



BUSINESS MANAGEMENT PROFESSIONAL CERTIFICATION PROGRAM

Leading a team of colleagues or managing your own staff requires a set of leadership skills that are often few and far between in today's business culture. Understanding the personalities working for you and with you, while also maneuvering to get the most out of the different skill sets and personalities on your staff is essential to effective leadership and productive management. This collection of skills and knowledge will ensure students understand the delicate balance of leadership, motivation, delegation and authority while fostering an environment of encouragement and teamwork. From business communication and basic supervision to the fundamentals of leadership and project management, this program ensures students will emerge with the confidence to make the tough decisions managers are faced with every day coupled with a comprehensive understanding of what it takes to be a true leader.

Students who successfully complete this program will be prepared to sit for National Workforce Career Association (NWCA) Business Management (B-MGMT).

LOCATION: DSU Supported Online Learning | **COST:** \$3999.00 | **BEGINNING:** Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

PARALEGAL PROFESSIONAL CERTIFICATION PROGRAM

This program offers an in-depth view of the role paralegals play within the American legal system. Examining the myriad of skills used by paralegals everyday alongside the typical legal working environment, students will explore the common areas of law, the various ethical considerations that may arise as well as of the sources of law they'll reference every day. Students will be offered an overview of traditional state and federal courts as well as the implications and uses for alternative dispute resolution. This program also provides students with a comprehensive understanding of professional responsibility in the legal field and how these laws apply to paralegals.

Students who complete this program will be prepared to sit for the National Workforce Career Association (NWCA) Paralegal Professional (L-PARA) Certification

LOCATION: DSU Supported Online Learning | **COST:** \$3999.00 |

BEGINNING: Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

PROJECT MANAGEMENT PROFESSIONAL WITH PMI PMP EXAM

This PMP course provides lessons, experience and the tools that are needed for planning and controlling projects and understanding interpersonal issues that drive successful project outcomes. With primary focus on the PMI framework, project lifecycle and monitoring and control techniques and processes, Students will apply project initiation tools and techniques to develop a project charter, develop flexible and practical project management tools while defining project parameters, matrix management challenges, and evaluate the role of project manager. Valuable programs like the Project Management Professional (PMP) from the Project Management Institute (PMI) ensure students are best apt to guide their staff through this challenging process.

Students who complete this program will be prepared to sit for the PMI PMP national certification exams.

LOCATION: DSU Supported Online Learning | **COST:** \$3999.00 | **BEGINNING:** Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

ENTREPRENEUR SPECIALIST CERTIFICATION PROGRAM

Entrepreneurs are the lifeblood of American business, turning great ideas and services into successful businesses every day. But starting a business and growing it to a successful enterprise requires more than just a good idea-owning your own business requires an adaptive, flexible and well-rounded skill-set that will ensure you're prepared to navigate through a multitude of business issues. This program pulls together all of the education and skills necessary for success in starting your own business or cultivating that entrepreneurial spirit necessary to start a new division in your current role working for another company.

Students who successfully complete this course will be prepared to sit for the National Workforce Career Association (NWCA) Entrepreneurship (B-ENTPR)

LOCATION: DSU Supported Online Learning | **COST:** \$3799.00 | **BEGINNING:** Flexible

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

PROFESSIONAL BOOKKEEPING WITH QUICKBOOKS CERTIFICATION PROGRAM

This program takes students through the ins and outs of baseline accounting principles, bookkeeping and overall record keeping relative to successful small business accounting. With a comprehensive understanding of accounting, this program ensures students can not only keep accurate books, but understand why and how these records are kept, as well as how these processes and procedures might be improved. A full study of QuickBooks® will ensure that students can operate successfully within the most widely-used accounting software application and provide associated accounting professionals with the files necessary for tax preparation and/or support their efforts in tax or audit situations.

Students who successfully complete this course will be prepared to sit for the National Association of Certified Professional Bookkeepers (NACPB) Bookkeeper Certification Exam and Intuit QuickBooks Certified User® Exam.

LOCATION: DSU Supported Online Learning | **COST:** \$3799.00 | **BEGINNING:** Flexible

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

ADMINISTRATIVE ASSISTANT WITH BOOKKEEPING AND QUICKBOOKS CERTIFICATION PROGRAM

This program takes students through the ins and outs of day-to-day office functions as well as the essential knowledge of bookkeeping and overall record keeping relative to successful small business operations. Additionally, this course takes students through all accounting principles and bookkeeping necessities so that they cannot only keep accurate books, but understand why and how these records are kept, as well as how these processes and procedures might be improved. A full study of QuickBooks® will ensure that students can operate successfully within the most-widely used accounting software application.

Students who successfully complete this course will be prepared to sit for the National Association of Certified Professional Bookkeepers (NACPB) Bookkeeper Certification Exam, National Career Certification Board (NCCB) Certified Administrative Assistant (CAA) Exam, Intuit QuickBooks Certified User® Exam, and Microsoft Office Specialist (MOS) Certification Exam.

