know which lessons you've completed and how much time you've spent in the course

Contact hours: 80

Not financial aid eligible.

ZPDI-0791 Human Skills - Career Development Bundle (Online)**12.8 CEUs**

The Career Development Soft Skills Bundle combines the development skills necessary for career success. By managing and looking at the way people interact and seeing things in a new light, participants will improve upon almost every aspect of their careers. Within these workshops students will learn soft skills, assertiveness and self-confidence, communication strategies, creative problem solving, digital citizenship, entrepreneurship, mLearning essentials, negotiation skills, personal branding, project management, telework, time management and Women in Leadership. Participants will be given a skill set that includes personal motivation, delegation skills, creativity, organization tools and crisis management.

Contact hours: 128

Not financial aid eligible.

ZPDI-0792 Human Skills - Administrative Bundle (Online)**8.8 CEUs**

The Administrative Soft Skills Bundle combines the skills needed to successfully maintain an office into one learning bundle. A well-run office reduces miscommunications and helps to eliminate common errors. Within these workshops students will learn administrative office procedures, administrative support, archiving and records management, basic bookkeeping, business writing, executive and personal assistant tasks, meeting management, organizational skills, social media in the workplace and supply chain management. Participants will learn the core skills that will help them use their resources efficiently, manage their time wisely, communicate effectively and collaborate with others skillfully.

Contact hours: 88

Not financial aid eligible.

ZPDI-0795 Ohio Real Estate Pre-Licensure Education and Exam Prep: National and State (Online) With Coach**13 CEUs**

Course includes connection with a local real estate agent who will coach you throughout your six-month online journey. (register at any time to get connected) Whether you're getting licensed for the first time or have been in the business for 30 years, education is paramount to your success. This self-paced online course is innovative and results-driven, offering 120 hours of interactive Ohio Salesperson content to prepare you for the national and state portions of the real estate licensing exam. Real-time dashboards guide you through each topic while gauging your competency so you know what to concentrate on before exam day. Exam Prep Edge will help you ace your exam and get your real estate career off to the right start. Interactive content: Stay engaged and retain the information more effectively Groundbreaking material: Revolutionary practice exercises bring the learning experience to life Follow your progress: Know which lessons you've completed and how much time you've spent in the course Anytime, anywhere access: Learn when and where it's convenient for you

Contact hours: 130

Not financial aid eligible.

ZPDI-0801 Digital Learning Design Professional Certificate (Online)**10.8 CEUs**

Advance your career with a globally recognized, industry-approved certification for digital learning professionals. This self-paced online course gives you the skills and tools you need to design, build and roll out high-quality digital learning products.

Contact hours: 108

Not financial aid eligible.

ZPDI-0877 Ohio Mortgage Loan Officer Pre-Licensure Education and Exam Prep (Online) With Coach**2.7 CEUs**

This online course package with a coach includes 24 hours of pre-licensing education for mortgage loan officers (MLOs) in addition to exam prep and 2.5 hours with an MLO coach. Online Portion: Engaging videos and activities help you learn the online content and apply it to a range of exercises, real-life scenarios and case studies. SAFE Comprehensive MLO Pre-Licensing Course (20 hours) OH-ORMLA SAFE: State Pre-Licensing Course (4 hours) SAFE MLO Exam Prep Edge Coach Portion: The MLO Coach has been a Mortgage Loan Officer for 30 years. They will provide support throughout the course, which is detailed below: Introduction to MLO Business Phone Conversation (30 minutes to 1 hour) Online Course Access will be granted after the phone call Check-In Points (two 20-minute sessions) Conclusion Session (30 minutes) You will have 11 days to complete the online, self-paced course portion.

*Contact hours: 27**Not financial aid eligible.***ZPDI-0901 The Discovery Track for Entrepreneurs****3.2 CEUs**

The June Cohort is currently full. Please email us at entrepreneur@tri-c.edu if you are interested in attending a future session. Starting your own business can be overwhelming. Taking the big leap starts with the Discovery Track at The Center for Entrepreneurs within Corporate College®. Embark on the transformative journey of our Discovery Track – a dynamic curriculum designed for those who aspire to launch their own businesses. Guided by our experienced facilitators, this track is an exploration of self and entrepreneurial aspirations. Uncover the essence of who you are and channel your passion into a tangible reality. With a blend of introspective exercises and actionable insights, you'll lay the foundation for a thriving business venture that authentically aligns with your identity and dreams. Step into this track, and together, let's unveil your potential and turn it into a remarkable business journey.

*Contact hours: 32**Not financial aid eligible.***ZPDI-0902 The Foundation Track for Entrepreneurs****3.2 CEUs**

We no longer have scholarships available for the June 2024 Cohort. If you are interested in attending, add the class to the right to register and pay for the course. The cost is \$840, which includes dinner, instruction and materials. Employees can use remission of fees. Introducing the Foundation Track, an immersive curriculum tailored for entrepreneurs who have recently launched their business or have a year of experience under their belts. Delve into the core of your business's stability, a pivotal factor in achieving sustained success. Through the curriculum, you'll assess, reinforce and fine-tune your business foundation. By securing your structure, you can ascend with confidence toward your goals. Join us to ensure a robust business base, empowering you to shape a thriving future.

*Contact hours: 32**Not financial aid eligible.***ZPDI-0903 The Expansion Track for Entrepreneurs****0.7 CEUs**

This transformative curriculum is tailored for entrepreneurs seeking to propel their enterprise to new horizons. Discover innovative strategies, dynamic approaches and actionable insights that will launch your business to new dimensions. Unveil advanced strategies and actionable tactics that pave the way for substantial expansion. Guided by seasoned mentors, you'll navigate the intricacies of scaling while laying a solid foundation for a legacy that endures. Embark on a transformative journey that not only broadens your business, but also sets the stage for a lasting mark in your industry and beyond.

