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Business Series

Have you ever thought about starting your own business, but aren’t sure where to start? This series will provide information and inspiration for taking the steps in your entrepreneurial journey.

The first session will provide foundational information for starting a business and the subsequent sessions will allow you to learn from business owners from underrepresented groups and give you the guidance you need to follow their lead.

Program Details

- Location: Online
- Cost: $20/session

Series Sessions:

- **Starting a Business** | May 26 from 12:00 – 1:00 PM
  Instructors: Stephanie Wilson, Natalie Toma, and Alexa Hargenrader

- **Women in Business** | June 23 from 12 - 1 PM
  Instructors: Laura Wallace and Stephanie Wilson

- **Veterans in Business** | July 21 from 12 - 1 PM
  Instructors: Randy Wilson and Stephanie Wilson

- **Minorities in Business** | August 11 from 12 - 1 PM
  Instructor: Marvin Worthy

Canning Series

Are you interested in getting started with canning your own fruits and vegetables? Are you ready to expand your knowledge of canning methods? This Canning Series will cover everything from basic knowledge and safety to canning your own meats, premade soups, and more!

Program Details

- Location: Online
- Cost: $20 per session
- Series Instructor: Nichole Keeseman

Series Sessions

- **Intro to Canning - Equipment Knowledge & Safety** | June 5 from 10:00 AM – 12:00 PM
- **Canning Fruits & Jellies** | Date TBD
- **Canning Vegetables** | Date TBD
- **Canning Meat** | Date TBD
- **Extended Canning Knowledge** | Date TBD
Fostering Resilience Through 4Ms

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 an active agent in our learning and growth experiences.

Program Details
• Location: Online
• Cost: $20 for the introductory session, $30 for additional sessions
• Series Instructor: Cindy Murray

Series Sessions*
  Introductory Session | June 5 from 11 AM - 12:30 PM
  Part 1 | June 19 from 10 AM - 12 PM
  Part 2 | June 26 from 10 AM - 12 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.)

Emotional Intelligence

Develop important emotional intelligence skills, adapt those skills to business practices and self-improvement, and make personal adjustments in behavior in line with course content.

Content will specifically focus on developing the following skills in the context of emotional intelligence: Self-Awareness, Self-Management, Relationship Management, and Empathy.

Program Details
• Location: Online
• Cost: $100 for Ship Employees and Students, $150 for local chamber members, and $199 for all others.
• Program Instructor: Dr. Wendy Kubasko

Program Schedule
Schedule: Wednesdays from June 9 – August 11 (10 weeks) from 11:00 AM – 1:00 PM
Bi-weekly sessions to discuss content with mentoring sessions throughout (Mentors will be provided to participants by each sponsoring employer, or can be provided by Shippensburg University if requested)
The Telehealth Toolkit: For Mental Health Professionals

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 | July 17 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 | July 24 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 | July 31 from 10:00 AM - 11:00 AM
• Work Hazards (understanding burnout and vicarious trauma)
• Healthy Boundaries and Self-Care
• Self-Care Toolkit

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, prepare for the NELDA component exams (AMP, ICE, and RHS), and help you enter the workforce.

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.

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 with years of experience to prepare students for the Pharmacy Technician Certification Board (PTCB) Exam. The program is one of the only online pharmacy technicians programs accredited by the American Society of Health-System Pharmacists (ASHP)/Accreditation Council for Pharmacy Education (ACPE).

In addition, Walgreens and CVS Pharmacy have partnered with CareerStep to provide externs for their locations nationwide.

Hemodialysis Technician with Externship

Delivery Method: Online, Self-Paced
Length of Program: 106 Hours
Cost: $3,899

Learning Outcomes
The CareerStep Hemodialysis Technician training is a BONENT-approved course designed to prepare you for an entry-level position as a dialysis technician. Completing this training will help you go through a standard facility orientation program much more quickly, allowing you to earn industry credentials and get working faster.

Physical Therapy Aid

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

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.

To register, visit: partner.careerstep.com/Ship
## 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/Course | $39/Course

### 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

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To view more information about these certificates and all individual self-paced courses, visit: [catalog.mindedge.com/ship](catalog.mindedge.com/ship)
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.

Course Details
Delivery Method: Online
Cost: Varies

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
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.

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.

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.

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
Meet the Team

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Contact the Office of Professional, Continuing, and Distance Education

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For more information about continuing education programs, professional development, and non-credit courses, visit: ship.edu/pcde