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Personal and Professional Development

Brand and Customer Loyalty: Strategies to Strengthen Relationships with Your Audiences

This course provides a comprehensive and practical framework for inspiring loyalty from your customers/audience. Participants will learn how to apply relationship marketing, consumer psychology, and psychological relationship theories to customize a strategic loyalty program for customers or desired audience.

Learning Outcomes

- A comprehensive understanding across the fields of relationship marketing, consumer psychology, and psychological relationship theories of how loyalty from others is defined, cultivated, and enjoyed by both individuals and companies alike.
- Create a customized/tailored strategic loyalty program proposal for professional use.

Program Details

- Location: Online
- Schedule: Thursdays from 6:30-8:30 pm for 5 successive weeks from October 28th to November 22nd
- Cost: $199

Program Faculty

Michael K. Coolsen (PhD – University of North Carolina at Chapel Hill) is a Professor of Marketing in the AACSB-accredited John L. Grove College of Business at Shippensburg University. Michael teaches a variety of undergraduate and MBA courses including marketing analytics, marketing research, and consumer behavior.

Building Personal and Professional Confidence

This course provides a comprehensive and practical framework for the basis and role of confidence in our personal and professional lives. Both scientific and popular perspectives will be examined in defining what confidence is, what factors contribute to it, and what consequences come from it.

Learning Outcomes

- A comprehensive understanding how confidence is defined.
- Identification of the critical factors that precede confidence.
- Identification of the most widely published and accepted consequences that have been shown to come from confidence.

Program Details

- Location: Online
- Schedule: October 21 from 6:30-8:00 PM
- Cost: $20

Program Faculty

Michael K. Coolsen (PhD – University of North Carolina at Chapel Hill) is a Professor of Marketing in the AACSB-accredited John L. Grove College of Business at Shippensburg University. Michael teaches a variety of undergraduate and MBA courses including marketing analytics, marketing research, and consumer behavior.
Cybersecurity

This course offers more than 20 cybersecurity labs related to network scanning, password cracking, gaining access, and web attacking. During this course, participants will learn about several popular security tools, such as Kali Linux, Google hacking, Nmap, Nessus, Snort, Metasploit, Cryptool, and WebGoat.

Learning Outcomes

• Understand basic security concepts, such as network protocol, firewall, IP address, hashing, vulnerability, and cryptography.
• Earn experience on popular security tools.
• Practice skills in network analysis, Google hacking, gaining access, and web attacking.

Program Details

• Location: Synchronous Zoom meetings
• Schedule: Saturdays from 10:00 AM until 11:30 AM for 5 successive weeks from September 25th to October 23rd
• Cost: $299

Program Faculty

Dr. Yucong Liu is an Associate Professor of Management Information Systems at Shippensburg University. He earned his Ph.D. in Information Systems from the University of Kansas. He has taught cybersecurity for eight years and holds a CompTIA Security + certificate (valid 2019-2022).

Data Analytics

Data Analytics Foundations – Preparing, Analyzing, and Visualizing Data

Dates: October 18 to November 19

The course series will cover the foundations of data analytics including preparing, analyzing, and visualizing data. Sessions will include data classification, using R, displaying and interpreting data, basic statistics, merging and tidying data, and a capstone project.

Data Analytics for Management and Decision-Making

Dates: TBD

Build on data analytics foundations and learn how data can be used for decision-making. This course will cover the workflow for data analytics and multiple types of modeling using R. The course will conclude with a capstone project in R.

Program Details

• Location: Online, asynchronous courses
• Cost: $199 per course

Course Instructor

Shishir Shakya is an Assistant Professor of Economics in the Department of Economics at the Shippensburg University of Pennsylvania. Dr. Shakya’s research includes topics within health, energy, and public/regional economics.
First Aid CPR Certification

The AHA’s Heartsaver Adult First Aid CPR AED course trains participants to provide first aid, CPR, and use an automated external defibrillator (AED) in a safe, timely, and effective manner.