LOCATION: DSU Supported Online Learning | **COST:** \$3999.00 | **BEGINNING:** Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

ASSOCIATE PROFESSIONAL IN HUMAN RESOURCES CERTIFICATION PROGRAM WITH EXTERNSHIP

Formerly known as Personnel, Human Resources (HR) departments are fast becoming a significant player in organizations across the country. Previously, these divisions handled mainly administrative functions like managing employee benefits, recruiting, interviewing and hiring new staff as directed by management. Today's HR professionals, on the other hand, are increasingly involved in company initiatives and strategic planning. With this evolving role, HR departments are now able to offer unprecedented opportunities for those entering the field. According to the Bureau of Labor Statistics, the number of HR professions in the U.S. will rise faster than the national average over the next 10 years, making this a great focus for students looking to enter the business world.

The Associate Professional in Human Resources Program introduces human resources (HR) functions and related elements and activities to students wishing to enter a career in this field or anyone who runs or may start a business of their own. This program will outline for students the roles and responsibilities of members of a typical HR department, educating the staff that make up a particular firm in various corporate policies, rules and/or procedures as well as how their individual role will include HR-related activities, whether officially part of an HR department or not. Students will move through the evolution of HR management through to the modern functions of most HR divisions from the perspective of both management and subordinate employees. Further, students will explore various compensation structures and gain an understanding of the importance of maintaining fair and equitable compensation and benefit programs.

Students who complete this program will be prepared to sit for Human Resources Certification Institution.

STUDENT REQUIREMENTS: Students must have a high school diploma or GED.

Human Resources Certification Institution® (HRCI)
Associate Professional in Human Resources (aPHR™)

LOCATION: DSU Supported Online Learning | **COST:** \$3,999.00 | **BEGINNING:** Flexible Registration

This Comprehensive course is supported by Learner Support, including technical and mentor, includes optional externship, National Certification exam fee, and scheduling exam.

GENERAL INFORMATION:

- Students may received a full tuition refund if requested in writing to ace@desu.edu within 7 business days of the start date of course. The \$35.00 registration fee is not refundable.
- Externships - all students participating in ACE courses will receive an opportunity to participate in an externship. This in not a requirement for completion of the course, but recommended and discussed with the student.
- Price Changes - prices in the course guide are subject to change and will be confirmed upon enrollment.

COURSE NAME	CERTIFICATION
Clinical Medical Assistant	<ul style="list-style-type: none"> • (NHA) Certified Clinical Medical Assistant (CCMA) • (NHA) Certified Phlebotomy Technician (CPT) Exam • (NHA) Certified EKG Technician (CET) exam • American Society of Phlebotomy Technician (ASPT) Phlebotomy Technician (CPT)
Dental Assistant	<ul style="list-style-type: none"> • Dental Assisting National Board (DANB) Radiation Health and Safety (RHS) exam, and the DANB Infection Control Exam (ICE)
Medical Billing and Coding with Administrative Assistant	<ul style="list-style-type: none"> • American Academy of Professional Coders (AAPC) • Certified Professional Coder Exam (CPC or CPC-H) Apprentice • American Health Information Association (AHIMA) • Certified Coding Associate (CCA) exam • (NHA) Billing and Coding Specialist Certification (CBCS) • NHA Certified Medical Administrative Assistant (CMAA)
Nursing Assistant Specialist	<ul style="list-style-type: none"> • NHA Certified Clinical Medical Assistant (CCMA) *Individual States have specific certification requirements and processes associated with this program.
Personal Care Assistant	<ul style="list-style-type: none"> • (NHA) Certified Clinical Medical Assistant (CCMA)
Phlebotomy Technician	<ul style="list-style-type: none"> • American Society of Phlebotomy Technician (ASPT) • Phlebotomy Technician (CPT) Exam • NHA Certified Phlebotomy Technician (CPT)Exam
Physician's Office Assistant with Electronic Health Records	<ul style="list-style-type: none"> • (NHA) Certified Medical Administrative Assistant (CMAA) Exam • (NHA) Certified Electronic Health Record Specialist (CEHRS) Exam
Clinical Medical Assistant	<ul style="list-style-type: none"> • (NHA)Certified Clinical Medical Assistant (CCMA) • (NHA) Certified Phlebotomy Technician (CPT) Exam • (NHA) Certified EKG Technician (CET) exam • American Society of Phlebotomy Technician (ASPT) • Phlebotomy Technician (CPT)
Dialysis Technician	<ul style="list-style-type: none"> • National Workforce Career Association (NWCA) • Certified Dialysis Technician Associate (CDTA)
Medical Billing and Coding	<ul style="list-style-type: none"> • (NHA) Certified Medical Administrative Assistant (CMAA) • American Academy of Professional Coders (AAPC) • Certified Professional Coder Exam (CPC or CPC-H) Apprentice • American Health Information Association (AHIMA) • Certified Coding Associate (CCA) exam • (NHA)Billing and Coding Specialist Certification (CBCS)
Pharmacy Technician with Medical Administrative Assistant	<ul style="list-style-type: none"> • Pharmacy Technician Certification Board (PTCB) national technician certification exam • (NHA) Certified Medical Administrative Assistant (CMAA) exam

BEHAVIORAL SKILLS AND COMPETENCIES

- Accountability in the Workforce
- Action Oriented
- Interpersonal Savvy/Communication Skills
- Emotional Intelligence at Work