



Fall 2017 Schedule

[Learn more at www.LyndonState.edu/Professional](http://www.LyndonState.edu/Professional)

QuickBooks Boot Camp (16 hours)

[REGISTER HERE](#)

Become an Intuit QuickBooks Certified User and stand out from the crowd. This intensive training teaches the fundamentals of Intuit's QuickBooks. Ideal for those who have a basic understanding of accounting, this hands-on workshop teaches practical application as well as provides an opportunity for nationally- recognized certification through Intuit. You'll come away with a solid foundation in the leading accounting system, practical knowledge you can apply daily, and the tools to evaluate a company's financial status so you can make business decisions with confidence.

When: Last four Saturdays in September from 9am to 1pm (9/9, 9/16, 9/23, 9/30)
Where: ASAC 206 Instructor: Stephanie Giese
Cost: \$449 with Intuit Certified User certificate, \$299 course only

Project Management Fundamentals- Online (23 hours)

[REGISTER HERE](#)

Project management opportunities are around us all the time and in all market sectors. On the surface they may not seem like projects but if you look at what makes up the definition of a project you will see that there are always a lot of projects going on at the same time. Complex assignments require a clear objective, good communication, thoughtful planning, and responsible leadership. This training offers tactics to manage resources and time effectively, keep the budget under control, and provides methods for trouble shooting to solve common problems. Optional weekly call- in forum provides opportunity to share your insights and learn from other class participants.

NEW THIS FALL- Class includes preparation for Certified Associate in Project Management (CAPM) Certificate Exam* now available at Lyndon State College Testing Center. Visit LyndonState.edu/Professional for details.

When: September 10- October 7, 2017
Study at your own pace in this 100% online course
Instructor: Kathy Bertone
Cost: \$598 for single course
** Special Fall 2017 pricing**\$ 999 for Fundamentals and Agile course- Saves \$200
\$3199 for Fundamentals, Agile, and PMP Boot Camp- Saves \$298

*Additional qualification requirements and fees apply



Make Social Media Your Ally (12 Hours)

[REGISTER HERE](#)

Over 70% of Americans use social media daily. Make social media work to your advantage to drive more customers to your business, increasing visiting frequency and spending. This intense interactive social media boot camp gives you hand –on tools to create a clear and concise message for your business or organization, your brand, and your product or service. Drive customers your way by learning key skills in this interactive class: Best uses for Twitter as a public relations tool; Maximizing Facebook to engage with your community as well as monitor and respond to feedback of your posts; How Instagram works to take photos and alert consumers of sales or trending products, people or places; Employing Pinterest as both an internal brainstorming tool and a marketing tool; and master the power of web-based video – easy to make, post and distribute, right on your smartphone!

When: Monday evenings from September 11 to October 28 from 5:30pm to 7:30pm
(No class on October 9 in observance of the Columbus Day holiday)

Where: ASAC 315 Instructors: Tim Egan

Cost: \$469 includes instruction, customized assessment, access to software, and your social media tool kit upon course completion

*** Fall 2017 Special – Round out your social media content generation skills by adding Adobe Photoshop class for \$799 (\$100 savings)

Excel Specialist Boot Camp for Business (8 Hours)

[REGISTER HERE](#)

One day of dedicated instruction empowers you to create and edit basic worksheets and workbooks. This course is designed for those who want to gain the necessary skills to produce, edit, format, and print basic Microsoft Excel 2016 worksheets.

When: Tuesday, October 3 and Thursday, October 5, 2017 from 4pm to 8pm

Where: LAC 204 Instructor: Stephanie Giese

Cost: \$299 with Microsoft Office Specialist (MOS) certificate exam, \$179 course only

*** Fall 2017 Special- Take both Excel courses and MOS certificate exam for \$449***

Agile Project Management- Online (16 hours)

[REGISTER HERE](#)

Today organizations are scrambling to become lean and agile for meeting changing customer needs and expectations, and for efficiently producing high-quality products, services, and solutions. The need to be agile and cost-effective has been intensified further by growing global competition, continuous innovation in technology, and by incredibly short time-to-market requirements. Like any change, the transition to agile is hard and requires not only organizational and personal commitment but also people with knowledge and experience in agile methodologies. Optional weekly call- in forum provides opportunity to share your insights and learn from other class participants.

When: October 8- October 28, 2017

Study at your own pace in this 100% online course Instructor: Kathy Bertone

*Additional qualification requirements and fees apply



Cost: \$498 for single course

** Special Fall 2017 pricing** \$ 999 for Fundamentals and Agile course- Saves \$200

\$3199 for Fundamentals, Agile, and PMP Boot Camp- Saves \$298

NEW THIS FALL- Certified Associate in Project Management (CAPM) Certificate Exam available at Lyndon State College Testing Center- [Learn more at www. LyndonState.edu/Professional](http://www.LyndonState.edu/Professional)

Adobe PhotoShop Boot Camp (20 hours)

[REGISTER HERE](#)

Gain expert-level skills in manipulating and retouching images. This Photoshop class is an entry level but essential for all levels of Photoshop users. Learn how to properly use Photoshop's tools, discover how to retouch and color correct photographic images, and receive an introduction to professional imaging workflows. Advanced Photoshop users with no formal training will also benefit from this class as tips, tricks, keyboard shortcuts and essential foundation skills are covered throughout this class.