This course is designed for anyone with little or no medical training who needs a course completion card for their job, regulatory (e.g., OSHA), or other requirements, or anyone who wants to be prepared for an emergency in any setting.

The Heartsaver Pediatric First Aid CPR AED course trains participants how to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives.

The AHA Heartsaver Pediatric First Aid CPR AED course is designed for anyone involved in childcare who have a duty to respond to illnesses and injuries in a child or infant in the first few minutes until professional help arrives. Including: childcare workers, teachers, camp counselors, etc.

Program Details

- Location: Shippensburg University Ceddia Union Building (CUB) 103
- Cost: $120 per session

Program Schedule

- **Heart saver Adult First Aid CPR AED** | September 15 from 12:00 - 4:00 PM
- **Heart saver Pediatric First Aid CPR AED** | September 15 from 5:00 - 9:00 PM
Fostering Resilience through Motivation, Metacognition, Mindset, and Mindfulness

Are you looking for ways to develop a more resilient way of coping with life’s difficulties? Do you see your students, clients, or loved ones struggling with learned helplessness? Would you like to know how to teach resilience strategies to the individuals you serve?

Resilience-building relies on the development of positive character skills, such as emotional intelligence, as well as understanding our role as active agents in our learning and growth experiences.

Course Description
In this interactive workshop, participants can expect to learn the multifaceted aspects associated with what it means to be resilient, find tools to help identify who is resilient, and learn the research-based skills to build and maintain resilience.

Learning Outcomes
Upon completion of this workshop (series), participants will:

- Learn the background and research base of Positive Psychology, Learned Helplessness, and various resilience models
- Be encouraged to create a personalized resilience model, using examples provided
- Become familiar with tools for assessing traits related to resilience: PERMA, Authentic Happiness.org, R.Q., A.S.Q.
- Identify a person who serves as their inspiration for resilience, and analyze the resilience tools they used
- Learn the significance of the components in the 4M Model, and their role in the neuroplasticity of resilience
- Identify their own individual strengths and challenges in Motivation, Metacognition, Mindset, & Mindfulness

Workshops two and three will provide a deeper dive into each of the 4M’s and will provide information and activities to understand, assess, and apply the resilience-building tools of Motivation, Metacognition, Mindset, and Mindfulness.

Program Details
- Location: Online
- Cost: $20 for the introductory session; $30 for additional sessions

Course Schedule
- Introductory Session | October 2 from 11 AM - 12:30 PM*
- Part 1 | October 9 from 11 AM - 12:30 PM
- Part 2 | October 23 from 11 AM - 12:30 PM

*While this workshop series is intended as a complete unit that introduces and then dives deeper into each of the 4 M’s, participants may choose to attend ALL sessions or only those sessions most relevant to their goals and interests. (The introductory workshop is highly recommended before attending any of the M sessions.)

Course Instructor
Cindy Murray works as a Learning Specialist in Shippensburg University’s Learning Center. Her background training includes a B.S. in Biology and an M.S. in Psychological Research. She has been an instructor of classes in Biology, Psychology, and College Transition.

Her research focus, spanning the past two decades, includes studying mitigating factors of stress-induced illness, positive character traits that help students achieve academic success, and the role of resilience in these and other aspects of overcoming barriers to well-being and personal goal achievement.
Innovation in Business Today

The first session will focus on the definition and application of innovation in today’s business environment, and the second session will review the diffusion of innovation. The third class will discuss and highlight the various strategies companies can use for successfully implementing and communicating innovation changes within their companies.

Learning Outcomes

• Understand the types of innovation and the possible impact or opportunity of innovation on small and large businesses.
• Understand buying behaviors/personas with respect to innovation.
• Understand the diffusion of innovation in company social networks and societal channels.
• Learn strategies used by successful innovation companies.
• Understand and be able to differentiate between invention and innovation.

