

# LEARNING EDUCATION RESOURCE NETWORK (LERN)

## LERN 1000 Credits: 0

### Basic Programming Concepts Total Hours: 16

If you wish to communicate technically with programming teams or wish to code a bit yourself, this course is for you. A lot of programming languages are very similar, and knowing what's common between all programming languages will help non-programmers communicate more efficiently with programmers, aspiring programmers get started or transition into any programming language. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

## LERN 1010 Credits: 0

### Introduction to SQL Total Hours: 16

Learn how to write SQL code to create and populate database tables and how to write simple SQL queries that are capable of retrieving vast amounts of information from a database. In this course, you will discover the power of the relational database, how to create and manage database tables, and how to use SQL SELECT statements to precisely pinpoint and retrieve data from a database. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

## LERN 1020 Credits: 0

### Intermediate SQL Total Hours: 16

Discover how to write powerful SQL queries that enable you to retrieve data from one table or from multiple tables stored in the database simultaneously. In this course, you will learn how to retrieve more meaningful data from one or more tables stored in a database. You will learn how to merge data from multiple columns, how to create calculated fields, and how to order and group the results from a query. You will also learn how to create a single join query or subquery to obtain data from multiple tables simultaneously. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

## LERN 1030 Credits: 0

### Advanced SQL Total Hours: 16

Take your SQL query skills to a new level by learning how to write more advanced SQL queries for enhanced decision making. In this course, you will learn how to write advanced subqueries, advanced join queries, and UNION queries that query more than one table. You will learn how to use transaction processing to ensure SQL statements execute completely or not at all and how to create stored procedures that enable you to store SQL statements for execution. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

## LERN 1040 Credits: 0

### Introduction to Coding Total Hours: 16

After taking this course in "Introduction to Coding", you will be introduced to the basics of computer programming and various programming languages. New technologies allow people outside of the computer science field to be able to create their own web pages using code. Students will learn the basics of HTML, CSS, and Java Script in this course, as well as the practical uses for each. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

## LERN 1050 Credits: 0

### HTML Fundamentals Total Hours: 16

This course covers all the basics of HTML coding language. You will learn building simple web pages by hand coding, using HTML tags to create paragraphs, heading, lists, links, insert images and tables and more. We also cover creating a simple multi-page website with images, text and a navigation bar. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

## LERN 1060 Credits: 0

### CSS Fundamentals Total Hours: 16

In this introductory course, you will learn how to style web pages using Cascading Style Sheets (CSS) coding language. Topics include using inline, internal, and external CSS, web typography, formatting text, working with web colors, using Google fonts, working with id and class selectors, working with elements, creating page layouts using elements, and CSS box model. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

## LERN 1100 Credits: 0

### Introduction to Game Design Total Hours: 16

Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By completing this course, you can take the first steps into understanding game design and how it can be applied in your field. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

## LERN 1110 Credits: 0

### Intermediate Video Game Design Total Hours: 16

Worldwide, video game sales including consoles, online, and mobile games are projected to reach \$111 billion dollars this year. Mobile games are the fastest-growing segment of the market as more and more people play casual games. By 2019 Price Warehouse predicts social and casual game sales will exceed traditional game sales. In this intermediate introductory course, you will learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games. Online learning is a fun, enjoyable and very productive way to learn. Millions of people are learning online each year. You will engage with the instructor and other participants. You will get to know your instructor and other participants. You may make friends. It's easy. It's fun. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

**Pre-requisite(s):** LERN 1100

## LERN 1200 Credits: 0

### Keys to Customer Service Total Hours: 16

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1210 Credits: 0****Extraordinary Customer Service Total Hours: 16**

Transform your customer service into something extraordinary. As a result more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You'll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1220 Credits: 0****Word Level Grammar Total Hours: 16**

Get reacquainted with the parts of speech. Don't worry! There's no painful memorizing involved. With these fundamentals in your back pocket, you'll learn how to choose the right word from pairs that sound alike, but have very different meanings. Then you'll learn about subjects and predicates, the very foundation of sound sentence structure. You will build a grammar vocabulary and discover the value of using a dictionary as an everyday grammar research tool. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1230 Credits: 0****Sentence Level Grammar Total Hours: 16**