When: Saturdays from October 21 to November 18, 2017, 9am to 1pm

Where: HAC 132 Instructor: Harry Muller

Cost: \$899 course

Excel Expert for Business (8 Hours)

[REGISTER HERE](#)

One day of dedicated instruction empowers you to create professional-looking budgets, financial statements, team performance charts, sales invoices, data-entry logs and more. Link your learning to a credential valued by employers and gain an important edge in today's competitive job market. You'll be prepared to earn the Microsoft Office Specialist Excel certificate by the end of the boot camp.

When: Tuesday, November 7 and Thursday, November 9, 2017 from 4pm to 8pm

Where: LAC 204 Instructor: Stephanie Giese

Cost: \$299 with Microsoft Office Specialist (MOS) certificate exam, \$179 course only

*** Fall 2017 Special- Take both Excel courses and MOS certificate exam for \$449***

Project Management Professional Boot Camp- Online (26 hours)

[REGISTER HERE](#)

The Project Management Professional (PMP) certificate is considered the premier project management credential. Project Management International requires PMP candidates to undergo a grueling four-hour exam. This online boot camp provides a condensed version of everything you need to fine tune your skills and take the exam with confidence. A weekly half hour coaching session is offered to all class participants in the form of a conference call.

When: November 5-November 18, 2017

Study at your own pace in this 100% online course

Instructor: Kathy Bertone

*Additional qualification requirements and fees apply



Cost: \$ 2399 for PMP Boot Camp

** Special Fall 2017 pricing** \$ 999 for Fundamentals and Agile course- Saves \$200

\$3199 for Fundamentals, Agile, and PMP Boot Camp- Saves \$298

Microsoft Office Specialist and Intuit QuickBooks Certification Testing [REGISTER HERE](#)

Register for the Intuit QuickBooks and/or Microsoft Specialist Excel Certification Exam in the Lyndon State College Certiport Authorized Testing Center. Anticipated testing time for both exams is one hour. Note the last exam start will be at 11:45am. All exam costs include a test voucher for the relevant exam and the opportunity to retake the exam.

When: Saturday, November 11, 2017, 9am to 1pm

Where: LAC 204

Cost: \$115 per Microsoft Office Specialist exam; \$149 per Intuit QuickBooks exam
A \$15.00 proctor and access fee applies.

Hospitality Certification Program Fall 2017

Professional Certification with American Hotel and Lodging Education Institute

We partner with American Hotel and Lodging Education Institute (AHLEI)- the global leader in hospitality training and hotel management certifications- to provide hospitality learning experiences that conform to the best practices in the hotel and lodging industry.

Guest Service Excellence (4 hours)

[REGISTER HERE](#)

Five-star service begins with your employees and service is more important than ever in a tough, tight, and competitive market. Excellent guest service is not an expense, but an investment. Move beyond the standard guest service training and get recognized for implementing and achieving service excellence.

Professional Credential: Certified Guest Service Professional

When: Friday, November 3, 2017, 9:00 am to 1:00 pm

Cost: \$85 includes four hours of instruction, workbook (yours to keep), and exam fee

Hospitality Trainer Development (16 hours)

[REGISTER HERE](#)

This train-the-trainer program teaches department managers how to prepare and create staff trainings, communicate effectively as an instructor, and provide feedback in on-the-job training situations. The best practices shared in this course prepare managers to understand how adults learn and present information in an actionable and engaging way. Aimed at up-and-coming department trainer, this training gives confidence to managers who have taken on the additional responsibility of training others.

Professional Credential: Certified Hospitality Department Trainer

When: day, November 8 & Thursday, November 9, 2017, 8:30 am to 4:30 pm

Cost: \$299 includes 16 hours of instruction, workbook (yours to keep), and exam fee

*Additional qualification requirements and fees apply



Supervisor Skill Development (16 hours)

[REGISTER HERE](#)

Most people naturally want to do a good job. Successful managers recognize this fact and seek to channel workers' efforts in ways that will benefit the business. Move valued employees into management positions by teaching them to communicate effectively, motivate employees, resolve workplace conflicts, and gain the respect, trust, and support of staff. Enable your new supervisors to see themselves as leaders by gaining the level of self-awareness needed to be a successful. As a result, they will fulfill their responsibilities to senior management as well as the staff they supervise while impacting the bottom line. Appropriate for developing supervisors in all industries!

Professional Credential: Certified Hospitality Supervisor*

When: Wednesday, November 15 & Thursday, November 16, 2017, 8:30 am to 4:30 pm

Cost: \$349 includes 16 hours of instruction and workbook (yours to keep)

REGISTRATION AND ADDITIONAL INFORMATION online at
LyndonState.edu/Professional