Program Details

• Location: Online
• Schedule: Three 3-hour classes on Wednesdays from 6:00 - 9:00 PM from October 13th to the 27th
• Cost: $199

Program Faculty

Dr. Ray Gallant, DBA, is currently the Vice President of Product Management and Productivity for Volvo Construction Equipment in Shippensburg, PA. Dr. Gallant has extensive global experience in research and development, product planning and management, product positioning, and the marketing and launch of new products.

Marketing Analytics

This course will provide entry-level training for anyone who wants to begin to learn how to use the power of research and data-driven methods to uncover insights about their customers or audiences.

No prior knowledge or experience is necessary—by the end of the session, participants will gain the knowledge and skills necessary to design, run, and analyze a customized research study for their own professional/personal use.

Learning Outcomes

• Basic exposure to research methods and analytics for customer insights.
• Design a basic research study customized for the participant’s own professional/personal use.
• Create a descriptive/prescriptive analytic plan for the analysis and reporting of the customized research study to gain marketing strategy recommendations/insights.

Program Details

• Location: Online
• Schedule: Thursdays from 6:30-8:30 pm for 5 successive weeks from September 16th to October 14th
• Cost: $199

Program Faculty

Michael K. Coolsen (PhD – University of North Carolina at Chapel Hill) is a Professor of Marketing in the AACSB-accredited John L. Grove College of Business at Shippensburg University. Michael teaches a variety of undergraduate and MBA courses including marketing analytics, marketing research, and consumer behavior.
Starting a Brewery Workshop

Over the course of six nights, learn what it takes to open your brewery or cidery from experts in small business development and brewery management and operations.

Topics include:

- Unique lifestyle requirements involved in owning a business
- How to assess the feasibility of their business idea
- Differences between business organization structures
- How to develop a business plan
- How to obtain financing
- How to market their product or service
- The applications and licenses needed to start their company

Learning Outcomes

Upon completion of this workshop, participants will:

- Learn what it takes to start and manage your own alcohol business
- Learn how to assess the feasibility of your idea and develop a business plan
- Get guidance for obtaining much needed financing
- Discover how to effectively market and grow your business
- Learn the specific licenses and regulations you will need to follow

Program Details

- Location: Online
- Schedule: Monday nights from 7:00-8:00 PM from October 18th through November 8th.
- Cost: $100

Who Should Attend?

Anyone who has ever considered or has plans to start their own brewery, cidery, or related business.

Course Instructors

David Kozloski, Head Brewer and Co-founder of GearHouse Brewing Company, Chambersburg, PA.
Robin Burtner, Director of the Small Business Development Center (SBDC) at Shippensburg University
The Telehealth Toolkit: For Mental Health Professionals builds off of the course Telehealth for the Skilled Helping Professional by providing mental health professionals with specific clinical tools to improve service delivery through telehealth. The courses will provide valuable clinical resources which can be utilized with diverse populations to address various clinical themes.

**Program Details**

- **Location:** Online
- **Cost:** $20 per session
- **Series Instructor:** Alaysha M. Cheeks

**Series Sessions**

**Developmental Interactions/Interventions** | October 2 from 10:00 AM - 11:00 AM
- Strengths and barriers to telehealth services as it pertains to developmental stages.
- Life-cycle interventions both case and population specific which translate through the telehealth lens.
- Online resources based on developmental stages.

**Interventions for Diverse Populations** | October 16 from 10:00 AM - 11:00 AM
- Assets and obstacles to telehealth services as it pertains to populations of diverse experiences, viewpoints, backgrounds, and life experiences.
- Adaptive interventions for diverse populations which translate through the telehealth lens.
- Online resources for diverse populations

**Clinician’s Guide to Self-Care in a Virtual World** | November 6 from 10:00 AM - 11:00 AM
- Work Hazards (understanding burnout and vicarious trauma)
- Healthy Boundaries and Self-Care
- Self-Care Toolkit
Workplace Bullying and Harassment Series

Through two 4-session series, you’ll meet with other HR professionals to define workplace bullying and harassment, review the causes and consequences of these issues, and discuss the solutions for these common workplace problems.