*Contact hours: 7**Not financial aid eligible.***ZPDI-0904 The Acceleration Track for Entrepreneurs****0.7 CEUs**

Introducing the Acceleration Track - a strategic curriculum designed to propel your business to new heights of exponential growth. If you're eager to elevate your venture beyond its current stage, this track is your pathway. Uncover powerful strategies, innovative tactics and proven techniques that can fast-track your business to new levels of success. With expert insights and hands-on guidance, you'll harness the energy of momentum and maximize your business's potential. Join us on this track and witness your business surge toward extraordinary achievements and unparalleled success.

*Contact hours: 7**Not financial aid eligible.***ZPDI-0915 Launching a Successful Podcast: Pre-Production II, Production, Post-Production****0.9 CEUs**

When you create your podcast, is it what you envisioned? Does it appeal to your audience? Do you want to make it even more spectacular? During this 9-hour course, you will learn how to launch a successful podcast. This course guides you step-by-step through the initial planning stages (part II), figuring out your budget and getting your podcast heard by the world. At the end of the 9 hours, you will have a podcasting plan with everything you need from start to finish.

*Contact hours: 9**Not financial aid eligible.***ZPDI-1160 Project Management****2.4 CEUs**

Proper planning is key to success in any endeavor. This program is a hands-on workshop for those in a formal project management role, or for those managers who need to lead others through projects. Participants will practice using tools and techniques to define, plan, implement, and close projects successfully.

*Contact hours: 24**Not financial aid eligible.***ZPDI-1187 Dynamic Presentation Skills****0.4 CEUs**

Whether leaders are persuading colleagues, selling a client or energizing a team, the power of their presentation makes the difference between success and failure. In this session, participants will learn how to present thoughts and ideas with self-confidence and organization. Our experienced instruction team will guide participants on how to overcome challenges they may face while practicing presenting in a safe environment.

*Contact hours: 4**Not financial aid eligible.*

ZPDI-1224 Professional Business Writing**0.8 CEUs**

In the workplace, your writing speaks volumes about you. Whether you are writing a three-line email or a multipage report, you need to write in a polished, professional way. This course reviews the principles of written communication in the workplace. The course introduces students to common formats such as the memo, letter and report and helps students improve their writing skills to gain greater mastery of grammar, mechanics and style.

*Contact hours: 8**Not financial aid eligible.***ZPDI-1242 Allergen-Friendly Series (Online)****0.6 CEUs**

This series of interactive online courses provides allergen awareness for your entire operation and staff. In this course, you will learn current information on what causes an allergic reaction, the main food allergens, how to communicate with customers who have food allergies, and how to assure customers' allergen needs are communicated within the operation, from the initial order to the serving process. Upon successful completion of the series, students will earn a certificate that is valid for three years. Three courses are included in the series: Allergen Awareness Allergen Plan Development Allergen Plan Specialist

*Contact hours: 6**Not financial aid eligible.***ZPDI-1243 Ohio Level Two Manager Certification in Food Protection Training (Online)****1.5 CEUs**

This interactive online course prepares participants for the state of Ohio's Level Two Food Safety Manager Certification exam. It is fully compliant with the latest FDA Food Code and Conference for Food Protection (CFP) guidelines.

*Contact hours: 15**Not financial aid eligible.***ZPDI-1244 Strategies for Increasing Sales (Online)****0.9 CEUs**

This interactive online course assists participants in the development of a written food service operations marketing plan. By the end of the course, students will have completed a fully developed marketing plan ready for evaluation and implementation to increase overall sales and revenue in any food service operation .

*Contact hours: 9**Not financial aid eligible.***ZPDI-1245 Allergen Awareness (Online)****0.2 CEUs**

This interactive online course provides allergen awareness for your entire staff. In this course, you will learn current information on what causes an allergic reaction, the main food allergens, how to communicate with customers who have food allergies, and how to assure customers' allergen needs are communicated throughout the operation, from the initial order to the serving process. Also covered: cross-contact and how to avoid it, and what to do when an allergic reaction occurs. Allergen Awareness was designed to be highly flexible, allowing students to train on their schedule.

*Contact hours: 2**Not financial aid eligible.***ZPDI-1246 Allergen Plan Development (Online)****0.2 CEUs**

This course walks management through all the elements of food allergens in a food operation, allowing management to decide what action to take. Throughout the course, the user is offered a series of questions and options for how much accommodation the operation will give to the issue of food allergen safety. Even those operations not able to achieve a high level of accommodations will have made the decision with a full awareness of what is not being provided. Operations that decide to offer a high level of food allergen accommodations will end the course with the foundation of their allergen plan. This plan or essay will be saved and used to develop the details of the operation's food allergen safety process.

*Contact hours: 2**Not financial aid eligible.***ZPDI-1247 Allergen Plan Specialist (Online)****0.2 CEUs**

This course will provide students with an in-depth understanding of food allergens, product ingredients and common allergen foods. Students will learn how to evaluate a menu and its recipes. Knowing all the products used by the operation will help students learn how to identify the food allergen ingredients. Students will learn how to be alert to potential ingredient changes, how to communicate with suppliers and what to do about product recalls due to allergen mislabeling or undocumented allergens. Students will learn how to use this knowledge to create a database to track each allergen, from product to menu. Lesson 2 covers the steps of an operation and how to develop written protocols for each step: receiving, storage, ordering, cooking and serving. Students will learn how to work with other staff to evaluate each step of the operation from an allergen viewpoint.

