

# ONLINE LEARNING

## EDUCATION TO GO (ED2GO) ENROLL NOW!

### QUICK. AFFORDABLE. EFFECTIVE.

Take individual courses or enroll in a career training certificate program. The online courses and programs will help you prepare for industry certification, start a new career or develop new skills. They allow you to start any time, accessible 24-hours a day, seven days a week and generally complete within six months. All learning materials provided and you earn a certificate of completion upon earning a passing score. Suite and Series Bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Focus is on creating supportive communities for learners and there are new course sessions monthly.

HERE ARE EXAMPLES OF THE MOST POPULAR ONLINE SHORT CLASSES:

A to Z Grant Writing • Introduction to Interior Design • Managing Customer Service  
Effective Business • Writing Introduction to Excel • Creating WordPress Websites

Visit [www.ed2go.com/sunyulster](http://www.ed2go.com/sunyulster) for a complete listing of online courses offerings including descriptions.

## CAREER TRAINING PROGRAMS CERTIFIED ELECTRONIC HEALTH RECORDS SPECIALIST

When you enroll in this all-inclusive National Healthcareer Association (NHA)-certified program, you'll unlock the door to this burgeoning career. Through 14 comprehensive lessons, you'll learn what kind of information is stored in an electronic health record (EHR) system, what steps are required to implement a system in a medical practice, how staff members and patients interact with EHR systems, and what benefits these systems provide compared to traditional paper records. Throughout the program, you'll get hands-on practice using real EHR software, and you'll have direct access to expert facilitators who will give you firsthand knowledge of what it is like to work as a CEHRS. You will move through the program at your own pace, and your facilitators will be there with you every step of the way to provide clarification, support, and guidance. Upon completion of this program, you will be prepared to take the Electronic Health Record Specialist Certification (CEHRS) exam offered by National Healthcareer Association (NHA), and the cost of the exam is included in your tuition. This program is entirely online and can be completed at your own pace.

### TRAVEL AGENT TRAINING

Whether you're an experienced world traveler or just have wanderlust, the Travel Agent Online Training Program can start you on the path toward a fulfilling career as a professional travel agent. This travel agent training goes beyond the basics to give you all the insider information about the airline industry, cruises, tours, reservations and pricing, and specialty travel, plus workplace and marketing tips that are proven to lead to success. If you want to become a travel agent, online courses can help you get started. This program consists of three modules. In the first module you'll learn the basics of the travel industry, followed by a second module in which you'll study geography for travel professionals. In the final module, your facilitator will help you to select the proper Global Distribution System (GDS) to best achieve your career goals. At the end of this course, you'll be prepared to sit for the Travel Agent Proficiency (TAP) test. The registration fee for this exam is included with this program.

Visit [Careertraining.ed2go.com/sunyulster](http://Careertraining.ed2go.com/sunyulster) for a complete listing of online courses offerings including descriptions.

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## MINDEGE

### PROJECT MANAGEMENT - ONLINE

This 12-module course describes the five stages of productive project management and presents specific strategies for administering and regulating project tasks, activities, and processes.

### AGILE - ONLINE

These days, project management is multidimensional depending on the project, industry, and team. Learn the principles Agile Project Management, an iterative, skinnied-down approach to project management for teams that must move quickly. Add this approach to your project management toolbox to be even more marketable to businesses and valued within your organization.

### SIX SIGMA BASICS - ONLINE

This self-paced course explains the concepts, strategies, tools, and techniques learners will need to complete process improvement projects and activities. The course is divided into eight modules that explain key foundational Six Sigma information, guide students through the five steps of the DMAIC methodology, and demonstrate how a Six Sigma approach can benefit organizations in several, diverse industries or business sectors.

### COMMUNICATION - ONLINE

The ability to organize and present ideas is always in high demand. This course prepares you to become a skilled communicator, teaching you to form persuasive arguments, present information, write error-free emails and documents, and stand-out as a professional.

Please visit <https://sunyulster.mindedgeonline.com/partner/courses/>