Program Details

- Location: Online
- Schedule: Tuesdays and Thursdays from September 28 to November 18
- Time: 12:00 - 1:00 PM
- Cost: $20 per session

Series 1: Understanding Workplace Bullying and Harassment

**Defining Workplace Bullying and Harassment |** September 28 & 30  
**Why Does Workplace Bullying and Harassment Occur |** October 5 & 7  
**Solutions to Workplace Bullying and Harassment |** October 12 & 14  
**The Additional Responsibilities of Supervisory Employees |** October 19 & 2

Series 2: Employee Rights and Employer Responsibilities For Preventing, Detecting, Remedying and Eliminating Workplace Bullying and Harassment

**Employer Legal Responsibilities |** October 26 & 28  
**Building an Anti-harassment Policy |** November 2 & 4  
**Investigating Reports of Workplace Bullying |** November 9 & 11  
**Motivating and Leading EEs without Bullying |** November 16 & 18

Program Faculty

Dr. Jerry Carbo is a Professor of Employment Law, Labor Relations, and Business and Society in the Management and Marketing Department of the Grove College of Business at Shippensburg University. He has a PhD and MILR from Cornell University’s School of Industrial and Labor Relations and a JD from The Pennsylvania State University – Dickinson School of Law.

To view more information about these programs and to register, visit:

**ship.edu/academics/colleges/pcde/professional_development/**
Healthcare Programs

Dental Assistantship with Externship

Delivery Method: Online, Self-Paced  
Length of Program: 390 Hours  
Cost: $3,999

Learning Outcomes
The Dental Assistantship program is a fun and engaging solution that will prepare you to sit for the American Medical technologists (AMT) RDA Exam and the NELDA component exams (AMP, ICE, and RHS).

Medical Assistant with Clinical Externship

Delivery Method: Online, Self-Paced  
Length of Program: 492 Hours  
Cost: $3,999

Learning Outcomes
The Medical Assistant with Clinical Externship program is designed to prepare you to earn the Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT), and the Certified EKG Technician credentials after completion, helping you advance your career as an effective medical assistant in a clinical setting.

Medical Coding and Billing

Delivery Method: Online, Self-Paced  
Length of Program: 390 Hours  
Cost: $3,899

Learning Outcomes
Train for a career in medical coding and learn the specialized skills you need to assign the standardized codes used to bill for healthcare services.

The comprehensive Professional Medical Coding and Billing program will teach you to use all of these codes—CPT, HCPCS, and ICD-10 including an optional PCS procedural code set.

Pharmacy Technician (ASHP/ACPE)

Delivery Method: Online, Self-Paced  
Length of Program: 520 Hours  
Cost: $3,999

Learning Outcomes
The Pharmacy Technician program was developed by a board-certified pharmacist and pharmacy technicians to prepare students for the Pharmacy Technician Certification Board (PTCB) Exam. The program is accredited by the American Society of Health-System Pharmacists (ASHP)/Accreditation Council for Pharmacy Education (ACPE).

Physical Therapy Aid

Delivery Method: Online, Self-Paced  
Length of Program: 275 Hours  
Cost: $1,799

Learning Outcomes
Physical therapy aides play a key role in the healthcare industry in keeping a physical therapy facility running smoothly. They work under the direction and supervision of a physical therapist to prepare patients or physical therapy and support administrative functions.

The Physical Therapy Aide program is designed to prepare you to earn the Certified Physical Therapy Aide Specialist (CPTAS) credential after completion.

Phlebotomy Technician

Delivery Method: Online, Self-Paced  
Length of Program: 2-4 months  
Cost: $1,799

Learning Outcomes
This program prepares students to take the National Workforce Career Association (NWCA) Certified Phlebotomy Technician (CPT) and the National Healthcareer Association (NHA) Phlebotomy Technician Certification (CPT).

To register, visit: ship.edu/academics/colleges/pcde/professional_development/
**Administrative Assistant with Bookkeeping and QuickBooks®**

**Delivery Method:** Online, Mobile-Ready  
**Length of Program:** 4-6 months  
**Cost:** $1,699 (Price includes all materials.)