*Contact hours: 2**Not financial aid eligible.***ZPDI-1274 Spanish Fundamentals (Online)****0 Contact Hours**

Spanish Fundamentals is a self-paced, online Spanish conversation course that seeks to bridge the communication gap between English and Spanish speakers. Build your Spanish vocabulary and conversation skills while learning with pictures, native pronunciations, readings and quizzes, as well as cultural tidbits along the way.

*Contact hours: 16**Not financial aid eligible.***ZPDI-1281 Grant Writing Certificate (Online)****18 CEUs**

The Certificate in Grant Writing is perfect for anyone seeking to learn the essentials in writing or acquiring grants for private, public or government use. If you are thinking of starting a business that utilizes grants, you want to learn the essentials of writing, researching, obtaining, maintaining, operations and strategies within the grant system.

*Contact hours: 180**Not financial aid eligible.***ZPDI-1283 Business Writing for Busy Professionals (Online)****2.4 CEUs**

Learn the basics of successful business writing, including planning, drafting, editing and creating strong arguments. We'll also explore differences between everyday communications and more formal writing.

*Contact hours: 24**Not financial aid eligible.*

ZPDI-1284 Advanced Writing (Online)**2.4 CEUs**

Whether you successfully completed our Beginner's Writing Workshop course or you've been writing fiction on your own, there is something to be gained by moving to your next level of writing. If you are comfortable with the basics of writing such as plot, story, building characters and editing, it's time to build on your talents and delve into topics such as narratives, viewpoints, scene building and writing beginnings and endings. Join us as we explore these and other topics.

*Contact hours: 24**Not financial aid eligible.***ZPDI-1285 Sales and Marketing Professional (Online)****25 CEUs**

This course is designed to prepare you to successfully work in the sales and marketing industry. Topics will include sales and marketing strategies and best practices, understanding the customer, producing, marketing and sales of goods and services, and the global marketplace.

*Contact hours: 250**Not financial aid eligible.***ZPDI-1288 CompTIA Project PK0-004 (Online)****2.5 CEUs**

This course follows that CompTIA Project exam blueprint and is divided into sections that cover major topic areas. Each section is explained in sufficient detail to become a Project certified professional. If you've never taken a certification test before, you'll find that the Project exam is a pleasant way to get your feet wet. The test simply covers the basics of project management. Once you pass the exam and gain confidence in your project management knowledge and skills, you'll be ready to progress to other certifications. This course prepares students to take the CompTIA Project PK0-004 certification exam.

*Contact hours: 25**Not financial aid eligible.***ZPDI-1289 Adobe InDesign CC (Online)****3.2 CEUs**

Adobe InDesign allows you to design and produce stunning documents for print or published on a website in PDF format. This class will walk you through setting up the InDesign workspace, adding text and graphics to your document, creating layouts with frames and applying formatting with styles. You will need a copy of the Adobe InDesign CC software in order to do coursework.

*Contact hours: 32**Not financial aid eligible.***ZPDI-1290 Adobe Illustrator CC (Online)****3.2 CEUs**

Adobe Illustrator allows you to create artwork that you can use for webpages or any print or electronic media. This course will give you a good overview of the tools and features of Illustrator. You will create artwork using the various tools including the Pencil and Pen. You will also learn the various ways to apply color to your artwork. You will work with layers, 3D effects and symbols. You will need to have a copy of the Adobe Illustrator CC software in order to do coursework.

*Contact hours: 32**Not financial aid eligible.***ZPDI-1292 Adobe Acrobat DC (Online)****3.2 CEUs**

Adobe Acrobat allows users to convert documents you create in Word, Excel, PowerPoint or any other application into Portable Document Files (PDF). A PDF can be viewed and printed by any with a copy of Adobe's free Acrobat Reader. In this course students will learn to create and manage PDF files. Students will add navigation aids to their PDF files. Students will prepare documents for review and adding security features to their documents. Students will also learn to complete PDF forms electronically. Students must have a copy of the Adobe Acrobat DC software in order to do coursework.

*Contact hours: 32**Not financial aid eligible.***ZPDI-1295 Adobe Dreamweaver CC (Online)****3.2 CEUs**

Adobe Dreamweaver CC 2022 is an industry-leading program for website development. This course teaches students foundational HTML and CSS coding in addition to the many features of Adobe Dreamweaver, which can enhance productivity, creativity and functionality. Students will need a copy of the Dreamweaver CC software in order to do coursework.

*Contact hours: 32**Not financial aid eligible.***ZPDI-1296 Adobe Animate CC (Online)****3.2 CEUs**

Adobe Acrobat allows users to convert documents you create in Word, Excel, PowerPoint or any other application into Portable Document Files (PDF). A PDF can be viewed and printed by anyone with a copy of Adobe's free Acrobat Reader. In this course students will learn to create and manage PDF files. Students will add navigation aids to their PDF files. Students will prepare documents for review and add security features to their documents. Students will also learn to complete PDF forms electronically. Students must have a copy of the Adobe Acrobat DC software in order to do coursework.

*Contact hours: 32**Not financial aid eligible.***ZPDI-1298 Microsoft Access 2016 (Online)****3 CEUs**

Microsoft Access is now much more than a software to create desktop databases. It's an easy-to-use tool for quickly creating browser-based database applications that help you run your business. Your data is automatically stored in a SQL database, so it's more secure and scalable than ever, and you can easily share your applications with colleagues.

