We train on *your* schedule.

Visible Edge Institute has been providing classroom training for over 30 years and remote training for over a decade. Our flexible, comprehensive training programs are designed to accommodate individuals of *all* skill levels.

As a Licensed Post-Secondary Educational Institution, our training provides students with hands-on experience, in-depth skills in leading applications, and industry-recognized certifications. You'll get the opportunity to earn industry-recognized certifications in all of our programs.

Train remotely or in-center, while maintaining on-demand access to our live instructors. Students can also access training lessons 24/7 for self-study.

Remote Attendance: Remotely tap into our training center to work directly with live instructors on-demand via phone, video call, screen sharing, email, chat or text.

In-Center Attendance: Choose to attend training in our physical training center on your schedule, not ours. Our renovated in-center learning environment utilizes state of the art equipment and modern learning techniques including one-on-one live instructor interactions, digital materials, labs, and project work.

You may qualify to have your entire program paid for, 100%, with no out-of-pocket costs to you. All programs are federally approved by WIOA, Section 30, Trade Adjustment Act, Vocational Rehab, and more.

We are a Veteran Friendly Institution.

® GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more information about education benefits offered by the VA, visit the official U.S. government website at http://www.benefits.va.gov/gibill.
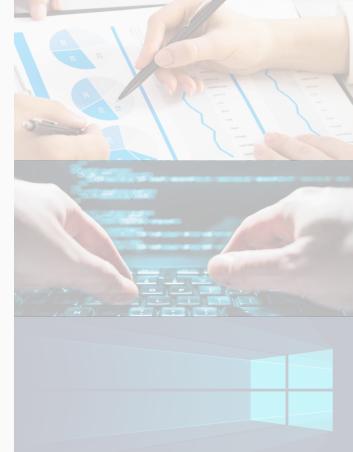
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MANAGEMENT & OFFICE ADMINISTRATION PROGRAMS

VISIBLE EDGE INSTITUTE

CERTIFICATE PROGRAMS

Office Administration & Support Technologies

This program covers all of the basic to advanced office support and management skills required to provide the crucial services essential to keeping modern companies running smoothly.

Our in-depth Office Administration & Support Technologies program covers a wide range of essential topics - from administrative professional foundations to Microsoft 365 and QuickBooks™. For students new to computer basics and modern computer usage, we also offer introductory courses in a variety of beginner topics.

Core curriculum and electives for this program cover math, ESL, bookkeeping, business etiquette, administrative fundamentals, computer file organization, team collaboration, Zoom, QuickBooks, Windows, and Microsoft applications including Excel, OneDrive, OneNote, Outlook, SharePoint, Planner, PowerPoint, Project, Teams, Word, Visio, and more. Also choose to explore additional topics including accounting, grammar, networking, negotiating, fraud investigation, medical coding, general management, time management, conflict management, document & data management, multinational communication in the workplace, human resource essentials, business email writing, customer service strategies, information technology (IT), interviewing & remote interviewing tips, HIPAA, Agile, SalesForce, Oracle, Lean Six Sigma Healthcare, and more.

To learn more about this program, please visit:
https://www.visible-edge.com/office-administration-and-support-technologies

Project Management Professional (PMP/CAPM)

Prepare for a career in Project Management, as well as the PMP® (Project Management Professional) Certification Exam or the CAPM (Certified Associate in Project Management) Certification Exam.

The Project Management Professional program is designed to help you enter or advance in this in-demand industry, as well as readily prepare you for roles that focus on Project Management. Throughout the program, you will be introduced to crucial knowledge on how to navigate, view, create, and manage information within a departmental and enterprise-level system - including how to control assigned tasks, effectively plan, and implement project management strategies.

In addition to this knowledge, students will also be taught industry-standard skills and tools used by major discreet manufacturers and product development companies around the world.

Core curriculum and electives for this program cover certification preparation, project management techniques, process flow charts, process mapping, business analysis, Agile, Scrum, Kanban, Lean Six Sigma, and Microsoft applications like Excel, OneDrive, OneNote, Outlook, Planner, Project, Teams, Visio, Word, and more.

Your coursework will also cover project management framework, project integration management, stakeholder management, professional and social responsibilities, human relations, exam tips, study material, and project scope, time, cost, quality, risk, and communications.

To learn more about this program, please visit:
https://www.visible-edge.com/project-management-professional

As an added bonus, we also offer job placement assistance - helping you find opportunities through our network of over 600 companies.

WHAT ARE CAPM® & PMP® CERTIFICATIONS?

The Certified Associate in Project Management (CAPM)® certifications are highly sought-after credentials issued by the Project Management Institute (PMI)® to show fundamental knowledge of terminology, processes, methods, and ideas related to the Project Management industry. The CAPM is an entry-level certification that will help you advance your career into Project Management.

Also issued by the Project Management Institute (PMI)®, the Project Management Professional (PMP)® certification is a globally-recognized solution that helps you master advanced topics throughout this constantly growing discipline. Gaining your PMP certification demonstrates transferability of expertise, skills, dedication, and competency to lead projects in any type of company.

100% OF THE COST OF YOUR EXAMS & BOOKS ARE COVERED IN YOUR PROGRAM COSTS.

THROUGHOUT THESE PROGRAMS, YOU'LL HAVE THE OPPORTUNITY TO EARN INDUSTRY-RECOGNIZED CERTIFICATIONS, INCLUDING BUT NOT LIMITED TO:

- Certified Associate in Project Management (CAPM)®
- Project Management Professional (PMP)®
- Lean Six Sigma Greenbelt
- Lean Six Sigma Healthcare
- Lean Management
- Google Analytics Individual Qualification (GAIQ)
- Certifications in Microsoft Office 365 Associate Specialist for Outlook, Word, Excel, PowerPoint, and Access