**94 Money-Making Skills You Can Learn in Less Than a Year**

***Master a new skill to boost your career and earn more money.***

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Learning a new business skill is an excellent way to break into an industry, make yourself more attractive to employers or earn more money and responsibility in your current career. It’s possible to learn many in-demand skills in less than a year — some in just a few weeks or months.

Potential earning increases for adding new skills to your resume are wide-ranging, but the more skill you can bring to the table for an employer, the better . Here are 94 money making skills to bring more to your resume, your employer and your pay check:

**1. Touch-Typing and 10-Key**

Learning touch-typing or 10-key can improve accuracy when drafting documents and speed up productivity, both of which are skills that many employers consider major assets. Typing is necessary for data entry, administrative and writing jobs. The cost of improving typing skills ranges from the practice you can do on your own for free to courses that cost a couple of hundred dollars. Online learning marketplace [Udemy](https://www.udemy.com/courses/search/?q=typing&src=sac&kw=Typing), for example, offers several typing courses ranging from $10.99 to $199 to help you increase your typing speed in just a few days.

In addition to data entry jobs, cashier jobs and similar roles typically require 10-key skills. If you want to work in retail or land a role requiring numerical data entry, you can learn 10-key number-pad typing skills using free online tools, such as through [Typing.com](https://www.typing.com/) or by taking an online course through a site like [Lynda.com](https://www.lynda.com/). Lynda.com subscriptions start at $29.99 a month for access to thousands of courses.

**2. Computer Programming**

You don’t need a four-year computer science degree to learn basic computer programming and get entry-level jobs in information technology or roles related to website or software development and database management. Complete the Penn Foster Career School online [Computer Programming Languages Certificate program](https://www.pennfoster.edu/programs-and-degrees/computer-programming-and-support/computer-programming-languages-certificate) in four months and learn programming skills as well as JavaScript, Microsoft Visual Basic and Access. The program costs between $499 and $589.

**3. Public Speaking**

Taking a public speaking course and learning how to communicate effectively can enrich your career, especially if you’re seeking leadership or motivational speaking roles. Public speaking classes are taught online, at community colleges and at adult continuing education centers. Online training company [The Leader’s Institute](http://www.leadersinstitute.com/), for example, offers a five-part online public speaking course for $595.

**4. Microsoft Office Suite Certification**

Obtaining a Microsoft Office Suite certification indicates proficiency in Word, Excel, PowerPoint and Outlook. This is perfect if you’re seeking jobs that involve preparing documents and spreadsheets, such as administrative jobs and research jobs. Complete free online tutorials at your own pace, or sign up for a course at an adult continuing education center. For example, [Chesapeake Public Schools](https://cpschools.com/adult-education/) in Chesapeake, Virginia, has four-week Microsoft Word and Excel classes starting at $71 for residents and $137 for nonresidents.

**5. Google Analytics Certification**

[Google Analytics Academy for Beginners](https://analytics.google.com/analytics/academy/course/6) is a smart option if you’re on the hunt for entry-level positions in digital marketing or advertising, or if you’re in the industry and need to improve your data gathering and analysis skills. It can be particularly helpful if you’re switching from a nondigital role, like print marketing, to a digital role, like website marketing. The online training is free through Google Analytics Academy. Courses — which can be completed in about four to six hours — help prepare you for the Analytics Individual Qualification certification test, which is also free to take.

**6. Google Ads Certification**

Getting certified in Google Ads is another valuable tool for digital professionals, especially if you’re interested in search engine marketing and related web marketing or advertising roles. Register through [Google’s Academy for Ads](https://landing.google.com/academyforads) and complete any of the hundreds of free training videos, ranging from five minutes to more than an hour long, at your own pace. Classes include Google Ads certification, search marketing, dynamic search and Ads display certification.

**7. CPR or First Aid Certification**

Being certified in CPR or first aid provides you with life-saving skills that can be used in a variety of jobs, from child care and lifeguard work to roles as a flight attendant or in construction. Typically, CPR training takes about one to three hours, and the cost ranges from around $25 through local class providers to $65 to $115 through the [American Red Cross courses](https://www.redcross.org/take-a-class) in the Los Angeles area.

**8. Driving for Ride-Sharing, Taxi or Delivery Services**

Becoming a noncommercial driver doesn’t usually involve specific training, with many companies only requiring a valid state driver’s license and a good driving record. Opportunities include driving for a company like Uber or Lyft or becoming a delivery person or a private-hire driver.