Discover the magic to work with sentence grammar. First, you will look at various kinds of incomplete sentences—also known as sentence fragments. You'll learn how to rewrite them to make them whole. Next, find out about run-on sentences—those sentences that keep going on and on. You will develop techniques for punctuating or separating them into new sentences. Then, explore the power of verbs and discover how the various verb forms keep sentences moving along and placed in time. Finally, you'll learn about all of the pronoun groups and how to determine a pronoun's proper form in a sentence. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1240 Credits: 0****Refining Your Writing Total Hours: 16**

Refine your writing to say exactly what you intend it to say. Make it the best. Explore errors in agreement, structural inconsistencies, shifts in person and tense, and wordiness/concision. Next, you will learn how to correct and reshape sentences that have gone wrong. Put the finishing touches on your work by selecting the right capitalization and choosing the best punctuation. In addition, you'll receive proofreading tips that will help you ensure everything you write is polished and in tip-top shape. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1250 Credits: 0****Effective Grammar Total Hours: 32**

Write and edit better starting today. Gain confidence in your writing. Improve your communication skills. This course will reinforce the rules you learned in school and teach you some you didn't. Good grammar doesn't make good writing, but good writing demands good grammar. Whether you're a student or a professional, a career changer, or a job seeker, Effective Grammar will equip you to write more effectively from day one. Put an end to grammar mistakes that detract from your work. The grammar knowledge you'll gain will contribute to whatever kind of writing you produce. Everything you learn will elevate your communication skills and help you present polished, professional writing every time. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1260 Credits: 0****Beginning Conversation Spanish Total Hours: 32**

Designed for beginners, we will have you speaking and reading Spanish in no time. You will practice the basic building blocks of the language and common idiomatic expressions. Whether you speak some Spanish and need a refresher or no Spanish, you will complete the course with the skills to communicate in Spanish.

**LERN 1270 Credits: 0****Spanish for Medical Profession Total Hours: 32**

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients. NOTE: Students will also need to order an eBook for under \$15, or the paperback book version. Students will purchase (on their own) McGraw-Hill Education Complete Medical Spanish, 3rd Edition: ISBN-13: 978-0071841887. The eBook version is available at [Barnesandnoble.com](http://Barnesandnoble.com). You can also purchase the paperback book version if you wish, available from numerous sources including Amazon.

**LERN 1300 Credits: 0****Getting Started in Sales Total Hours: 16**

Finding new clients or customers can be challenging, reaching out to them and actually making a sale is a whole other thing. Whether you are new to the sales process or a seasoned professional who loves selling, understanding the basic steps of sales and freeing your mind of negativity is the foundation to your business success. Save time, money and effort with these tried and true proven sales techniques that are guaranteed to deliver proven results. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1310 Credits: 0****Power Selling Total Hours: 16**

No matter what product or service you represent, there are powerful strategies that will help you become a top-producing sales person. Gain a better understanding of the importance of the sales function and learn new skills in relationship management, prospecting, customer management, and delivering a compelling sales presentation. Move yourself or your sales team to increased success. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1320 Credits: 0****Strategic Selling-Social Media Total Hours: 16**

Social media and digital technologies enable sales professionals to find new customers and motivate these customers to take action in more efficient and strategic ways. This course enables both successful sales people and those new to the sales profession, to leverage powerful social media sales solutions designed to help you save time, save money and make money throughout the sales cycle from prospecting to referrals to closing sales. Social media and digital technologies enable sales professionals to find new customers and motivate these customers to take action in more efficient and strategic ways. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

**LERN 1330 Credits: 0****Financial Analysis & Planning Total Hours: 16**

With the demands of daily operations, non-financial managers may put financial reports on the shelf. But take a look at some of the most admired companies like Apple, Google, and Berkshire Hathaway. Sure, they are evaluated by their products, innovation, and culture but they wouldn't be in the limelight without profits. Money matters! This course will help you build on your understanding of financial concepts and help you establish your role in the financial success of your organization. Online learning is a fun, enjoyable and very productive way to learn. Millions of people are learning online each year. You will engage with the instructor and other participants. You will get to know your instructor and other participants. You may make friends. It's easy. It's fun. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

**LERN 1340 Credits: 0****Cash Is King Total Hours: 16**

Cash is arguably the most important factor in business success. D&B reports 90% of all small business failures are due to poor cash flow—more money gets paid out than collected. It is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash and find out your role in cash flow success. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1350 Credits: 0****Accounting Non-Finance Mngr Total Hours: 16**

Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explain the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1360 Credits: 0****Video Marketing Total Hours: 16**

Sight, sound and motion are much more compelling than static words on a page. Video is very hypnotic and it quickly speeds up the “know, like and trust,” factor with your audience. In this course you will discover how to use simple online video to quickly bond with your viewer, drive traffic to your website, boost business and build brand awareness. Find out how to shoot simple, effective videos without costly fancy equipment or savvy technical skills. Discover the secrets to creating content that commands attention. Learn how to dominate Google and YouTube with your video and to strategically use YouTube to market your business 24/7 – even while you sleep. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1370 Credits: 0****YouTube for Business Total Hours: 16**

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization. YouTube, as the second largest search engine can no longer be ignored by businesses and organizations. YouTube reaches a broad age and gender demographic and is the largest video search/discovery destination with over 35 hours of video being uploaded every minute. YouTube is now accessible from nearly every top mobile device as well as from your TV. How can your videos rise above the music mashups and cat antics? Learn how to get your YouTube video on the first page of Google Search. Just like Facebook, YouTube is a social network that needs to be set-up, optimized, and used regularly to be effective. Your patterns of behavior on YouTube may be working against you. Learn how YouTube can compliment your current marketing and social media strategy and how to maximize your YouTube Channel to get the greatest return. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1380 Credits: 0****Podcasting Total Hours: 16**

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

**LERN 1381 Credits: 0****Podcasting Total Hours: 16**

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

**LERN 1400 Credits: 0****Cyber Security for Managers Total Hours: 16**

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism. At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

**LERN 1410 Credits: 0****Communicating with Programmers Total Hours: 16**

Discover win-win tips on communicating with programmers to make your project go more smoothly and efficiently. Just one tip may make the difference between a timeline being met or misunderstanding being clarified. Every occupation has some unique characteristics, terms, approaches, ways of thinking and professional motivations. Come away with strategies for communicating with your techie, consultant or tech team for a win-win working relationship.

**LERN 1420 Credits: 0****Facebook for Business Total Hours: 16**

Find out what goes on behind the scenes of Facebook Pages and how to increase the chance that your message is seen and acted on. Discover new tools and proven techniques to expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an introductory class but it will be helpful to have some basic knowledge of the platform. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

**LERN 1430 Credits: 0****Introduction to Web Design Total Hours: 16**

Online users say a website's design is the number one criteria for deciding whether a company is credible or not, according to recent research. Understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition. Discover the basics of web design using HTML and CSS. No prior knowledge of HTML or web design is required.

**LERN 1431 Credits: 0****Intermediate Web Design Total Hours: 16**

Anyone wanting to find out how to create effective and dynamic websites/applications will want to take this course. You may be a webmaster or a graphic designer already creating static websites wishing to take your skills to the next level. You will acquire the fundamentals of the most popular Web 2.0 technologies. You will take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized.

**LERN 1432 Credits: 0****Advanced Web Design Total Hours: 16**

Responsive Web design enables Web designers and developers to build and maintain a single website to serve all kinds of device sizes: smartphones, tablets, laptops, and more.

**LERN 1440 Credits: 0****Remote Working & Communicating Total Hours: 16**

Gain new insights, experiences and advanced tips for helping yourself and others to work from home. Find out the 5 bad habits too many remote workers and their managers acquire from lack of experience, tools and expertise. Then acquire the latest strategies for communicating with remote workers. Come away with a deeper understanding of this enormous cultural and work shift going on in the workplace and in society. Available and included as part of the Certified Remote Work Manager program.

**LERN 1441 Credits: 0****Managing Remote Workers Total Hours: 16**

You cannot manage remote workers like you manage office workers. But you can manage remote workers better, with greater productivity and efficiency. Discover the keys to successful managing in the new workplace of the 21st century. Get a step-by-step practical guide you won't get anywhere else. Employees and employers both like the new system. You'll want to apply these practices to your office workers as well.



**LERN 1442 Credits: 0****Remote Work Manager Practicum Total Hours: 16**

Your third month will be spent mastering what you need to know and documenting your achievement. The practicum includes: -Weekly communication 1:1 with your instructor -Study and taking of the RWM (Remote Work Manager) exam. -Writing a 750- 1,000 word (roughly 3 pages) paper on how you will next work to implement or improve your management of remote work. Available and included in the Certified Remote Work Manager program.

