1. STUDY FOR JOBS

Short & Medium-Term Courses Leading to Immediate Employment

Course	Duration	Ideal Study Location	Accreditation/Certifying Body	Target Group	Qualification Requirements
Software Development Bootcamp	6–12 months	Online & On-site	FreeCodeCamp, Codecademy, Microsoft, Google	Career Changers, Developers	Basic computer skills; interest in coding
Web Development (Front-end & Back-end)	4–8 months	Online & On-site	FreeCodeCamp, Coursera, Udemy	Developers, Students	Basic coding knowledge helpful
Programming Languages (Python, Java, C#, JavaScript)	3–6 months	Online	Microsoft, Coursera, Udemy	Developers, Students	Basic computer literacy, logical thinking
AutoCAD & ArchiCAD	3–6 months	Online & On-site	Autodesk Certified Professional, Graphisoft	Architects, Engineers, Designers	Basic design/drafting knowledge preferred
QuickBooks & Accounting Software	6–10 weeks	Online	Intuit QuickBooks Certification	Accountants, Small Business Owners	Basic bookkeeping/accounting knowledge preferred
Digital Marketing	6–12 weeks	Online	Google, HubSpot, Meta Blueprint	Entrepreneurs, Marketing Professionals	Basic marketing or business knowledge helpful
Cybersecurity Technician	6–12 months	Online	CompTIA Security+, ISC2, Cisco	IT Professionals, Security Enthusiasts	Basic IT knowledge or prior tech experience
Data Analytics Essentials	3–6 months	Online	IBM Data Analyst, Google Data Analytics	Business Analysts, Graduates	Basic statistics and Excel skills recommended
Cloud Computing Basics	3–6 months	Online	AWS Cloud Practitioner, Google Cloud Foundations	IT Beginners, Remote Workers	Basic IT knowledge preferred
Graphic Design (Canva &	6–10	Online	Adobe Certified Professional	Creatives, Students,	Basic computer skills; creativity

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Course	Duration	Ideal Study Location	Accreditation/Certifying Body	Target Group	Qualification Requirements
Photoshop)	weeks			Freelancers	encouraged
Website Design (WordPress)	4–8 weeks	Online	WordPress Academy, Coursera	Entrepreneurs, Developers	Basic computer skills; familiarity with websites helpful
Social Media Management	4–8 weeks	Online	Meta Blueprint, Hootsuite Academy	Influencers, Small Business Owners	Basic social media experience beneficial
Data Entry & Virtual Assistant Training	4–6 weeks	Online	Google Career Certificates	Freelancers, Stay-at-Home Parents	Basic typing/computer skills required
Basic Computer Skills & Office Software	2–4 weeks	Online & On-site	ICDL, Microsoft Digital Literacy	Beginners, Youth, Job Seekers	No prior experience required
Medical Billing & Coding	6–9 months	Online	AAPC, AHIMA	Medical Coders, Billing Specialists	High school diploma or equivalent
Mental Health Support Worker	2–3 months	Online	Mental Health First Aid, CPD UK	Counselors, Support Workers	No formal qualification required
Hair Styling	6–12 weeks	Online (theory) + On-site	Local Vocational Boards	Aspiring Hair Stylists	No prior experience required
Barbering	6–12 weeks	Online (theory) + On-site	Local Barbering Cert. Boards	Aspiring Barbers	No prior experience required
Cosmetology	8–16 weeks	Online (theory) + On-site	State Cosmetology Boards, Beauty Councils	Aspiring Cosmetologists	No prior experience required
Hair Dressing	6–12 weeks	Online (theory) + On-site	Local Beauty School Boards	Aspiring Hairdressers	No prior experience required
Swimming	4–8 weeks	Online (theory) +	Red Cross Swimming Certifications, YMCA	Beginners, Fitness Enthusiasts	No prior experience required

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Course	Duration	Ideal Study Location	Accreditation/Certifying Body	Target Group	Qualification Requirements
		On-site			