This course will guide you through the basics of relational database design and through the creation of database objects. You will learn how to use forms, query tables and reports to manage data. You will understand the interface, customization and creation editing of the many objects available within the Microsoft Access application. This course is divided into three separate levels: Basic Microsoft Access, Intermediate Microsoft Access and Advanced Microsoft Access. This course includes: Visual Demonstrations and Multimedia Presentations Quizzes and Exam Simulators Social Learning and Networking Flash Cards and Educational Games Enhanced Navigation and Controls

*Contact hours: 30**Not financial aid eligible.*

ZPDI-1299 Microsoft Excel 2016 (Online)**3 CEUs**

Microsoft Excel is the standard spreadsheet application for both personal and business use, so staying on top of the latest version is very important for anyone considering career advancement. Regardless of your level of understanding, you will benefit from this Microsoft Excel 2016 training course because it covers basic, intermediate and advanced competency levels. Our Microsoft Excel 2016 training course will help arm you with the knowledge to use it more effectively at home and in the workplace. Understand how to manipulate data within a spreadsheet and validate and present information using the built-in structure and functions of Microsoft Excel. This course includes: Visual Demonstrations and Multimedia Presentations Quizzes and Exam Simulators Social Learning and Networking Flash Cards and Educational Games Enhanced Navigation and Controls

Contact hours: 30

Not financial aid eligible.

ZPDI-1300 Microsoft Outlook 2016 (Online)**3 CEUs**

Microsoft Outlook is one of the most popular email applications, used by millions of professionals and students all over the world. Microsoft Outlook 2016 provides better organization, search capabilities, communication and social networking features. Learn the four major components of Outlook, including contacts, email, calendars and tasks. We'll also touch on OneNote, a cross-platform and cross-application note-taking tool. Course includes: Visual demonstrations and multimedia presentations Quizzes and exam simulators Social learning and networking Flash cards and educational games Enhanced navigation and controls

Contact hours: 30

Not financial aid eligible.

ZPDI-1301 Microsoft PowerPoint 2016 (Online)**3 CEUs**

Take your PowerPoint presentations to the next level! Whether you're a beginner or experienced user, this online course will help you create professional quality presentations that will grab your audience's attention and keep them interested from start to finish.

Learn to navigate the interface effectively, insert a range of objects and create engaging presentations that will wow viewers. Topics include design, customization and presentation of information using Microsoft PowerPoint 2016. Course includes: Visual demonstrations and multimedia presentations Quizzes and exam simulators Social learning and networking Flash cards and educational games Enhanced navigation and controls

Contact hours: 30

Not financial aid eligible.

ZPDI-1302 Microsoft Word 2016 (Online)**3 CEUs**

Microsoft Word 2016 is a very popular word processing program that can be used for both personal and business purposes. While already feature rich and critical for productivity, Microsoft continues to improve and enhance their software with each new release like the latest Microsoft Word 2016. In this course, you will learn to navigate the interface, create documents that stand out and extend the use of Microsoft Word beyond its traditional uses. This course will cover simple document creation, complex long documents and all aspects of the word processor. This online training course will cover three main areas including Basic Word, Intermediate Word and Advanced Word. This course includes: Visual Demonstrations and Multimedia Presentations Quizzes and Exam Simulators Social Learning and Networking Flash Cards and Educational Games Enhanced Navigation and Controls

Contact hours: 30

Not financial aid eligible.

ZPDI-1304 Photoshop Intermediate (Online)**3.2 CEUs**

During this course you will learn more about how Adobe Photoshop can be used to retouch and restore digital images. You will learn how to correct, change and improve the color of an image, get rid of stains and scratches on scanned images, combine images, add special effects and filters to images and to create images using Photoshop artistic tools. It is recommended that you take the Photoshop Introduction course or have prior experience with Photoshop before taking this class. Students will need a copy of Photoshop. A 30-day trial version is available.

Contact hours: 32

Not financial aid eligible.

ZPDI-1305 Introduction to SQL (Online)**3.2 CEUs**

Structured Query Language (SQL) is used to work with databases and the information stored within them. This course will provide a working knowledge of the basic forms of SQL, including how to select and update data from common table formats. Students will create a database and use SQL to manipulate the data within it. Students will need a Windows computer in order to use the SQL Server Management Studio.

Contact hours: 32

Not financial aid eligible.

ZPDI-1307 CompTIA Network N10-007 (Online)**5 CEUs**

This course is for entry-level computer support professionals with a basic knowledge of computer hardware, software and operating systems who wish to increase their knowledge and understanding of networking concepts. You will acquire the skills to prepare for a career in network support or administration, or prepare for the CompTIA Network certification (Exam N10-007).

Contact hours: 50

Not financial aid eligible.

ZPDI-1308 CompTIA Security SY0-501 (Online)
6 CEUs

CompTIA Security is an entry-level, international, vendor-neutral credential designed for IT security professionals to identify risk, participate in risk-mitigation activities, and provide infrastructure, information, operational and application security. CompTIA Security SY0-501 exam covers the application of security controls to maintain confidentiality, integrity, and availability; identification of appropriate technologies and products; troubleshooting security events and incidents, and many other essential skills. This course prepares students to take the CompTIA Security SY0-501 certification exam.

Contact hours: 60

Not financial aid eligible.

ZPDI-1309 CompTIA Server SK0-004 (Online)
2.5 CEUs

Gain hands-on expertise in CompTIA Server certification exam by taking this SK0-004 course. CompTIA Server is a vendor neutral credential designed for IT professionals to validate foundation level skills and knowledge in server technologies to build, maintain, troubleshoot, secure and support server hardware and software technologies, including virtualization. This course prepares students to take the CompTIA Server SK0-004 certification exam.

Contact hours: 25

Not financial aid eligible.

ZPDI-1310 Introduction to Writing (Online)
2.4 CEUs

Do you have exciting stories, plots or characters dancing around in your head? Do you have a life experience or lesson to share, but don't know where to begin? This workshop is designed for those interested in entering the realm of creative writing for the first time. Our emphasis is on introducing you to the creative writing process. We'll explore topics such as setting up your writing environment, creating plots, building characters, writing dialogue and editing your work.