**LERN 1500 Credits: 0****Introduction to Data Analysis Total Hours: 16**

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

**LERN 1510 Credits: 0****Intermediate Data Analysis Total Hours: 16**

Many of your business decisions involve comparing groups for differences. For example, would men and women prefer different product features? In addition, you may look at relationships between variables. Does product recognition relate to subsequent product purchase? This Intermediate Data Analysis course will introduce you to the statistics behind these group differences and relationships. In addition, you'll learn how to work with ratings, graphs and user-friendly reports of statistical results. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>.

**Pre-requisite(s):** LERN 1500

**LERN 1520 Credits: 0****Advanced Data Analysis Total Hours: 16**

After taking this Advanced course in Data Analysis, you will be able to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Take the guesswork out of important company decisions and make decisions based on statistically significant information. Whether your business is home based or a large company, this class will take you to the next level where important decision-making is concerned. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

**Pre-requisite(s):** LERN 1510

**LERN 1530 Credits: 0****Introduction to Power BI Total Hours: 16**

Gain insights into your data! Power BI (business intelligence) is a widely used business analytics service offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool that you install for free. In this course, you will discover how to quickly extract, transform, and load data with just a few clicks. You will create interactive visualizations (charts, maps, KPIs) to provide you with insights into your company's data to make informed decisions. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

**LERN 1540 Credits: 0****Intermediate Power BI Total Hours: 16**

Delve further into Power Query to ETL (Extract, Transform and Load) your data. Build the Data Model using modeling features and relationships. Perform calculations using DAX (Data Analysis Expressions) functions. Utilize Time Intelligence functions to view YoY or YTD reports. Add user friendly features to enhance your reports. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

**Pre-requisite(s):** LERN 1530

**LERN 1550 Credits: 0****Advanced Power BI Total Hours: 16**

Expand your knowledge of Power BI Desktop to the highest level. This course focuses on the advanced capabilities of Power Query, Data Modeling and Reports. Check for data inconsistencies, design efficient queries, create proper relationships, and write DAX code to ensure reports update quickly and accurately. Add navigation and analytical features to your reports to enable consumers to analyze the results. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

**Pre-requisite(s):** LERN 1540

**LERN 1560 Credits: 0****Mastering Microsoft Excel Total Hours: 16**

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of Excel change over time. Examine the life of an Excel worksheet and workbook, from creation to presentation. Master the options that can take your Excel worksheet from plain, drab numbers to exciting and engaging multimedia. You will leave class with a set of skills that are in high demand and will be a deciding factor in your future success.

**LERN 1561 Credits: 0****Intermediate Excel Total Hours: 16**

Have you ever wondered why Excel is one of the most powerful applications used today by many businesses? Excel is one of the most important applications that you can study now to take your skills to the next level! This course will help you increase your efficiency with Excel and make your work outstanding and unique.

**LERN 1562 Credits: 0****Advanced Excel Total Hours: 16**

We are faced with different types of business decisions each day that can change the data we work with along with our financial outcomes. Have you ever wondered what type of workplace skills you can learn to make wiser decisions? Learning Advanced Excel contains these tools to find the answers to your most difficult questions. This course will help you learn these required business functions along with the tools required to analyze data efficiently within the workplace. Save time for yourself by protecting your valuable data and know with assurance that the entered data is accurate without any errors.

**LERN 1570 Credits: 0****Statistics for Decisions Using Total Hours: 16**

Improve your ability to develop and deliver statistics for decision-making by improving your skills in conducting reliable surveys. Help your organization design effective surveys to improve business and workplace effectiveness.

**LERN 1571 Credits: 0****Evaluation Research Total Hours: 16**

Road test evaluation research for your organization. You won't be disappointed. Evaluation research can give you and your organization a systematic assessment of the value of resources and time you commit to a project, product, or specific goal. Evaluation research can determine whether or not a process has achieved a goal or yielded the desired results.

**LERN 1575 Credits: 0****Statistics Using Surveys Total Hours: 16**

Improve your ability to develop and deliver statistics for decision making by improving your skills in conducting reliable surveys. Help your organization design effective surveys to improve business and workplace effectiveness. You will also learn how to enter your results into Excel and how to present and explain those results.