If you want to be a taxi driver, some companies require completion of a one-day training course. The cost at the [NYC Cab Drivers Training Center](https://www.nyccabdriverstrainingcenter.com/index.php?pw=service/services) in Manhattan is $175, but local courses may vary in price for you.

**9. Driving With a Commercial Driver's License**

Driving a commercial vehicle requires training and a commercial driving license, but many commercial transport companies allow new employees to start their driving hours as they complete their training. Companies such as short- and long-distance delivery service providers, retailers and gasoline-shipping businesses employ commercial drivers. The training involves classroom instruction and hands-on experience. Training on standard trucks should take about one to two months to complete, and costs between $3,000 and $7,000, according to truck driving industry resource AllTrucking.com.

**10. A Second Language**

Learning a second language can not only help you establish relationships with clients who don’t speak English, but also can make you a viable candidate for jobs that require international travel — from sales and business development to training and leading others on tours. You can also use this skill for call center jobs, telephone or online sales jobs and customer service jobs with employers who need bilingual employees. Check out foreign language or American Sign Language classes at a community college or online. The University of Wisconsin-Madison, for example, offers an online, six-month [Business Spanish Certificate Program](https://continuingstudies.wisc.edu/classes/business-spanish-certificate-program/) starting at $750.

**11. Veterinary Assistance**

The training you receive as a veterinary assistant enables you to care for animals in a veterinary clinic or animal hospital. You’ll work under the guidance of a veterinarian. Training involves coursework plus hands-on experience during an externship. Penn Foster Career School’s [NAVTA-Approved Veterinary Assistant Training program](https://www.pennfoster.edu/programs-and-degrees/veterinary-studies/veterinary-assistant-career-diploma), for example, is about seven months long and costs start at $759.

**12. Entrepreneurship**

An entrepreneurship certificate is worth the investment if you’re looking to start your own business. You’ll learn skills for successfully managing a business, handling company funds, creating a business plan and marketing a business. Grantham University offers an 18-credit, eight-month online [Practical Entrepreneurship certificate program](https://www.grantham.edu/online-degrees/entrepreneurship-certificate/), for example, costing $295 per credit hour. Scholarship funds and financial aid are available.

**13. Human Resources Management**

A certificate program in human resources management is a powerful tool if you work in HR and you’re looking to move into a management role. You’ll learn a variety of skills, such as talent acquisition and workforce management. Online certificate program provider Villanova University offers a 12-week online [Certificate in HR Management course](https://www.villanovau.com/programs/certificates/human-resources/certificate-in-hr-management/) that costs $2,495.

**14. Online Marketing**

Companies with websites often need people knowledgeable in online marketing to increase traffic to their sites. Learning online marketing skills can help you snag a digital marketing job. Online marketing skills are also beneficial when launching your own business. Udemy has a 30-day [Online Marketing Crash Course](https://www.udemy.com/online-marketing-crash-course/) for $10.99 that covers basic online marketing strategy, social media, blogging and more. Other online education options include eCornell, which offers a two-month, $3,600 [Digital Marketing Certificate Program](https://www.ecornell.com/certificates/marketing/digital-marketing/).

**15. Real Estate Sales**

Real estate sales can be ideal if you’re seeking a career change that doesn’t involve going to — or back to — college. Use this skill to work as a residential or commercial real estate broker, property manager, land developer or a real estate counselor. Becoming an agent costs about $200 to $300 for the prelicensing course and $100 to $300 for the licensing exam, according to Realtor.com. It is possible to complete the training in just a few weeks or months. Course hour requirements vary by state, ranging from 60 to 135 hours.

**16. Insurance Sales**

Opportunities in insurance sales include working for auto, life, health and home insurance companies, but insurance sales skills also can be helpful for roles in insurance underwriting, real estate, personal finance advisement and other jobs. Many insurance agencies offer on-the-job training, during which you shadow an experienced agent. In most cases, you’ll need to get licensed by your state. In Virginia, for example, A.D. Banker and Company’s [prelicensing course for property and casualty insurance](https://www.adbanker.com/packages.aspx?ClassID=FC|VA|O" \t "_blank) can cost $129.95 to $226.85.

**17. Firearm Handling**

Learning how to use a firearm properly can help you get a job as an armed security guard, border patrol agent, corrections officer, bodyguard or law enforcement officer. Classes cover safety and maintenance, legal requirements, and weapon handling and shooting skills for various types of firearms. An [NRA course](https://www.nrainstructors.org/) on basic shooting takes nine hours and costs $125.