Contact hours: 24

Not financial aid eligible.

ZPDI-1311 CompTIA IT Fundamentals (Online)
4 CEUs

The CompTIA IT Fundamentals exam helps you learn more about the world of information technology. It's ideal if you're considering a career in IT or if you work in an allied field that requires a broad understanding of IT. CompTIA IT Fundamentals can also be a stepping stone to more advanced certifications such as CompTIA A+, and, with specialized experience, CompTIA Network and CompTIA Security. This course prepares students to take the CompTIA IT Fundamentals FC0-U51 certification exam.

Contact hours: 40

Not financial aid eligible.

ZPDI-1312 CompTIA Cloud Essentials (Online)
3 CEUs

CompTIA Cloud Essentials addresses real-world issues and practical solutions of cloud computing in business and IT. It's the preferred cloud certification for business professionals and non-IT staff. While not a technical-heavy certification, its coverage of cloud computing principles is anything but superficial. This course prepares students for the CompTIA Cloud Essentials CLO-001 certification exam.

Contact hours: 30

Not financial aid eligible.

ZPDI-1415 Ohio Level One Food Protection Manager Certification (Online)
0.2 CEUs

Corporate College® has partnered with TAP® Series to offer this online certification course, which has been approved by the Ohio Department of Health. Level I Certification in Food Protection is mandated training for any person in charge of any risk level I, II, III and IV foodservice operation or retail food establishment that: Was licensed after March 1, 2010 (unless the individual has successfully completed an equivalent or more comprehensive certification course in food protection). Has been implicated in a foodborne disease outbreak. Has been found in violation of Section 3717.29 (retail food establishment) or Section 3717.49 (foodservice operation) of the Revised Code by its licensor. Upon successful completion of the course and exam, participants will be able to print their Ohio Level I Food Protection Manager training certificate.

Contact hours: 2

Not financial aid eligible.

ZPDI-1450 May 30: Protect Before You Build: Own Your Business
0.3 CEUs

In this workshop, you will learn the necessary steps to actually OWN your business by protecting your Intellectual Property before you launch your business.

Contact hours: 3

Not financial aid eligible.

ZPDI-1451 Basic Financial Management
0.3 CEUs

In this workshop, we will demonstrate how basic financial management techniques can bolster your business and personal financial practices. Understanding your personal credit and money management history can help you manage your current practices.

Contact hours: 3

Not financial aid eligible.

ZPDI-1452 Time and Priority Management
0.3 CEUs

Master the art of effective time and priority management.

Contact hours: 3

Not financial aid eligible.

ZPDI-1453 The Art of the Ask: How To Ask for and Get What You Need for Your Business Success
0.3 CEUs

The Art of the Ask: How To Ask for and Get What You Need for Your Business Success workshop provides entrepreneurs with tips and techniques to effectively communicate and express their thoughts and ideas for a successful and sustainable business.

Contact hours: 3

Not financial aid eligible.

ZPDI-1454 May 7: Success Habits for Entrepreneurs
0.2 CEUs

Understand the neuroscience of habits so you can manage procrastination, find motivation and create good habits that support your business.

Contact hours: 2

Not financial aid eligible.

ZPDI-1455 May 20: How AI and Other Emerging Tech Will Impact Entrepreneurs**0.3 CEUs**

In this workshop, participants will gain insight into the transformative role of artificial intelligence and technologies like blockchain and the Internet of Things (IoT) in the entrepreneurial world. The session promises to blend real-world examples with interactive demonstrations of AI tools alongside discussions delving into the future implications of these technologies for business innovation and strategy. This workshop is designed to equip entrepreneurs with a deeper understanding of how emerging technologies are reshaping the business landscape and to provide them with the tools and knowledge to leverage these technologies effectively in their own ventures.

*Contact hours: 3**Not financial aid eligible.***ZPDI-1457 FREE!! Financial Modeling for Your Business****0.3 CEUs**

This workshop will review the basic tenets of revenue, expense and profit models for small businesses.

*Contact hours: 3**Not financial aid eligible.***ZPDI-1458 The Entrepreneur's Guide to Funding: From Vision to Reality****0.3 CEUs**

Get ready to dive into the essentials of funding in our upcoming three-hour workshop, tailored for entrepreneurs eager to fuel their business or nonprofit dreams. This engaging session will cover everything from identifying the right type of funding for your venture to crafting a winning pitch to securing funds for training and upskilling your team. We're keeping things practical and interactive, so you'll walk away with real strategies you can apply immediately.

*Contact hours: 3**Not financial aid eligible.***ZPDI-1459 Market Like a Pro****0.3 CEUs**

A guide for effective digital marketing

*Contact hours: 3**Not financial aid eligible.***ZPDI-1460 Payroll for the Small Business Owner or Entrepreneur****0.3 CEUs**

Payroll for the small business owner and entrepreneur will look at how to get started, what you need to know, and how to set yourself up for success.

*Contact hours: 3**Not financial aid eligible.***ZPDI-1461 Website Development****0.25 CEUs**

Learn the ins and outs of developing a website.

*Contact hours: 2.5**Not financial aid eligible.***ZPDI-1462 Branding****0.3 CEUs**

Developing a business name, a logo and a legal entity.

*Contact hours: 3**Not financial aid eligible.***ZPDI-1463 Leadership****0.3 CEUs**

This workshop helps you find your best style of leadership to engage others. Developing your leadership traits and building on what is already there can help you realize how to get the most out of yourself and your team.