**LERN 1576 Credits: 0****Evaluation Research Total Hours: 16**

Road test evaluation research for your organization. You won't be disappointed. Evaluation research can give you and your organization a systematic assessment of the value of resources and time you commit to a project, product, or specific goal. Evaluation research can determine whether or not a process has achieved a goal or yielded the desired results. Get introduced to the characteristics of evaluation research and how it can be directly applied to assess the impact or effectiveness of a program, policy, or procedure you want to road test in a professional setting.

**LERN 1577 Credits: 0****Action Research Total Hours: 16**

Action research is a form of investigation designed to attempt to solve problems and improve professional practices. It involves systematic observations and data collection which can be then used by the practitioner-researcher in reflection and decision-making. Discover the features of action research and how it can be directly applied to answer questions and solve problems in collaboration with others in your specific professional context. Come away with the ability to develop an action research plan to partner with your key stakeholders to collect data, analyze data, and determine findings to address this curiosity or solve the problem.

**LERN 1580 Credits: 0****Mastering Computer Skills for Total Hours: 16**

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel. Microsoft Office Suite of applications is the most used software tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of MS Office change over time. Master the most common uses so that you can work faster and more efficiently and can take your computer skills from plain and drab to exciting and engaging.

**LERN 1581 Credits: 0****Mastering Computer Skills Total Hours: 16**

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel. Microsoft Office Suite of applications is the most used software tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of MS Office change over time. Master the most common uses so that you can work faster and more efficiently and can take your computer skills from plain and drab to exciting and engaging. You will leave class with a set of skills that are a workplace requirement in today's fast-paced ever-changing environment and will enable your future career success.

**LERN 1590 Credits: 0****WordPress Certificate Total Hours: 48**

WordPress is the most popular content management system (CMS) for website and blog design. During the first week, you will learn or refresh your knowledge of all the initial steps and the required elements for having a website. Then find out how to build a simple WordPress website or blog. Topics include an introduction to CMS, WordPress installation and setup, page and content creation, administration, themes (selection, purchase, installation, and setup), working with widgets and plugins, and more. Finally, acquire advanced knowledge about WordPress options and features. You will learn how to modify WordPress web pages by hand-coding, learn about simple yet effective search engine optimization (SEO) techniques that improve your website ranking, and much more.

**LERN 1600 Credits: 0****Community & Social Change Total Hours: 16**

From elected officials to the CEO of Apple, leaders are now urging people in the workplace and community to participate in community and social change to help improve communities and society. Discover how social change happens, and doesn't, and how you can influence change. Then explore working within an established organization versus creating your own group for change. Finally, learn different change strategies and techniques to highlight issues and improve your community and society for all. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

**LERN 1650 Credits: 0****Adobe Illustrator Essentials Total Hours: 16**

Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books, and magazines. This course is a comprehensive exploration of InDesign tools and capabilities to create professional documents. Access to Adobe InDesign software required.

**LERN 1660 Credits: 0****Adobe Photoshop Essentials Total Hours: 16**

This fundamental course covers Adobe Photoshop CC most commonly used tools, menus, and panels. You will learn all the basics of Photoshop. Impress your business organization, friends and family by enhancing their photos and create magazine cover quality enhanced images. Access to Adobe Photoshop software required.

**LERN 1670 Credits: 0****Adobe InDesign Essentials Total Hours: 16**

Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books, and magazines. This course is a comprehensive exploration of InDesign tools and capabilities to create professional documents. Access to Adobe InDesign software required.

**LERN 1700 Credits: 0****Understanding Debits & Credits Total Hours: 16**

In this course, you will learn about the accounting equation and the five categories involved in every business (Assets, Liabilities, Owner's Equity, Revenue and Expenses). Every financial transaction falls into one or more of these categories. Learn how to create a chart of accounts that meet the needs of your business. You will learn how double entry bookkeeping works and the process of recording debits and credits. This course will show you how to identify, analyze and record transactions using journal entries under the cash basis accounting method. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1710 Credits: 0****General Ledger Procedures Total Hours: 16**