**18. Yoga Instruction**

Gaining skills as a yoga instructor can help you find work as an instructor at yoga studios and fitness centers or as a private fitness instructor. It can also help supplement training for a role in physical education. It takes about 200 to 500 hours to complete certification, according to YogaFit Yoga Alliance and the American Council on Exercise, which amounts to between three and six months. Training ranges from $500 to $5,000, depending on whether you sign up for a distant learning program or attend a school.

**19. Sport Coaching**

Learning coaching techniques can help you snag a coaching job at private or public schools, camps, city or state recreation programs or private sporting organizations. The amount of time it takes to complete a coaching certificate varies. The American Coaching Academy’s self-paced [online coaching certificate program](https://www.adbanker.com/packages.aspx?ClassID=FC|VA|O), for example, can be completed within two to five days and costs $197.

**20. Notarizing**

A notary public witnesses and records the signing of important papers like mortgage closing documents and legal affidavits. In addition to notary public service providers — like shipping service retail stores — real estate companies, banks and law firms also employ or use notaries. A notary public course takes about three to six hours to complete, and you’ll have to pass a notary exam approved by your state. In California, the cost of a six-hour online training is $179. Some employers cover or reimburse this cost.

**21. Cooking**

If you work as a prep cook or line cook, improving your skills can help you locate higher-paying jobs or pave the way for starting a cooking or catering business. Fortunately, completing a cooking course doesn’t take a lot of time or money. For example, Penn Foster’s [Gourmet Cooking Certificate program](https://www.pennfoster.edu/programs-and-degrees/culinary-arts-and-entertaining/gourmet-cooking-certificate) starts at $639, and you can complete it in three months.

**22. Bartending**

Learning how to handle a bar can help you earn extra money working at a bar, restaurant or private party. You can complete a 40-hour bartending or mixology course in one, two or five weeks. Training programs for bartending typically average between $200 and $400.

**23. Reading Comprehension**

Improving your reading comprehension skills can help you read faster and retain more information. This skill benefits educators, historians and editors, and can be helpful in almost any profession. Classes are available at the adult continuing education centers or online. Reading Comprehension 101, offered by [Universal Class](https://www.universalclass.com/i/course/reading-comprehension-101.htm), for example, costs between $50 and $75, and you can complete it in about 10 hours.

**24. Budgeting or Bookkeeping**

A basic bookkeeping course teaches you how to manage a company’s financial accounts. Bookkeepers are employed in all types of industries, including healthcare, government, private businesses and retail. Penn Foster’s [online bookkeeping courses](https://www.pennfoster.edu/programs-and-degrees/accounting-and-finance/bookkeeping-career-diploma) take about five months, and tuition starts at $699.

**25. Photography**

With photography, you can explore your creative side and find opportunities in photojournalism or studio or commercial photography. Becoming a photographer doesn’t necessarily require a degree. You can complete online classes with the [New York Institute of Photography](https://www.nyip.edu/), for example, within six to 12 months, and tuition ranges from $499 to $799.

**26. Mathematics**

A math certificate from a college or university’s continuing education program can improve your job prospects if you’re looking for work as a banker, financial advisor, economist or scientist. Completing a math certificate takes about two semesters, and the cost varies depending on the college or university.

**27. Project Management**

Project managers oversee various projects from start to finish. Project management skills are useful in many industries, including healthcare and information technology, and certification can increase your salary by up to 23%, according to the Project Management Institute. Udemy’s [Project Management Professional online course](https://www.udemy.com/course/pmp-certification-complete/) takes about 35 hours to complete and costs $199.99.

**28. Investing and Investment Management**

Enhancing your investing skills is helpful if you’re working or pursuing a career in investing, banking, finance or financial advisement. Courses can help you become familiar with commodities, futures, stocks, bonds and other investments. Coursera offers an [Investment and Portfolio Management Specialization online course](https://www.coursera.org/specializations/investment-portolio-management) through Rice University that’s free to enroll in and takes approximately four months to complete.

**29. Tailoring, Dressmaking and Clothing Design**

Tailoring and dressmaking skills can help you find work with a custom clothes designer or do alterations to make money from home. Learning this skill doesn’t require formal education, but you can complete Penn Foster’s online [Dressmaking and Design Program](https://www.pennfoster.edu/programs-and-degrees/apparel-and-textile/dressmaking-and-design-career-diploma) in about seven months for as low as $689.

