

## DEVELOPING WORKPLACE-READY TALENT

*Through Education & Skills Training Solutions for Students, Pre-Hires, New Hires and Incumbents*

At Penn Foster, we partner with thousands of employers and organizations across the manufacturing, utilities, automotive and education industries to understand their unique challenges and personalize a solution to meet the demands of preparing students and employees for the modern workforce.

From micro-courses covering specific skills or competencies, to multi-course career pathways that train for specific occupations, our skills-based portfolio can be personalized for your organization to educate learners, upskill current employees and recruit new career-ready talent.

## TRAIN FOR TOP BUSINESS OCCUPATIONS:



Accounting



Public Relations



Finance



Human Resources



Business Management



Marketing

## Business Competencies and Career Pathways

## Foundational Workplace Competencies

### INDUSTRY-SPECIFIC SKILLS

Accounting Essentials Career Certificate

Business Management Essentials Career Certificate

Human Resource Management Essentials Career Certificate

Microsoft® Office 2016 Career Certificate

Public Relations Career Certificate

Peachtree®: Computer Applications in Accounting Career Certificate

*Our online courses cover industry and occupation-specific technical skills.*

### CAREER DIPLOMAS

Virtual Assistant Career Diploma

Administrative Assistant Career Diploma

Small Business Management Career Diploma

Bookkeeping Career Diploma

*Our online career diplomas are nationally accredited and take 300 hours of training on average.*

### COLLEGE

Undergraduate Certificate in Accounting

Undergraduate Certificate in Business Management

Undergraduate Certificate in Human Resources

Business Management Associate Degree

Accounting Associate Degree

Marketing Associate Degree

Finance Associate Degree

Human Resource Management Associate Degree

*Our online undergraduate certificates and associate degrees are nationally accredited and take 810 hours to complete 18 credits, 2,700 hours to complete 60 credits, on average, respectively.*

### HIGH SCHOOL

High school diploma with early college courses

*Our online high school program is regionally and nationally accredited and takes 2,580 hours of training to complete 21.5 credits.*

### SOFT SKILLS

Communication

Adaptability & Flexibility

Professionalism

Reliability

Lifelong Learning

Teamwork

Planning & Organization

Problem Solving & Decision Making

Working with Tools & Technology

### ACADEMIC SKILLS

Numeracy & Literacy Foundation

Computer

### CROSS-INDUSTRY SKILLS

Supervisory

Microsoft® Office

Business Management

Workforce and Power

Spanish

*Building upon industry-recognized competency models, our online courses covering critical skills bring together personal effectiveness, workplace readiness and foundational academic skills.*

## 🔗 Career Link: Employment Matching Solutions

Our Career Link solution enables employers, staffing firms and employment services organizations to connect with Penn Foster students and grads to fill in-demand jobs.

### BUSINESS STUDENTS & GRADS

**10,146**

Enrolls in 2016

**866**

Graduates in 2016

### OUR GRADS ARE EMPLOYED BY BRANDS INCLUDING:

UNIVERSITY of VIRGINIA



Smith & Wesson®

TEXAS  
Health and Human  
Services Commission

Olive  
Garden  
ITALIAN KITCHEN

Marriott

### PENN FOSTER GRADUATE OUTCOMES:

**86%**

*of graduates feel more confident that their new skills will help them succeed in the workplace*

**78%**

*of employed graduates saw a positive change in job status within 6 months of graduating*

**81%**

*of graduates reported enhanced work performance*

“For years education was the hold up in getting promoted. Until I found Penn Foster I was not able to afford college. After I enrolled in classes my life changed. The next promotional opportunity that came up, I got. As I have continued my education I have received multiple promotions.”

**Jason Wingate,**  
Business Management College Degree

## PERSONALIZED SOLUTIONS FOR YOUR ORGANIZATION:

- Affordable, flexible education & skills training solutions tailored to meet the individual needs of your organization and your learners
- End-to-end partner support through a dedicated partner success manager, call-center based team, online training and marketing consultations
- An engaging, mobile-friendly experience that allows learners to study anytime, anywhere
- Success coaches and surround sound academic, financial and personal support for students
- Regular business reviews to understand the impact and ensure key goals are met
- Courses aligned to industry standards and preparation, plus regional and national accreditation

## LEARN MORE ABOUT PENN FOSTER:

Where Education Meets Employment in the New Skills Economy | [partners.pennfoster.edu](https://partners.pennfoster.edu)