In this course, you will learn how to post journal entries to the correct general ledger accounts impacted by each transaction. This course will show you how to make sure your general ledger balances at the end of each month by preparing an unadjusted trial balance. You will learn how to look for errors when you don't balance, and how to determine to correct entries. After posting correcting entries and/or adjusting entries, you will verify debits and credits equal with an adjusted trial balance. This course also goes through the steps of performing monthly bank reconciliations. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1720 Credits: 0****Closing Procedure & Financials Total Hours: 16**

This course shows you how to create a worksheet used to adjust the account balances and prepare the financial statements. Use your financial statements to measure performance, make improvements and set goals. The final step covered in this course is closing your books and preparing them for the next accounting period; this is done by journalizing and posting closing entries. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1730 Credits: 0****Entrepreneur Boot Camp Total Hours: 16**

Starting a business is something that all of us have thought about at one time or another. Everyone wants to be their own boss. Yet statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur. At the end of this course, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage your new business. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1740 Credits: 0****The Business Plan Total Hours: 16**

Whether starting a business or growing the one you have, a business plan serves as a roadmap and can help secure needed funding. In this course, you evaluate the many aspects and potential hurdles of the business and build the Business Plan, one step at a time. This practical, hands-on approach encourages you to immerse yourself in the vision and planning aspects of your business. Focusing on the most critical components of the Business Plan enables you to uncover hidden risks and assess the business from a marketing, management, and financial vantage point. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1750 Credits: 0****Entrepreneurial Marketing Total Hours: 16**

To succeed in today's marketplace, entrepreneurs must know how to effectively market their product or service. This course offers you a step by step approach to attract and keep customers, all within a realistic budget. With an emphasis on customer-driven marketing decisions, you will learn how to build a strong brand, analyze which tactics to use, and implement your marketing plan. Whether you are starting a business or growing an existing one, you will take away practical marketing tips and tools that you can use to improve your marketing efforts. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1760 Credits: 0****QuickBooks Online Level 1 Total Hours: 16**

Get a comprehensive understanding of QuickBooks Online, one of the most popular cloud based accounting programs and preferred choice for small business managers, owners, bookkeepers and accounting professionals.

**LERN 1761 Credits: 0****QuickBooks Online Level 2 Total Hours: 16**

Building on the knowledge gained from QuickBooks Online Level 1, in this course you will explore a range of more advanced topics related to QuickBooks Online.

**LERN 1770 Credits: 0****Intro to Six Sigma Green Belt Total Hours: 16**

Six Sigma methods have been successfully deployed in many industries and organizations. This challenging Introduction to Six Sigma Green Belt course teaches critical skills required for Six Sigma practitioners. This first course in the certification program explains the basic terms and proven Six Sigma problem-solving methods, team building tools, and descriptive statistics that are the basis for the statistical tools that contribute to the success of improvement projects and to the overall success of your organization. The instructor uses the "flipped" classroom technique and expects participants to go beyond the classroom and use the internet and other resources to learn the material.

**LERN 1771 Credits: 0****Intermediate Six Sigma Green B Total Hours: 16**

To be successful, organizations must manage by fact. As such, organizations depend on the measurement and analysis of performance to make key decisions that affect the organization. This Intermediate Six Sigma Green Belt course builds on the ideas and skills learned in the Introduction to Six Sigma Green Belt course that organizations use, specifically their Six Sigma teams, to improve their operations and performance. Many participants find this course to be the most challenging of the certification courses.

**LERN 1772 Credits: 0****Advanced Six Sigma Green Belt Total Hours: 16**

The final course in the Six Sigma Green Belt program is the Advanced Six Sigma Greenbelt course which teaches participants to improve and control processes. The instructor will share many handouts, spreadsheets, and web links that have tools participants will use while completing Six Sigma projects.

**LERN 1780 Credits: 0****Introduction to Social Media Total Hours: 16**

In this rapidly evolving digital world, online networking connects individuals and businesses from around the globe. Social media provides real-time social interactions, news and entertainment, research, marketing, brand development, customer service, and much more.

In this course, we will explore top social media platforms including Facebook, Instagram, LinkedIn, YouTube, Twitter, and TikTok. Learn how your business can use social media to understand customer behavior, increase market reach, and convert site visitors into buyers. For beginner and experienced social media users.

