

A GUIDE TO ENSURING CERTIFICATION COMPLETION EMBEDDED ASSESSMENT

Is a Certificate Program is a series of courses providing in-depth study, so you can get the most up-to-date skills and information you need to excel in your chosen field.

YES

No

How is an Intensive Certificate Program different?

- Is an Intensive Certificate Program you complete the same number of courses as in a regular Certificate Program. The only difference is the format—intensive programs are designed to be completed in 10-12 weeks rather than two years. You attend class full-time during the day, Monday-Friday. Instead of enrolling in each course separately, you enroll in the entire Certificate Program. It is a great way to make a career change—fast.

YES

No

- **Why take a certificate program?**

It is likely some other institutions, each of our programs are approved, requiring at least 55 hours of coursework. All of our certificate courses offer academic credit, which may be applied to degree programs at colleges and universities at their discretion.

Yes

NO

- **How will you benefit from getting a certificate?**
 - 1, Making the personal investment in a certificate shows your employer a serious commitment to your field and increases your value in the workplace
 2. Achieving a certificate can give you a competitive edge in hiring and promoting situations
 3. Some of our certificates prepare you to take accreditation exams or meet state-mandated requirements for continuing education
 4. ALL OF THE ABOVE

- **May I apply courses from another college to a certificate?**

You may substitute one course from an accredited institution for one certificate program course, with approval of the program manager, if the course is comparable and you earned to grade C or better. The representative can give you more information about substitutions.

- Is a Customized Certificate Program allows you to combine courses from up to three certificate programs to create your own unique certificate program?

YES

No

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- Is an Intensive Certificate Program completed the same number of courses as in a regular Certificate Program.
 1. The only difference is the format—intensive programs are designed to be completed in 10-16 weeks rather than two years.
 2. You attend class full-time during the day, Monday-Friday. Instead of enrolling in each course separately
 3. You enroll in the entire Certificate Program. It is a great way to make a career change—fast.
 4. ALL OF THE ABOVE

What does MCSA mean?

1. Microsoft Certified Solutions Administrator
2. MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE
3. Microsoft Certified Systems Associate
4. All of the Above

Why is Certification Important

1. Certification refers to the confirmation of certain characteristics of a person, organization or object. This confirmation is often, but not always, provided by some form of external review, education, or assessment.
2. One of the most common types of certification in modern society is professional certification, where a person is certified as being able to competently complete a job or task, usually by the passing of an examination.
3. The purpose of any professional certification is to provide official and public recognition of an individual's competencies and capabilities in a professional subject area.
4. ALL OF THE ABOVE

- **What are the objectives of certification?**
 1. To develop policies, procedures and standards to improve the practice of cost engineering by giving special recognition by their peers to those who, in fulfilling prescribed standards of performance and conduct, have demonstrated and maintained a high level of competence and ethical practices.
 2. TO IDENTIFY FOR EMPLOYERS, clients and the public persons with a broad knowledge of cost engineering, and capability to professionally apply the principals of total cost management.
 3. Develop and establish a program with the goal of continuous improvement for the firm you work for.s
 4. None of the above.