

# Best Practices for Managing Certificate Programs

- Kathy Brady  
February 26, 2013

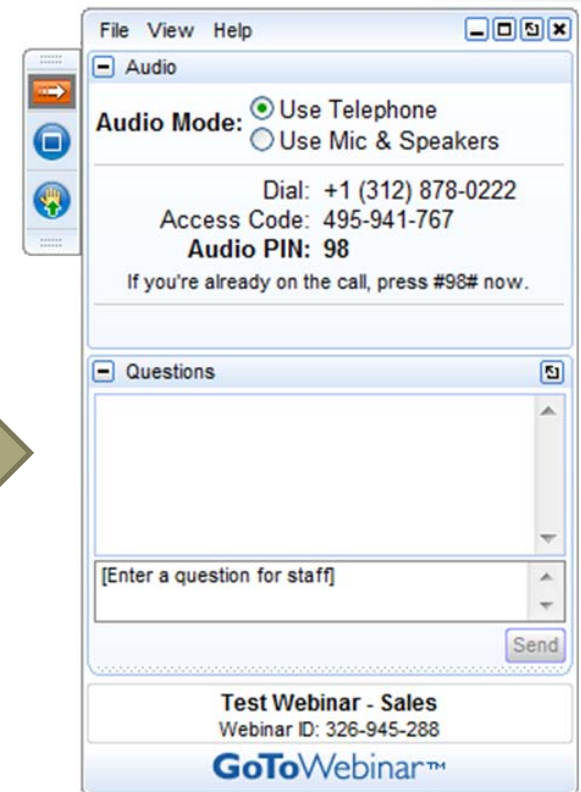
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- ❑ Today's webinar will be recorded. A link to the webinar will be available within the next 24 hours on Augusoft's website.  
<http://www.augusoft.net/webinar>
- ❑ Please use the Questions function in your GTW menu to ask any questions.



# Today's Presenter

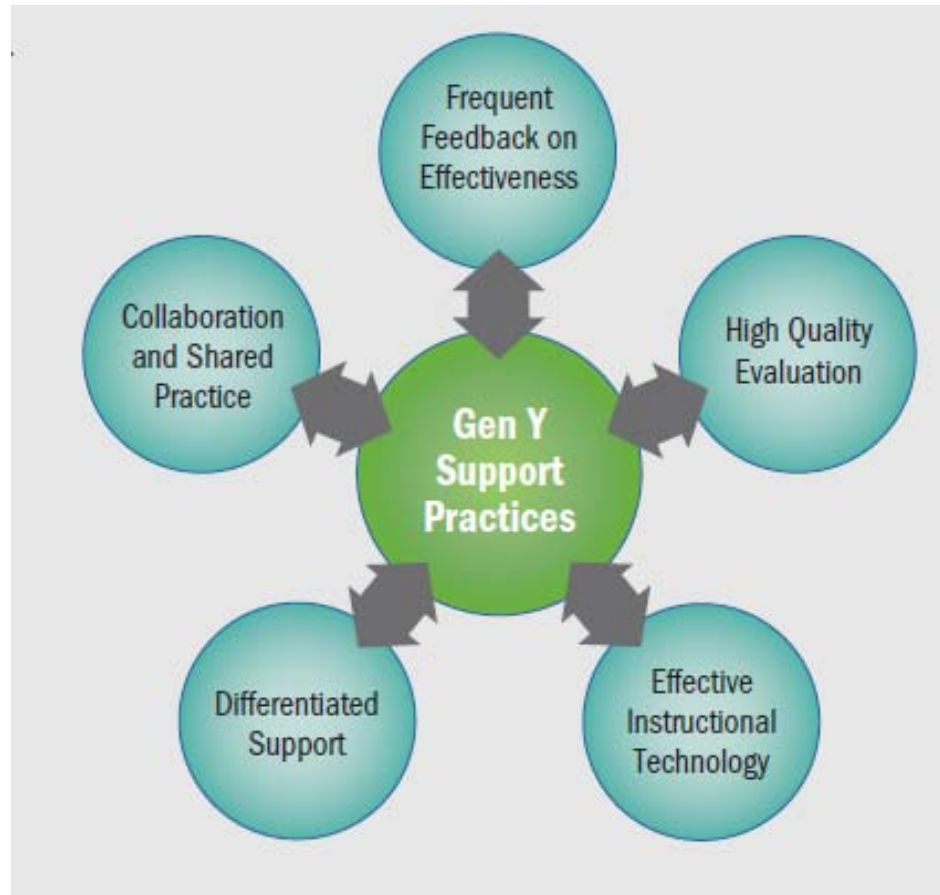


- Kathy Brady
- Product Advisor, Augusoft

# Why offer certificates?

- Certificate programs are in high demand
- Certificate programs have a high profit margin
- Certificate programs have a high retention rate
- Certificate programs help your organization capture your niche