*Contact hours: 3**Not financial aid eligible.***ZPDI-1465 Diversity Impact****0.2 CEUs**

Discuss the benefits and value of diversity in the workplace.

*Contact hours: 2**Not financial aid eligible.***ZPDI-1467 Emotional Intelligence: Benefits for Entrepreneurial Business Success****0.3 CEUs**

This workshop examines how emotional intelligence benefits business, allowing for candid feedback, new perspectives, continuous learning and self-development in a safe workshop environment.

*Contact hours: 3**Not financial aid eligible.***ZPDI-1468 The Art of Building a Successful Business Through Sustainable Customer Relationships****0.3 CEUs**

This workshop gives entrepreneurs insight into creating phenomenal consumer experiences. Businesses that measure customer satisfaction expand and succeed, while those that don't may become irrelevant — especially in today's marketplace, where everyone demands A service.

*Contact hours: 3**Not financial aid eligible.***ZPDI-1469 Leadership 101: Building and Sustaining Trust****0.3 CEUs**

Stephen M. R. Covey wrote, "Trust — and the speed at which it is established with clients, employees and all stakeholders — is the single most critical component of a successful leader and organization." Trust is the foundation of leadership, relationships, collaboration and more. As the saying goes, "People don't leave bad jobs — they leave bad leaders." Whether or not a person subscribes to this adage, it behooves anyone in a position of authority to build and sustain a solid foundation for the people they lead. This module will help leaders build and sustain a foundation of trust.

*Contact hours: 3**Not financial aid eligible.***ZPDI-1470 Resourcing Yourself: Self-Care Habits to Manage Depletion and Overwhelm as an Entrepreneur****0.25 CEUs**

When you have to impose your own structures and create your own timelines, the pressure can feel intense. Burnout is common in entrepreneurs. Learn the importance of self-care through meditation, yoga, breathwork, journaling, mindset, work-life balance, planning your day and productivity.

*Contact hours: 2.5**Not financial aid eligible.*

ZPDI-1471 Customer Service Professional Series: Service Essentials
0.3 CEUs

Learn the foundation of service and how to create a positive overall experience.

Contact hours: 3

Not financial aid eligible.

ZPDI-1472 Customer Service Professional Series: Connecting With Customers
0.3 CEUs

Learn the nuts and bolts of communication, the listening game and how to play by the rules of service.

Contact hours: 3

Not financial aid eligible.

ZPDI-1474 Customer Service Professional Series: Service Recovery
0.3 CEUs

Learn how to effectively manage troubling times, how to be a service hero and how to manage stress.

Contact hours: 3

Not financial aid eligible.

ZPDI-1475 Communication Styles
0.3 CEUs

Master people connections by learning the four types of communication styles.

Contact hours: 3

Not financial aid eligible.

ZPDI-1476 Lead Generation Accelerator for Small Businesses
0.3 CEUs

This workshop is designed to help business owners identify the lead generation tactics with the best potential for appealing to their ideal customers. Many small business owners and entrepreneurs struggle with attracting qualified leads into their business. Without them, they can't make the sales they want. By the time attendees complete this course, they'll be able to create an actionable lead generation plan to start bringing new prospects into their sales funnel right away.

Contact hours: 3

Not financial aid eligible.

ZPDI-1477 Building Your Audience Using Social Media: Tactics To Grow an Audience of Your Ideal Customers
0.3 CEUs

This workshop is designed to help you structure your social media activity and build an engaged audience. Many small business owners and entrepreneurs waste time on social media because they have no plan. In this course, you will discover a simple three-step model to follow so you can get everything in place for using your social media presence to attract an audience of loyal followers with the goal of turning them into customers. This will accelerate your business growth and develop the types of relationships that result in more revenue.

Contact hours: 3

Not financial aid eligible.

ZPDI-1478 Unleashing Your Business's Superpowers: Building Systems and Processes for Exponential Growth
0.3 CEUs

In today's fast-paced business environment, efficiency and scalability are crucial for success. Learn how to build effective systems and processes that align with the current needs of your business, regardless of its size or your industry. This session promises to provide you with actionable takeaways, including mastering process creation, streamlining operations and utilizing technology tools. These are practical skills that you can apply immediately in your current or future entrepreneurial endeavors. Discover how to create, structure and document your core business processes and leverage technology for smarter work. Gain insights on business automation, SOPs and systematizing your businesses to achieve exponential growth.

Contact hours: 3

Not financial aid eligible.

ZPDI-1479 The Road Map to Small Business Marketing Success
0.25 CEUs

With so many marketing channels, software providers and service providers out there, it's more challenging than ever for small- and medium-sized businesses to know where to spend their marketing resources. If only there was a road map to help guide you... During this presentation, we'll walk you through the steps to develop a focused marketing strategy, choose the right resources at the right time, and measure the return on your marketing efforts.

Contact hours: 2.5

Not financial aid eligible.

ZPDI-1480 Branding Like a Boss
0.3 CEUs

Design like a pro with Canva 101. Unlock your creative potential, and elevate your design skills with "Design like a Pro – Canva 101." In this immersive workshop, you'll embark on a journey into the dynamic world of graphic design using the user-friendly platform, Canva.

Contact hours: 3

Not financial aid eligible.

ZPDI-1481 From Puzzled to Profitable: Use Your Financial Statements to Drive Growth
0.25 CEUs

Confused by your financial statements? This workshop is your key to unlocking their hidden potential. Learn to analyze the income statement, balance sheet and cash flow statement, and discover how everyday transactions impact your business. Gain practical strategies to turn your numbers into a road map for growth and make data-driven decisions that promote success. Stop struggling with your finances and start thriving.

Contact hours: 2.5

Not financial aid eligible.