**Learning Outcomes**
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.

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**Amazon Web Services Certified Solutions Architect - Associate**

**Delivery Method:** Online, Mobile-Ready  
**Length of Program:** 4-6 months  
**Cost:** $1,699 (Price includes all materials.)

**Learning Outcomes**
An in-depth review of Amazon Web Services (AWS) architecture principles and best practices, and technical details pertaining to the implementation of services in accordance with the Well Architected Framework.

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**Personal Care Assistant**

**Delivery Method:** Online, Mobile-Ready  
**Length of Program:** 4-6 months  
**Cost:** $1,699 (Price includes all materials.)

**Learning Outcomes**
This comprehensive program prepares students for a position as a Personal Care Assistant. Emphasis is on giving personal care in a client’s home, communications, working with ill persons, basic human needs, eldercare, nutrition, special diets, and home management.

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**Amazon Web Services Certified Cloud Practitioner**

**Delivery Method:** Online, Mobile-Ready  
**Length of Program:** 4-6 months  
**Cost:** $1,699 (Price includes all materials.)

**Learning Outcomes**
This program covers cloud computing; Amazon Web Services (AWS) core services such as Amazon EC2, Amazon RDS, and Amazon S3; security; architecture design principles; best practices; and cost management.

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**Front-End Web Developer**

**Delivery Method:** Online, Mobile-Ready  
**Length of Program:** 4-6 months  
**Cost:** $2,599

**Learning Outcomes**
This program introduces learners to front-end, or client-side, web development technologies, including JavaScript, HTML, CSS, and jQuery.

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**Photography Professional with Adobe Photoshop®**

**Delivery Method:** Online, Self-Paced  
**Length of Program:** 275 Hours

**Learning Outcomes**
With the addition of Adobe Photoshop®, this program ensures learners have the technical skills to enhance their digital projects even further, editing and altering photos in a way that ensure clients are pleased with the work.

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To register, visit: [ship.edu/academics/colleges/pcde/professional_development/](http://ship.edu/academics/colleges/pcde/professional_development/)
# On-Demand Virtual Programs

## Banking
- Online Certified Modern Banking Representative Certificate | 18 Hours | $499
- Certified Modern Banking Representative Exam | 2 Hours | $299

## Career Building
- Ace Your Job Search! | 5 Hours | $79
- Networking for Success | 3 Hours | $49
- Personal Branding | 3 Hours | $49
- Personal Finance | 3 Hours | $49

## Cybersecurity & CISSP
- Certificate in Cybersecurity | 40 Hours | $499
- Real-World Cloud Cybersecurity Scenarios | 25 Hours | $329
- Real-World Cybersecurity Scenarios | 30 Hours | $399
- CISSP® Exam Prep Course | 40 Hours | $549
- CISSP® Practice Exams and Exam Strategies | 5 Hours | $99
- CompTIA Security+® Exam Prep Course | 30 Hours | $399
- Cybersecurity for Healthcare Professionals | 5 Hours | $99
- Fundamentals of Application Security | 3 Hours | $79
- Introduction to Cybersecurity | 5 Hours | $99
- Introduction to Malware | 5 Hours | $79

## Data Analytics
- Certificate in Data Analytics | 30 Hours | $399
- Introduction to Data Analytics | 5 Hours | $79
- Tools of Data Analysis | 5 Hours | $79

## Emergency Management
- AEM®/CEM® Prep Course (U.S. version) | 30 Hours | $399
- Introduction to Emergency Management in the U.S. | 10 Hours | $199

## Fast Company
- Fast Company Bundle: Collaborating for Success | 12 Hours | $299
- Virtual Teamwork | 3 Hours | $79
- Working Remotely | 3 Hours | $79

## Human Resources
- HR Ethics Certificate | 15 Hours | $390 $259
- HR Hot Topics Bundle | 15 Hours | $390 $259
- HR Ethics Series (Multiple Courses) | 1.5 Hours/Module | $39/Module

