



Spring and Summer 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.

Optional Professional Credential: *Intuit Certified User- QuickBooks*

When: January 3 to January 12, 2017, Tuesdays and Thursdays from 10am to 2:30pm

Where: ASAC 206

Instructor: Stephanie Giese

Cost: \$449 with Intuit Certified User certificate, \$299 course only

Get Your CPR, First Aid, and AED Certification

[REGISTER HERE](#)

Join the ranks of those who can spring into action when trouble strikes. This course will prepare you to recognize and care for a variety of first aid, breathing, and cardiac emergencies involving adults and children and meets OSHA/workplace requirements. Red Cross certifications will be issued to participants who have successfully completed the class.

Optional Professional Credential: *American Red Cross CPR, First Aid, and AED Certification*

When: Friday, January 13, 2017 from 10am to 3:30 pm

Where: LAC 400 (Burke Mountain Room)

Instructor: Kate Roy

Cost: \$99 includes all materials

Project Management Fundamentals (20 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.

*Additional qualification requirements may apply



Professional Credential: Certificate of Completion that counts toward the Project Management International education requirement for the Project Management Professional certification exam.*

When: February 11 to March 11, 2017
Study at your own pace in this 100% online course
Instructor: Kathy Bertone
Cost: \$499 for single course, \$799 for BOTH courses ** Special Spring 2017 pricing**

Agile Project Management (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.

Professional Credential: Certificate of Completion that counts toward the Project Management International education requirement for the Project Management Professional certification exam.*

When: March 12 to April 2, 2017
Study at your own pace in this 100% online course
Instructor: Kathy Bertone
Cost: \$399 for single course, \$799 for BOTH courses** Special Spring 2017 pricing**

Excel Specialist Boot Camp for Business (8 Hours)

[REGISTER HERE](#)

This condensed 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.

Optional Professional Credential: Microsoft Office Specialist- Excel

When: Wednesday, April 5 and Thursday, April 6 from 8:30 am to 12:30 pm
Where: ASAC 206 Instructor: Stephanie Giese
Cost: \$299 with certificate, \$179 course only

*Additional qualification requirements may apply



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

Register for the Intuit QuickBooks and/or Microsoft Office 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.

Professional Credential: Microsoft Office Specialist- Excel or Intuit Certified User- QuickBooks

When: Friday, April 7, 2017 at 10am

Where: ASAC 206

Cost: Microsoft Office \$115 per exam plus \$15 registration and proctor fee.
Intuit User Specialist QuickBooks \$149 per exam plus \$15 registration and proctor fee.

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: Certificate of Completion. Hospitality industry supervisors may qualify to take the American Hotel and Lodging Certified Hospitality Supervisor (CHS®).*

When: Thursday, May 25 and Friday, May 26, 2017, 8:30am to 4:30pm

Location: Lyndon State College, classroom TBD

Instructor: Bill Morison

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

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 guest service best practices.

Professional Credential: American Hotel and Lodging Certified Guest Service Professional

When: Thursday, June 1, 2017

Location: TBD at Lyndon State College

Instructor: Carrie Gendreau

Cost: \$85 includes instruction, certification exam, and workbook (yours to keep)

*Additional qualification requirements may apply



International Mountain Bike Association (IMBA)

[REGISTER HERE](#)

Instructor Certification Program: Level 1 (18 Hours)

The IMBA ICP Level 1 course offers hands-on training to prepare students for leading rides and mountain bike guiding in a group situation along with how to assess, demonstrate and instruct the fundamental skills. In addition to comprehensive training on the fundamental elements of mountain biking, Level 1 participants will create a foundation for future ICP training courses including personal riding skills, proper form, systematic methods and terminology.

Professional Credential: IMBA ICP Level I Certification

When: June 9-11, 2017
Location: Meeting place to be announced shortly
Instructor: IMBA ICP instructor
Cost: \$495 USD for current IMBA members, \$550 for non-IMBA members

Ethnocuisine (36 hours)

[REGISTER HERE](#)

Explore the complex roles of food from an anthropological perspective. Food is a universal aspect of the human experience with specific cultural, symbolic, economic, and historical corollaries. Review the ethics and implications of food and illustrate how the peasant food of Third World nations and hunter/gatherer cuisine is far superior to a fast-food diet. Assignments include preparing a variety of food in your own kitchen from produce you buy locally in your region.

Professional Credential: Certificate of Completion

When: July 11-Aug 15, 2017
Study at your own pace in this 100% online course
Instructor: Janet Bennion
Cost: \$379

American Mountain Guide Association (AMGA) Single Pitch Instruction and Certification Assessment (27 hours instruction, 16 hours assessment)

[REGISTER HERE](#)

The Single Pitch Instructor (SPI) course teaches climbing instructors to proficiently facilitate and instruct the sport of rock climbing in a single pitch setting. The SPI is the only internationally recognized single pitch climbing instructor certification program* in the United States. It was developed to fit in the AMGA Rock program. The program is for current, active rock climbers who have a real desire to teach rock climbing in a single pitch setting.

Optional Professional Credential: AMGA Single Pitch Instructor Certification

When: Instruction on Wednesday 7/19 – Friday 7/21, 2017
AMGA Single Pitch Instructor assessment on Thursday 7/27 & Friday 7/28, 2017
Location: Meet at ASAC 214 on first day of class at 8:30 am
Instructor: Ben Mirken
Cost: \$485 for instruction, \$325 for assessment

*Additional qualification requirements may apply



Wilderness First Aid and CPR (16 hours)

[REGISTER HERE](#)

When: Saturday, July 22, 2017 from 8:00 a.m. – 6:00 p.m. (WFA training & CPR training & testing)
July 23, 2017 from 8:00 a.m. – 4:00 p.m. (WFA training and testing)

Location: Lyndon State College campus, classroom TBD

Instructor: John Kascenska

Cost: \$215 for instruction and assessment

*Additional qualification requirements may apply