**30. Negotiating and Bargaining**

Negotiating skills are useful across several industries, including customer service, sales and tourism. Learning the art of negotiating and bargaining helps you close more deals and contributes to your career success. Several programs are available to improve your negotiating skills, including Emeritus Institute of Management’s two-month [Negotiation and Influence online certification course](https://emeritus.org/management-certificate-programs/negotiation-and-influence/), which costs $1,200.

**31. Teaching**

If you’re proficient in history, English, science or math, getting a teaching certificate can take your career to the next level. Some colleges and universities have accelerated teacher certification programs for those who already have a bachelor’s degree. For example, Old Dominion University offers its [Career Switcher teaching program](https://www.odu.edu/cepd/career-switcher) that lasts for seven weeks in the summer and 15 weeks in the fall and spring. Tuition ranges from $500 to $4,600.

**32. Welding**

Welders work in the construction, infrastructure, transportation and marine industries. Becoming a welder doesn’t require university or college training, but you’ll have to attend a welding or vocational school. You can complete training in eight to 12 months, and fees range from $150 per class to $2,275 per course.

**33. Heavy Equipment Operation**

If you’re a skilled laborer, the ability to operate heavy equipment can increase your job prospects. AIS Training Center, for example, offers six- to 10-week [National Center for Construction Education and Research Operator Certificate Programs](http://www.aistraining.com/operator) that cost from $6,000 to $10,000. Training includes classroom instruction and hands-on instruction.

**34. Video Editing and Production**

Learning video editing and production can open the door to opportunities with marketing and promotional companies, or help you land entry-level work in television and video editing. Training costs and program lengths vary. For example, the [New York Film Academy](https://www.nyfa.edu/) offers 12-week digital workshops for $3,647 plus equipment fees.

**35. Basic and Professional Writing**

Whether you’re working in healthcare, administration or business, excellent writing skills are essential for drafting emails and memos. Online writing courses help you hone these skills at little to no cost. Udemy’s [Becoming a Writer course](https://www.udemy.com/becoming-a-writer-exercises/), for example, is offered to help you improve your writing skills in just a few minutes per day and costs only $10.99.

**36. Singing**

Whether you’re an amateur or intermediate singer, lessons can improve your pitch and breathing, help you sing better and maybe help you land part-time singing gigs or acting roles. Schedule private singing lessons at your own pace — costs range from about $25 to $60 per hour for lessons.

**37. Carpentry and Basic Construction Skills**

If you have a construction background, learning specific carpentry skills can help you get into home remodeling or handyman work. Learn about bathroom and kitchen remodeling, flooring and other in-demand carpentry skills. Penn Foster offers an online [Carpentry Training Program](https://www.pennfoster.edu/programs-and-degrees/construction-and-maintenance/carpenter-career-diploma) that starts at $599 and can be completed in five months.

**38. Blueprint Reading**

Learning how to read blueprints can lead to greater opportunities if you have a construction background or if you’re thinking about entering the engineering field. Taking a blueprint reading workshop can sharpen your skills and keep you a step ahead of the competition. Professional training provider [Zack Academy](https://www.zackacademy.com/class/construction-trade/blueprint-reading) offers 32 hours of training and a certificate of completion for $595.

**39. Teaching English as a Second Language**

ESL certification can enable you to teach people who do not speak English as their first language. Opportunities include teaching English and providing online tutoring services through public or private schools and learning centers. You can complete the [TESOL Core Certificate Program](https://sites.tesol.org/MemberPortal/Events/2018/PL18_CCP18/TESOL-Event-Detail?EventKey=PL18_CCP18) in 140 hours for between $775 and $2,170.

**40. Translation**

Translators work in private and public schools, courthouses, hospitals and conference centers. Becoming a translator might be a great opportunity if you already speak and write in another language. The length of language translation programs vary, but typically range from two to four months, and cost between $200 and $1,500.

**41. Transcription**

Transcribing skills — listening to an audio recording and typing what you hear — can help you find hospital, financial, journalism and legal jobs. The [Transcription Certification Institute](https://www.transcriptioncertificationinstitute.org/) offers online classes you can complete in 21 to 90 days for $699.

**42. Link Building**

Effective link-building strategies help increase website traffic. Link-building experts work with web development companies, internet marketing companies and any businesses that are looking to drive additional traffic to their websites and rank higher in search engines. Udemy offers a seven-hour course on [Proven SEO and Link-Building Tactics](https://www.udemy.com/online-seo-training-course/) for $10.99.