## Inc. Magazine
- Inc. Magazine Bundle: Building HR for Growth | 12 Hours | $299

## Marketing
- Certificate in Digital Marketing | 30 Hours | $549
- Digital Marketing (ACE CREDIT®) | 36 Hours | $648
- Online Marketing Certified Associate (OMCA™) Test Prep Bundle | 35.5 Hours | $849 $649
- An Overview of Marketing | 5 Hours | $79
- Google Analytics | 3 Hours | $79
- Paid Search (PPC) | 4 Hours | $99
- Web Analytics | 3.5 Hours | $79

## Nonprofit Management
- Certificate in Nonprofit Management | 44 Hours | $699
- Nonprofit Management (ACE CREDIT®) Certificate | 44 Hours | $798
- Budgeting in a Nonprofit Organization | 3 Hours | $79
- Fundraising for Nonprofit Organizations | 4 Hours | $150
- Introduction to Grant Writing | 5 Hours | $150
- Introduction to Nonprofit Management | 5 Hours | $99
- Leadership in a Nonprofit Organization | 3 Hours | $99
- Principles of Marketing for Nonprofit Organizations | 3 Hours | $79
- Social Media for Nonprofits | 5 Hours | $79
- Starting Your Own Nonprofit Organization | 4 Hours | $79

## Operations
- Logistics and Distribution Management | 6 Hours | $149
- Operations Management | 10 Hours | $299
- Procurement and Supply Management | 8 Hours | $199
- Supply Chain Management Basics | 10 Hours | $299

## Security Awareness
- Security Awareness Training | 2 Hours | $15

To view more information about these certificates and all individual self-paced courses, visit: [ship.edu/academics/colleges/pcde/professional_development](http://ship.edu/academics/colleges/pcde/professional_development)
DevSecOps Maturity Level Courses

What is DevSecOps?
DevSecOps involves injecting security practices as you code allowing you the ability to quickly discover and analyze vulnerabilities all while adapting your code dynamically.
DevSecOps is crucial to the software development process as it offers support for the 4 fundamental components of success: Insights, Automation, Agility, and Security.

Upcoming Course Schedule

DevSecOps Maturity Level Basic | September 20-23, 2021 from 9 AM - 6 PM | $3500
DevSecOps Maturity Level Fundamentals | October 25-28, 2021, 2021 from 9 AM - 6 PM | $3500

Basic
Learning Outcomes:
• Understanding and Implementing Continuous Integration or Continuous Deployment CI/CD Pipelines.
• Implementing Debugging, Refactoring, ATDD, for various modernized languages.
• Implementing Governance and Security within a CI/CD.
• Working with On Prem, Hybrid, O Prem, and Mobile CI/CD pipelines.
• Integrating SAST, DAST, and Shift Left Approaches.
• Performance and Load Testing environments
• Local Development with Containers

Fundamentals
Learning Outcomes:
• Setting up Infrastructure as Code (IaC) and Configuration (CaC) as Code Orientations. (Chef, Puppet, Ansible, and Salt Stack)
• Working with pipelines within AWS, Azure, GCP, and On Prem Cloud Systems.
• Setting up Log Monitoring based on Architectures. (Grafana, Loki, Elastic Search, LogStash, Kabana, Fluentd)
• Microservices with Containers and Pods

Essentials
Learning Outcomes:
• Implementing container orchestrations with Kubernetes.
• Working with Best Practices and Security with Image Containerization Hardening.
• Setting up GitOps and Upstream K8s with Flux.

To learn more and register for Agile and DevSecOps Courses, visit: ship-devsecops.com/upcoming-courses
Exam Preparation

AEM®/CEM® Prep Course

**Delivery Method:** Online, self-paced course  
**Length of Program:** 30 Hours  
**Cost:** $399

**Learning Outcomes**

The AEM®/CEM® Prep Course was designed in partnership with the International Association of Emergency Managers (IAEM). This course is designed for emergency management professionals seeking the AEM or CEM credential. Primarily, the course reviews key terms and concepts that may appear on the AEM/CEM exam. Learners can gauge their exam readiness with two full-length practice exams, which mirror the real AEM/CEM exam.

