

Business and Technology Academy:

- Certified Administrative Professional
- Certified Credit Counselor
- Certified Quality Auditor
- Certified Information Security Manager (CISM)
- CompTIA Support

Certified Administrative Professional:

The Certified Administrative Professional (CAP) course serves two purposes. First, it prepares you to take the CAP exam offered by the International Association of Administrative Professionals (IAAP). Second, it provides you with a broad selection of essential skills and knowledge to effectively work as an administrative assistant in fields including education, technology, government, and medicine.

The course covers the intricacies of organizational communication, office and records management, and human resources fundamentals, among other topics. You will also learn to effectively write for business, produce documents, and utilize informational technology. You'll gain event and project management skills, which includes virtual meeting coordination.

Certified Credit Counselor:

Upon completing this course and passing the final exam, you will receive an industry-recognized Credit Counseling Certification from the National Association of Certified Credit Counselors (NACCC).

The knowledge gained in this course — core financial and credit concepts — is key to helping clients successfully take control of their finances. Certified Credit Counselors empower and counsel the financially stressed, implement financial plans with clients, and educate clients on finances. This course also prepares you for a career as a life coach and explores options for running your own consulting business.

Certified Quality Auditor:

The ASQ Certified Quality Auditor is a professional who understands the standards and principles of auditing and the auditing techniques of examining, questioning, evaluating and reporting to determine a quality system's adequacy and deficiencies. The Certified Quality Auditor analyzes all elements of a quality system and judges its degree of adherence to the criteria of industrial management and quality evaluation and control systems.

In this course, you will learn the standard basics and competencies of quality auditing, as well as professional applications, advanced techniques, and course management. Whether you are new to the field or are an existing quality auditor looking to prepare for the ASQ certification exam, the ASQ-Certified Quality Auditor course is an excellent choice for building your career as a CQA.

CompTIA Support:

Prove that you know today's technologies with CompTIA IT Fundamentals. From networking and cybersecurity essentials to hardware and software basics, IT Fundamentals demonstrates your readiness for the digital workplace.

The CompTIA IT Fundamentals exam is designed to help you learn more about the world of information technology (IT). 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.

Certified Information Security Manager (CISM):

This program promotes international practices and provides management with assurance that those earning this designation have the necessary knowledge and experience to provide effective security management. This program trains you for a position in Risk Management, Security Auditor, Compliance Officer or an executive management position as a CSO, CTO or CIO.