# Gen Y



# Best Practices for Certificate Creation

- Interactive and collaborative learning
- Structured activities and learning experiences
- Just in time learning
- Online learning
- Flexible

# Best Practices for Communication

- Blogs
- Websites
- Social media
- Strong images
- Mobile optimized info pages

# Technology support

- **Lumens EXEC**—designed to support certificate programs that are created using a related cluster of non-credit classes that constitutes a coherent body of study within a discipline or set of related disciplines.
  - Allows students to self-register
  - Tracks student attendance and grades
  - Allows register all at once or single classes at a time
- **Lumens FT Certificate**—built as an add-on to Lumens EXEC, bringing the certificate function one step further. Create certificate programs that are designed for cohort groups of students. Perfect for technical, health and career/professional programs.
  - Program Management
  - Pre-requisite tracking (tasks, questions, course)
  - Financial Aid and Funding Source Management



# Coming:

Full Time Certificate Prerequisites

Augusoft Lumens

Home Contact

Last Viewed Basic Picture Framing Crafts Computer Comfort Basic Computer Literacy Buy eGift Card Cart Help

search for a class... Go Advanced

## Certificate Prerequisites

Select	Prerequisite Name	Prerequisite Type	Completion Type
<a href="#">Add Task Prerequisite</a>			
<a href="#">Add Question Prerequisite</a>			
<a href="#">Add Course Prerequisite</a>			
<input type="checkbox"/>	Are you working in a field related to the Certificate?	Question	Required
<input type="checkbox"/>	Career Consultation	Task	Suggested
<input type="checkbox"/>	Financial Aid Review	Task	Required
<input type="checkbox"/>	Have you worked in a field related to Certificate?	Question	Required
<input type="checkbox"/>	Have you received a raise since completing Certificate?	Question	Required
<input type="checkbox"/>	Have you been promoted since completing Certificate?	Question	Required
<input type="checkbox"/>	Information Session	Task	Optional
<input type="checkbox"/>	What is your salary range?	Question	Required
<input type="checkbox"/>	What is your title?	Question	Required

Next >> Last >>



## Manage Certificate: MS Office

- Edit Certificate
- Manage Courses
- Manage Course Attributes
- Program Sections
- Prerequisites

### Edit Course Prerequisite

Complete the fields below:

**Course Name/#:** Testing 3 (425542)

**Completion Type:** Required

**Passing Grade:** 90

**Sort Order:** 1

**WorkKeys Test?:**  Yes  No

**WorkKeys Type:** Reading

- courses
- membership
- sign out
- FAQ
- teaching
- search
- Admin Menu ---
- CONFIGURATION
- REGISTRATION
- STUDENTS
- COURSE MGMT
- CLASS INFO
- INSTRUCTORS
- ROOM MGMT
- REPORTS
- FINANCIAL MGMT
- CONTRACT TRAINING
- PROGRAMS
- SYSTEM OPTIONS
- CUSTOMER SUPPORT

# Financial Aid

- Private or public funding source (Pell Grant, Sallie Mae)
- Linking accounts receivable and invoicing to the funding sources
- Multiple funding source per student allowed
- Remainder becomes student responsibility for payment
- Multiple payment types

# Why Lumens for certificates

- Designed for Continuing and Professional Education
- Flexible for curriculum design
- Superior Tracking
- Reporting engine to make data driven decisions
- Ties registration and payment together with options for loans, grants, scholarships or 3<sup>rd</sup> party pay

# Questions?

- Please submit questions through the questions function on your toolbar.



# THANK YOU!

Thank you for attending today's webinar.

- Download presentation PDF and view a recording of the complete webinar at [augusoft.net/webinar](http://augusoft.net/webinar)
- To request a complete in-depth demo of Lumens, contact [sales@augusoft.net](mailto:sales@augusoft.net)
- If you have any additional questions or comments, contact [chris.murphy@augusoft.net](mailto:chris.murphy@augusoft.net)
- Please take a few minutes before you leave to fill out the post-webinar survey.

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