ZPDI-1487 June 18, 2025: Choosing the Right MLO for You and Your Client
0.15 CEUs

Why it's so important to work with someone you know, like and trust. This will ensure a smoother process for your client and more business in the future. How to choose who is right to work with. What does your current MLO do for you?

Contact hours: 1.5

Not financial aid eligible.

ZPDI-1488 May 14, 2025: Art of Staging: Transforming Properties for Maximum Appeal
0.15 CEUs

Staging is a crucial aspect of real estate marketing, and understanding its principles can help agents make properties more appealing to potential buyers, potentially leading to quicker sales and higher selling prices.

This topic can be presented with visuals and real-life examples, making it engaging and easy to understand.

Contact hours: 1.5

Not financial aid eligible.

ZPDI-1489 Apr. 17, 2025: Preparing a Business Plan
0.15 CEUs

How to prepare a business plan.

Contact hours: 1.5

Not financial aid eligible.

ZPDI-1490 Launching a Successful Podcast: Podcasting 101, 102 and 103
1.2 CEUs

When you create your podcast, is it what you envisioned? Does it appeal to your audience? Do you want to make it even more spectacular? During this 12-hour course, you will learn how to launch a successful podcast.

This course guides you step-by-step through the initial planning stages, figuring out your budget and getting your podcast heard by the world. At the end of the 12 hours, you will have a podcasting plan with everything you need from start to finish.

Contact hours: 12

Not financial aid eligible.

ZPDI-1491 Podcasting 101 - Pre-Production: Planning for Success
0.6 CEUs

Who are you podcasting for? During this class, we will answer this question by introducing you to the basics of podcasting and helping you identify your target audience. Once we have identified your audience, we will start to set up your podcast for success.

Contact hours: 6

Not financial aid eligible.

ZPDI-1492 Podcasting 102 - Production: Gearing Up for Your Podcast
0.3 CEUs

The day of your podcast: what does it take to make it all happen? From starting in your office on a limited budget to creating your dream studio, we cover the items you'll need in order to produce your podcasting masterpiece. You will see how things get put together with a professional setup and get hands-on experience with equipment in the Corporate College® Podcasting Studio.

Contact hours: 3

Not financial aid eligible.

ZPDI-1493 Podcasting 103 - Post-Production: Getting Your Podcast Heard and Seen
0.3 CEUs

Now you have everything you need for a successful podcast, but how can you get it ready for the world? From basic editing to determining where and how to post the video and the audio content, this course helps you finish and publish your creation for all of the world to find.

Contact hours: 3

Not financial aid eligible.

ZPDI-1495 Feb. 25, 2025: Architectural House Styles
0.15 CEUs

Cape Cod, Colonial, Craftman, Farmhouse, oh my! So many house styles to know! Mark Lastition presents a general overview of popular home styles in Northeast Ohio that any agent should be able to identify.

Contact hours: 1.5

Not financial aid eligible.

ZPDI-1496 Jan. 30, 2025: Social Media for Real Estate: Building an Online Presence
0.15 CEUs

This interactive class is designed to empower real estate professionals with the skills to effectively use social media as a powerful tool for marketing, networking, and brand building. Aimed at both newcomers and those looking to enhance their existing online presence, this course provides a comprehensive overview of various social media platforms and their specific relevance to the real estate industry.

Contact hours: 1.5

Not financial aid eligible.

ZPDI-1497 Nov. 13, 2024: The First Step to Success in Sales
0.15 CEUs

How to get started in building your business from day one. What will help separate you from others in your market and a few of the tools it will take to do so.

Contact hours: 1.5

Not financial aid eligible.

ZPDI-1498 Oct. 14, 2024: Creating a Marketing Plan
0.15 CEUs

In real estate, your clients are your best form of marketing. Amy Neumann will present ideas for creating credibility and adding value for current and potential clients that any agent can do.

Contact hours: 1.5

Not financial aid eligible.

ZPDI-1499 Sep. 17, 2024: Maximizing the Opportunity of the Real Estate Industry
0.15 CEUs

Learn the *most important* strategies and tactics to deploy to grow your Real Estate business and life. What to do, not do, and how to do it with a mind for growing a business.

Contact hours: 1.5

Not financial aid eligible.

ZPDI-1514 Aug. 29, 2024: Mortgage 101
0.15 CEUs

Learn how to calculate a mortgage and the differences interest rates have, as well as extra payments have on your overall mortgage amortization.

Contact hours: 1.5

Not financial aid eligible.

ZPDI-1515 June 3, 2024: Commercial Real Estate 101
0.15 CEUs

Provide an understanding of the skills, resources, and business practices that pave the way for success in commercial real estate. Learn how to analyze leases and investment value, and develop a plan to kick-start a commercial real estate career.

Contact hours: 1.5

Not financial aid eligible.

ZPDI-1516 Real Estate Drone Operations

0.15 CEUs

Purpose of this lecture would be to ensure that real estate agents are operating safe, effectively, efficiently and most important legally within the FAA controlled national airspace. How to obtain proper licensing and the factors that are involved in obtaining FAA mandated training. Also, to ensure that agents are aware that there are restricted areas in the airspace and how to avoid facing legal issues while still being able to obtain the video and photos needed to further their business.

Contact hours: 1.5

Not financial aid eligible.

ZPDI-1517 Choosing the Right Broker: A Guide for New Real Estate Agents

0.15 CEUs

"Choosing the Right Broker: A Guide for New Real Estate Agents" is a targeted guide specifically crafted for newcomers in the real estate field. This resource delves into the critical aspects of selecting a brokerage that aligns with an agent's career goals and values. It covers key considerations such as the broker's reputation, support and training opportunities, commission structures, marketing and technological resources, and the company culture. The guide emphasizes the importance of finding a broker that not only offers professional growth opportunities but also resonates with the agent's personal working style and ethics. It includes advice on how to research and compare different brokerages, understand contractual obligations, and make an informed decision that lays a solid foundation for a successful real estate career.

