



# Penn Foster Programs

DEGREES, CAREER DIPLOMAS, & CERTIFICATES

# Career Certificates, Diplomas, & Degrees

## Computer Basics, Support & Programming

### Associate Degree

- Computer Info Systems
- PC Maintenance Technology

### Certificate

- Microsoft Office 2013
- Microsoft Office 2016 (Software Included)
- Microsoft Office 2016
- Computer Programming Languages
- Forensic Computer Examiner

### Diploma

- Computer Support Technician
- PC Maintenance and Repair

## Administrative Assistant Skills

### Diploma

- Administrative Assistant
- Legal Secretary
- Medical Administrative Assistant
- Virtual Assistant

## Business Management

### Associate Degree

- Retail Management
- Business Management
- Human Resources Management

### Bachelor's Degree

- Business Management
- Undergraduate Human Resources

- Business Management Essentials
- Business Management
- Human Resources Management Essentials

### Diploma

- Retail Supervisor

## Small Business Management

### Certificate

- Property Management Certificate

### Diploma

- Small Business Management

## Accounting & Finance

### Associate Degree

- Accounting

### Certificate

- Bookkeeping
- Accounting

### Diploma

- Accounting Essentials
- Peachtree: Computer Applications in Accounting

## Electronics

### Associate Degree

- Industrial Electronics and Electrical Maintenance Technology

### Diploma

- Basic Electronics
- Electronics Technician
- Telecommunications Technician

## Hospitality

### Diploma

- Guest Service Agent
- Hotel and Restaurant Management
- Travel and Tourism Specialist

## Home & Garden

### Associate Degree

- Interior Design

### Diploma

- Floral Design
- Furniture & Cabinet Maker
- Home Remodeling & Repair
- Interior Decorator
- Landscaping Technology

## Web & Graphic Design

### Diploma

- Computer Graphic Artists
- Desktop Publishing and Design
- Web Page Design

### Certificate

- Graphic Design

## General Studies

### Certificate

- Career Readiness Bootcamp
- Foundation Skills for Undergraduate Technology
- General Undergraduate Studies

## Writing & Language Skills

### Certificate

- English: Comprehensive Skills in Reading & Writing
- Spanish Certificate

### Diploma

- Freelance Writer

## Apparel & Textiles

### Associate Degree

- Fashion Merchandising

### Diploma

- Dressmaking and Design

## PR & Marketing

### Associate Degree

- Marketing

### Certificate

- Public Relations

# Career Certificates, Diplomas, & Degrees

## Education & Child Development

### Associate Degree

- Early Childhood Education

### Certificate

- Undergraduate CDA  
Credential Prep

### Diploma

- Child Care Professional

## Legal Services & Law Enforcement

### Associate Degree

- Criminal Justice
- Paralegal Studies

### Bachelor's Degree

- Criminal Justice

### Certificate

- Paralegal Advanced Applications
- Paralegal: Real Estate, Wills, & Estates
- Business Security
- Forensic Computer Examiner
- LexisNexis Legal Research

### Diploma

- Legal Secretary
- Legal Transcriptionist
- Paralegal
- Private Investigator

## Medical & Health

### Associate Degree

- Health Care Management
- Medical Assistant

### Certificate

- Anatomy & Physiology
- Electronic Medical Records
- Health Information Management
- Medical Terminology

### Diploma

- Dental Assistant
- Medical Administrative Assistant
- Medical Billing & Coding
- Medical Transcriptionist
- Occupational Therapy Aide
- Optician
- Pharmacy Technician Professional
- Physical Therapy Aid

## Counseling & Human Development

### Certificate

- Child Development Training
- Child Psychology

## Veterinary

### Associate Degree

- Veterinary Technician

### Certificate

- Undergraduate Veterinary Practice Management
- Natural Health Care for Pets
- Pet Grooming

### Diploma

- Dog Obedience Trainer/ Instructor
- Veterinary Assistant

## Engineering & Drafting

### Associate Degree

- Engineer Technology

### Certificate

- AutoCAD Essentials

### Diploma

- Drafting with AutoCAD

## Construction & Maintenance

### Associate Degree

- Construction Technology

### Certificate

- Green Building Practices
- National Electrical Code
- Solar PV Installation
- Solar Thermal Installation

### Diplomas

- Appliance Repair
- Carpenter
- HVARC Technician
- Plumber
- Residential Electrician

## Nutrition & Culinary Studies

### Certificate

- Fitness and Nutrition
- Sports Nutrition
- Gourmet Cooking

### Diploma

- Certified Personal Trainer
- Caterer
- Wedding Planner- ABC Certified

## Skilled Trades

### Certificate

- Front Line Supervisor
- CNC Machinist
- Undergraduate Foundation Skills for Technology

### Diploma

- Appliance Repair
- Gunsmith
- Jewelry Design and Repair
- Locksmith & Home Security Technician
- Wildlife/Forestry Conservation

## Automotive & Engine Repair

### Certificate

- Automotive HVAC Essentials
- Automotive Transmissions Essentials

### Diploma

- Auto Repair Technician
- Diesel Mechanics/ Heavy Truck Maintenance
- Motorcycle Repair Technician
- Small Engine Repair