CISSP® Exam Prep Course

**Delivery Method:** Online, self-paced course  
**Length of Program:** 40 Hours  
**Cost:** $549

**Learning Outcomes**

The CISSP® Exam Prep Course prepares test-takers for the Certified Information Systems Security Professional exam, as administered by the International Information System Security Certification Consortium (ISC). As security breaches outpace the available pool of security experts, the need for information security professionals with proper certifications will continue to grow. Among other titles, obtaining the CISSP® certification prepares one for a position as a Security Analyst, Chief Information Security Officer, or as a Security Architect.

CompTIA Security+

**Delivery Method:** Online, self-paced course  
**Length of Program:** 30 Hours  
**Cost:** $399

**Learning Outcomes**

The CompTIA Security+ Exam Prep Course prepares test-takers for the Security+ exam, as administered by CompTIA. The course contains a variety of content presentation methods to help teach the concepts and vocabulary, and ultimately, learners are given ample opportunity to assess their skills with a multiple choice practice exam.

Online Marketing Certified Associate (OMCA™) Test Prep Bundle

**Delivery Method:** Online, self-paced course  
**Length of Program:** 35.5 Hours  
**Cost:** $649

**Learning Outcomes**

This completely online and self-paced program provides comprehensive preparation for the Online Marketing Certified Associate (OMCA™) certification exam. It includes a voucher for the OMCA™ online exam (retail value $225) and a code for two practice exams.

Professional Bookkeeping Certification Prep Course

**Delivery Method:** Guided self-paced course  
**Length of Program:** A 72-hour flexible online course with an accounting professional that can be completed in 12 weeks or less.  
**Cost:** $1,699 (Cost includes all instruction and one attempt for the national certification exam.)

**Learning Outcomes**

Master the accounting skills necessary for bookkeeping, from accounting terminology and balance sheets to budgeting, payroll, and correcting accounting errors in preparation for the National Bookkeeper Certification Exam. Cost includes complete set of books, all instruction, and one attempt at the certification exam.

For more information on Exam Prep courses, visit: ship.edu/academics/colleges/pcde/professional_development/
Customized Workforce Training

Shippensburg University’s Office of Professional, Continuing and Distance Education (PCDE) provides customized, professional training programs that are designed to meet the needs of the organization and its employees.

Invest in People, Enhance Performance

More organizations are realizing their value lies within their leadership, employees, and partnerships. For an organization to advance and be successful it must invest in its people by providing educational and learning opportunities to continue their personal and professional growth.

At Shippensburg University, our faculty and instructors develop customized curriculum based-on your organizational and team building needs. Our flexible training solutions are offered on-site, online, or on campus.

Collaborate & Design Training

We provide support and services to help you succeed by:

- Conducting needs for assessment to consult, identify issues or areas for growth in performance and skills.
- Determine what type of training or solution is best to accomplish organizational, employee, and business goals.
- Develop short-term, long-term, or industry-specific training in collaboration with our industry-experienced faculty and instructors.
- Internal marketing and communication services to help build awareness of training amongst employees.
- Determine optimal training delivery and location, whether on-site, online, on-campus, or at full-service conference center.

Our Areas of Expertise

- Microsoft Office
- Project Management
- OSHA 10 Hour
- Confined Space Training
- Lockout/Tagout
- Spill Prevention and Response
- Forklift Safety
- First Aid, CPR, AED
- Remote Work
- Leadership
- Communication
- Teamwork and Team Building
- Time Management
- Goal Setting & Getting Things Done
- Critical Thinking & Problem Solving
- Conflict Resolution
- Technical Writing Boot Camp
- Strategic Leadership/Mini-MBA
- Online Teaching and Learning
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