Contact hours: 1.5

Not financial aid eligible.

ZPDI-1518 Adobe Illustrator CC (Online) (DPU)

3.2 CEUs

Adobe Illustrator allows you to create artwork that you can use for web pages or any print or electronic media. This course will give students a good overview of the tools and features of Illustrator, and will allow them to create artwork using the various tools, including the pencil and pen tools. Students will also learn the various ways to apply color to their artwork, and will work with layers, 3D effects and symbols. **Students will need a copy of the Adobe Illustrator CC in order to do coursework.*

Contact hours: 32

Not financial aid eligible.

ZPDI-1519 Adobe InDesign CC (Online) (DPU)

3.2 CEUs

Adobe InDesign allows you to design and produce stunning documents using your desktop or a professional printer. You can also convert your documents to PDF format or publish them on a website. This class will walk you through setting up the InDesign workspace, adding text and graphics to your document, creating layouts with frames and applying formatting with styles. **Students will need a copy of the Adobe InDesign CC in order to do coursework.** This course prepares students to take the Adobe Print and digital media publication using Adobe InDesign certification exam.

Contact hours: 32

Not financial aid eligible.

ZPDI-1520 Adobe Photoshop CC (Online) (DPU)

6.4 CEUs

This class will introduce the new user to the basics of working with Photoshop for retouching images and drawing. You will learn how to prepare images for a website or printed documents, including how to create new images, and edit and restore existing digital images. To complete the coursework, you will need a copy of Adobe Photoshop CC. The Adobe Photoshop CC bundle includes two courses: Photoshop CC Introduction and Photoshop Intermediate. **Students will need a copy of the Adobe Photoshop CC in order to do coursework.**

Contact hours: 64

Not financial aid eligible.

ZPDI-1521 Adobe Premiere CC (Online) (DPU)

3.2 CEUs

Adobe Premiere gives you powerful video and audio editing tools. This course will introduce you to features including special effects, graphics, picture-in-picture effects, animated titles, voiceovers, motion effects and publishing capabilities. **Students will need a copy of the Adobe Premiere CC in order to do coursework.**

Contact hours: 32

Not financial aid eligible.

ZPDI-1522 Certified Digital Marketing Associate Essentials (Online) (DPU)

0.6 CEUs

This online course is for anyone who understands the importance of staying relevant – who knows the game has changed and that it won't stop changing anytime soon. Digital marketing has transformed customers' behavior too, so an understanding of key digital concepts is essential in reaching, engaging and retaining them. It's about taking back control, responding dynamically and creating change in your career and your organization.

Contact hours: 6

Not financial aid eligible.

ZPDI-1523 Microsoft Excel 2016 (Online) (DPU)

3 CEUs

This course will help you better understand how to manipulate data within a spreadsheet, validate and present information using the built-in structure and functions of Microsoft Excel 2016. The material covered in the course will benefit users at basic, intermediate and advanced competency levels.

Contact hours: 30

Not financial aid eligible.

ZPDI-1524 Microsoft Office 365 Suite 2019 (Online) (DPU)

12 CEUs

This course covers Word, Excel, PowerPoint and Outlook 2019. Students receive a free one-year Microsoft Office 365 license (from date of enrollment). The course prepares students for the Microsoft Word 2019, Excel 2019, PowerPoint 2019 and Outlook 2019 national certification exams.

Contact hours: 120

Not financial aid eligible.

ZPDI-1525 Microsoft PowerPoint 2016 (Online) (DPU)**3 CEUs**

This online course helps beginners and experienced users alike create professional-quality presentations that will grab audience attention and keep them interested from start to finish. The course is separated into three main sections: basic, intermediate and advanced. Learn to navigate the interface effectively, insert a range of objects and create engaging presentations that will wow viewers. Topics include design, customization and presentation.

Contact hours: 30

Not financial aid eligible.

ZPDI-1526 Microsoft Word 2016 (Online) (DPU)**3 CEUs**

Microsoft Word 2016 is a feature-rich word processing program you can use for both personal and business purposes. This online training course will teach you how to navigate the interface, create documents that stand out and look beyond the program's traditional uses.

Contact hours: 30

Not financial aid eligible.

ZPDI-2494 Mar. 24, 2025: Appraisal 101**0.15 CEUs**

Learn all about the appraisal industry and what appraisers do.

Contact hours: 1.5

Not financial aid eligible.

ZPDI-2995 Ohio Real Estate Pre-Licensure Education and Exam Prep: National and State (Online) (NEORS)**12 CEUs**

Whether you're getting licensed for the first time or have been in the business for 30 years, education is paramount to your success. This self-paced online course is innovative and results-driven, offering 120 hours of interactive Ohio Salesperson content to prepare you for the national and state portions of the real estate licensing exam. Real-time dashboards guide you through each topic while gauging your competency, so you know what to concentrate on before exam day. Exam Prep Edge will help you ace your exam and get your real estate career off to the right start. Interactive content: Stay engaged and retain the information more effectively Groundbreaking material: Revolutionary practice exercises bring the learning experience to life Follow your progress: Know which lessons you've completed and how much time you've spent in the course

Contact hours: 120

Not financial aid eligible.

ZPDI-2996 Business Writing for Busy Professionals (Online) (NEORS)**2.4 CEUs**

Learn the basics of successful business writing, including planning, drafting, editing and creating strong arguments. We'll also explore differences between everyday communications and more formal writing.

Contact hours: 24

Not financial aid eligible.