



WORKEXCEL PROGRAMS

Duration: 70 Hours, 12 Weeks (Instruction Time: 48 hrs./Lab Time: 22 hrs.)

Students attend **2-hour classes two times a week** and **(4) Saturday Career Clinic 3-hour workshops** throughout the program. **Lab hours** are **designed** to provide personalized one-on-one career coaching, assistance with program homework assignments, capstone project, and certification exam preparation. Lab hours can be completed onsite at edOpp or client location or virtually. **Independent, self-study hours** required. Students may need to complete additional self-study hours outside the program as they are excelling toward a more technical and specialized certification. We recommend that students plan on an additional 30 hours of independent study throughout the program duration.

OFFICE TECHNOLOGY PROGRAM

Technology is changing how we operate, communicate, and interact in the workplace. Professionals must have a stronger understanding of how technology benefits the team and the organization. This program will highlight the different computer applications and how each supports business productivity, efficiency, and effectiveness. Students will develop knowledge of office technology and the ability to command the full features and functionality of Microsoft Office, preparing them for future academic or workforce opportunities.



Certification: Preparation and support for the Microsoft Office Specialist (MOS) 2016

(Includes Exam voucher and study aids)

EMERGING ENTREPRENEURS PROGRAM

Taking that leap into entrepreneurship can be exciting yet challenging. In order to become a successful small business owner, you must emerge as an effective entrepreneur by gaining the competencies to grow personally and professionally. This program will provide you with hands-on curriculum coupled with interactive teaching to gain the foundation-level concepts and knowledge in entrepreneurship and small business management. These core concepts include entrepreneurship; recognizing and evaluating opportunities; planning for, starting, and operating a business; marketing and sales; and financial management.



Certification: Preparation and support for the Entrepreneurship and Small Business Certification (ESB)

(Includes Exam Voucher)

ADOBE CERTIFIED ASSOCIATE PROGRAM

The Adobe Certified Associate is an industry-recognized credential that demonstrates proficiency in Adobe digital skills. Whether you're just starting out in your career, looking to switch jobs or interested in preparing students for success in the job market, the Adobe Certified Associate program is for you. The program is designed to help you understand and program allows you to demonstrate proficiency in the Adobe digital skills required for creative careers such as graphic designer, web designer, animations, and visual design.



Certification: Preparation and support for the Adobe Certified Associate (ACA)

(Includes Exam Voucher and Adobe Study Packets)

