



Credentials Overview — Business Operations Associate

Credential Options

Cost Details

Pathways Education Certificate/Toastmasters International.

*recommended

Apprentices may earn a certificate and a digital badge after completing one of Toastmasters' new Education Pathways. New members will be able to access one Pathway upon registration, and each pathway is comprised of five levels which increase in complexity as the learner progresses. The recommended pathways are **Dynamic Leadership, Leadership Development, Presentation Mastery, and Innovative Planning.**

Completion Time: **Will vary by apprentice.**

Difficulty Level (Low, Moderate, High, Very High): **Moderate.**

Cost Details:

- \$20.00 (first month).
- \$45.00/mo afterwards.

Lean Six Sigma Yellow Belt/Lean Six Sigma Institute

An introductory course for those looking to learn basic Lean Six Sigma skills and attain the recognized Yellow Belt Certification. The certification program is trusted by corporations such as Deloitte, GE, Disney and Tesla. You will learn the skills and knowledge necessary to identify and lead Lean Six Sigma Kaizen events and projects and correctly implement strategic and tactical tools using the DMAIC methodology.

Completion Time: **Course length is 40 hours.**

Difficulty Level (Low, Moderate, High, Very High): **Very High.**

Exam+Preparation

- \$399.00 (Self-Study)
- \$999.00 (Live Virtual Training)
- \$1,350.00 (In-person, instructor led training).

Certified Associate in Project Management/The Project Management Institute

The Certified Associate in Project Management (CAPM)[®] is an asset that will distinguish you in the job market and enhance your credibility and effectiveness working on or with project teams. Students can submit one application form to join PMI as a student member and take the CAPM exam at the member discount rate. Requires a GED/AA, and 1,500 hours of project management experience OR 23 hours of project management education.

Completion Time: **Will vary by apprentice.**

Difficulty Level (Low, Moderate, High, Very High): **Very High**

Exam:

- \$300.00

Preparation:

- \$400.00- Course satisfies 23 hours of PM education requirements.



Credentials & Coursework — Business Operations Associate

Higher Ed Coursework (Year 3)

Course	Description	Approx. Cost*
BUS 115 Introduction to Business	Introduces the application of fundamental business principles to local, national, and international forums.	\$800
COM 115 Public Speaking	Combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery.	\$800
BUS 217 Business Communication	Emphasizes effective business writing and cover letters, memoranda, reports, application letters, and resumes.	\$800
CIS 118 Intro. To PC Applications	This course introduces basic computer terminology, file management, and PC system components.	\$800
MAN 241 Project Management	Investigates the concepts and applicability of project management within organizations.	\$800

*Training and Higher Ed Coursework may vary based on the needs of the employer and the trajectory of the apprentice. The above information suggests a sample of what the apprenticeship would entail.