2. STUDY FOR PROMOTIONS, CAREER ADVANCEMENT & PROFESSIONAL DEVELOPMENT

Course	Duration	Ideal Study Location	Accreditation/Certifying Body	Target Group	Qualification Requirements
Leadership	4–8 weeks	Online & On-site	Dale Carnegie, Coursera Leadership Programs	Aspiring Leaders, Managers	No formal qualification required
Communication Skills & Public Speaking	3–6 weeks	Online	Toastmasters, Coursera Communication Courses	Professionals, Job Seekers	No prior experience required
Time Management & Productivity	2–4 weeks	Online	LinkedIn Learning, CPD UK	Employees, Entrepreneurs	No formal qualification required
Emotional Intelligence	4–6 weeks	Online	Yale, Coursera Emotional Intelligence Programs	Managers, HR Professionals	No formal qualification required
Online Course Facilitation	4–6 weeks	Online	Google for Education, EdTech Cert.	Online Educators	Experience in education helpful
Teacher Tech Tools (EdTech)	2–4 weeks	Online	Microsoft Educator, Google Cert.	Teachers, Trainers	Current teaching or training role helpful
Homework Support & Tutoring Skills	4–6 weeks	Online	CPD UK, National Tutoring Assoc.	Tutors, Educators	Basic tutoring or teaching experience preferred
Project Management Foundations	2–4 months	Online	PMI CAPM, PRINCE2 Foundation	Managers, Coordinators	Basic organizational skills
Executive Assistant Training	6–8 weeks	Online	CPD UK, IAOT	Executive Assistants	Basic office skills, good communication
Secretarial Studies	6–8 weeks	Online	CPD UK, IAOT	Aspiring Secretaries, Admin Professionals	Basic office skills; typing/computer literacy

Course	Duration	Ideal Study Location	Accreditation/Certifying Body	Target Group	Qualification Requirements
Sales & Telemarketing Skills	4–6 weeks	Online	HubSpot, LinkedIn Learning	Sales Professionals	Good communication skills
Business Communication & Email Writing	2–4 weeks	Online	LinkedIn Learning, Coursera	Professionals, Job Seekers	Basic writing and communication skills

3. STUDY TO IMPROVE YOUR BUSINESS

Entrepreneurship, Finance & Business Growth

Course	Duration	Ideal Study Location	Accreditation/Certifying Body	Target Group	Qualification Requirements
Entrepreneurship & Business Strategy	3–6 months	Online & On-site	HarvardX, Coursera, CPD UK	Entrepreneurs, Business Owners	Basic business knowledge or experience preferred
Forex Trading	4–8 weeks	Online	Certified Forex Trader Programs (e.g., Forex School Online)	Aspiring Traders, Investors	Basic financial literacy recommended
E-commerce & Dropshipping	6–8 weeks	Online	Oberlo, eCom Labs	Online Sellers, Entrepreneurs	Basic digital marketing or sales knowledge
Digital Product Creation & Marketing	4–6 weeks	Online	Shopify Learn, Google	Digital Marketers, Entrepreneurs	Basic marketing skills helpful
Starting a Small Business	4–6 weeks	Online	CPD UK, SBA Online Academy	Entrepreneurs, Startups	No formal qualification required
Personal Finance & Budgeting	2–4 weeks	Online	Financial Educators Council	Individuals, Youth	No prior experience needed
Microfinance & Loan Management	2–3 months	Online & On-site	CGAP, Microfinance Assoc. Cert.	Microfinance Workers, Entrepreneurs	Basic finance or banking knowledge helpful

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Course	Duration	Ideal Study Location	Accreditation/Certifying Body	Target Group	Qualification Requirements
Profit Maximization & Business Scaling	4–8 weeks	Online	Harvard Business Publishing, Coursera Business Growth Courses	Business Owners, Entrepreneurs	Business ownership or management experience useful
Advanced Sales & Negotiation	4–6 weeks	Online	HubSpot Sales Certification, LinkedIn Learning	Sales Professionals, Business Owners	Sales or customer service experience beneficial
Marketing Analytics for Growth	3–5 weeks	Online	Google Analytics Academy, Coursera	Marketers, Business Analysts	Basic marketing or analytics skills preferred