**LERN 1781 Credits: 0****Marketing Using Social Media Total Hours: 16**

The benefits of social media make it an essential part of a business plan. Social Media Marketing has become more than running digital advertising campaigns; it allows your business to build a following of loyal customers through authentic posts and interactions creating excitement for your business as it grows. Each platform gives your business the tools to successfully build your brand, connect with your customers, and track analytics. This course will focus on Instagram, Facebook, TikTok, Pinterest, LinkedIn, Twitter, and Nextdoor.

**LERN 1782 Credits: 0****Integrating Social Media Total Hours: 16**

Take away a practical strategy and techniques for implementing a social strategy for your organization or business. Learn the top five considerations when starting a social network as well as tips to manage an online community. Discover how to create your own private social network using the Ning platform. Discuss the top tools to use to manage your social media life and build integration into your website. See how Google Docs and Calendars work and how to use online video to further your business goals. Hear about mobile check-in applications and how companies are using coupon and deal sites. Get your company listed properly on local search engines so more customers can find you. Discuss how web design has changed and get feedback on your website while discovering usability testing and user interface design. Finally, learn how to manage this influx of information created by the new media revolution. Develop a manageable workflow and get productivity tips to be more efficient. Learn what you might be doing wrong in social media as well as essential policies to have in place for your employees and company. See what trends are on the horizon and where your goals fit with those new trends.

**LERN 1800 Credits: 0****The Teen Brain Total Hours: 16**

One of the most turbulent periods in brain development occurs during adolescence. The teen brain actually functions very differently from the adult brain. Certain kinds of thinking, such as decision-making, actually happen in different parts of the brain for adolescents and adults. Understanding these complex changes can help calm the rough seas of the teen years, but also provide your teen with critical support and understanding that will promote better decision-making, better mental health, and better outcomes at school. Come find out the important ways in which the teen brain is developing. Identify behaviors and attitudes that are influenced by these changes. Then learn to offer constructive strategies for establishing a better understanding of and communication with your amazing teen. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>

**LERN 1810 Credits: 0****Learning While Black Total Hours: 16**

Educators and psychologists know that learning is significantly affected by factors such as stress, anxiety, self-image, cultural expectations and societal expectations. The increasing number of students diverse backgrounds in today's classrooms introduces a tremendous diversity of lived experience which influences how students learn. In today's public schools, the majority of teachers, are white, and the majority of learners are students of color. This fact alone suggests a strong potential for a cultural and communication gap between teachers and their students. Research findings confirm that black students face significant challenges to their learning as a result of unconscious bias and lack of cultural awareness on the part of teachers. It is well documented that black students, particularly boys, are more likely to be on the receiving end of disciplinary action, more likely to be suspended from school, and are at greater risk of failing than are other students. It is also well documented that black children are perceived to be older than white children of the same age and are more likely, as a result, to have expectations for behavior that are developmentally inappropriate. These factors, along with micro-aggressions that are common, and sometimes racially motivated aggression by peers render the learning environment for black students fraught with challenges that may be unseen or unrecognized by educators. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>

**LERN 1900 Credits: 0****Gender in the Classroom Total Hours: 16**

Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits girls get in school that hurts them in the workplace. Your female students learn differently than your male students. Discover how girls learn. Take away 10 top tips for helping girls learn more, and the 5 tips to help girls succeed more. Then discover how boys learn. Take away 10 top tips for helping boys learn more, and the 5 tips to help boys succeed more. Get info about research not available anywhere else. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see: <http://yougotclass.org/index.cfm/VCC>



**LERN 2000 Credits: 0****SQL Certificate Total Hours: 48**

Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in demand skills in occupations that require interaction with data and analyzing data. Through your knowledge of Structured Query Language, you will become more marketable in computer related career fields that pertain to database administration. Learning SQL can also lead to a job that is specific to analyzing data such as a data analyst, a quality assurance analyst, or a business analyst. You'll first learn about relational database structures, the history and uses of Structured Query Language, and how to use Structured Query Language to create a database, add records to database tables, and how to use SQL queries to extract meaningful data from database tables. You will quickly progress from creating simple SQL queries that query a single table to querying multiple tables simultaneously. You'll also learn how to alter data in a database and how to gather significant statistics from data stored in a database. Finally, you'll learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. This certificate will enhance your competitiveness in the field of database administration and data analyst jobs. This course is offered in partnership with Learning Education Resource Network - UGotClass. For more information see <http://yougotclass.org/index.cfm/VCC>