**43. Mac or PC Computer Skills**

The ability to use computer operating systems is beneficial no matter where you work. Knowing how to use a PC and a Mac is an advantage — almost every industry uses spreadsheets, documents, the internet, email and other applications on a daily basis. Lynda.com offers thousands of courses, including training for Windows and Mac computers. Course lengths range from one to three hours — learn as much as you want with a monthly subscription, which ranges from $24.99 to $29.99.

**44. Data Analysis**

Several industries use data analytics — including travel, energy, finance, education and health — to identify patterns and trends they can leverage for growing their businesses. Online learning center General Assembly offers an accelerated one-week course and a 10-week, part-time [Data Analytics course](https://generalassemb.ly/education/data-analytics) for $3,950. Upon completing the course, you might be eligible to receive credit toward an online graduate program.

**45. Nursing Assistant Certification**

Certified nursing assistants are in demand and complete a variety of tasks — including assisting patients with bathing, dressing and eating — in nursing homes, hospitals and other healthcare facilities. It takes between two and 12 weeks to become a CNA, depending on the number of training hours your state requires, and fees range from $500 to $1,200.

**46. Emergency Medical Technician Certification**

To become an EMT, you must first complete a basic emergency medical technician course. EMTs work with hospitals and emergency departments to provide prehospital care in crisis situations. Completing a basic emergency medical technician course takes about three to 11 weeks — depending on whether you attend a full- or part-time program — and costs about $650.

***Look:***[***20 Highest- and Lowest-Paying Jobs in Healthcare***](https://www.gobankingrates.com/money/jobs/lowest-highest-paying-jobs-in-healthcare/)

**47. Cosmetology and Hairstyling**

If you’re thinking about a career in cosmetology, a beauty program will prepare you to work in salons and barbershops. Program lengths vary but typically will take less than a year to complete. For example, getting an undergraduate certificate in cosmetology from [Palace Beauty College](http://www.palacebeautycollege.com/cosmetology-program/) takes 48 weeks and costs $11,285 for tuition and fees, plus $1,615 for books and supplies. Financial aid is available.

**48. Massage Therapy**

Massage therapy training can lead to opportunities in chiropractor offices, wellness centers, spas, hotels and massage clinics. You must complete training at an accredited school and pass the National Certification Board for Therapeutic Massage and Bodywork exam. Many states require between 500 and 600 hours of massage training before you can become certified, and tuition ranges from $6,000 to $10,000.

**49. Personal Trainer Certification**

Becoming a certified personal trainer qualifies you to work in fitness gyms and wellness centers to help beginner and advanced fitness enthusiasts transform their bodies. You can become certified in as few as 10 to 12 weeks at the [National Academy of Sports Medicine](https://www.nasm.org/become-a-personal-trainer), where fees range from $489 to $1,399.

**50. Physical Therapy Aide Skills**

Taking a course to become a physical therapy aide can help you secure work in a rehabilitation facility, nursing home or hospital under the guidance of a physical therapist. To become a physical therapy aide, you can enroll in [Penn Foster’s program](https://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/physical-therapy-aide-career-diploma) and complete training in one month. You won’t need licensing or certification, and tuition starts at $569.

**51. Sleep Technician Certification**

Becoming a certified sleep technician teaches you how to monitor patients for sleep disorders like insomnia and sleep apnea. As patients sleep, you observe their brain waves, breathing patterns and heart rates. Certification requires completing 80 hours of an accredited sleep technologist education program and nine months of on-the-job training. Training fees vary; the [Atlanta School of Sleep Medicine and Technology](http://www.sleepschool.com/) offers a course for $3,300, for example.

**52. Registered Diagnostic Medical Sonographer Certification**

If you’re an ultrasound tech looking to become certified in abdomen, breast, gynecology or fetal echocardiography, and you’ve completed an associate or bachelor’s degree, you’re eligible to take the certification exam by the [American Registry of Diagnostic Medical Sonographers](https://www.ardms.org/get-certified/spi/). The exam fee is $100. You must complete at least 30 hours of continuing medical education within three years of certification.

**53. Travel Associate Certification**

If you have travel experience and want a career in travel, becoming a certified travel associate might be a good idea. [The Travel Institute](https://www.thetravelinstitute.com/travel-agent-certification/cta-certified-travel-associate/) enables you to study at your own pace, as long as you complete the course in 12 months. Tuition ranges from $399 to $499.

**54. Auto Repair Technician Certification**

Completing a six-month auto repair technician training program can help you secure work as an auto mechanic with dealerships and private auto shops. You’ll handle inspections, maintenance and basic repairs. Penn Foster’s online [Auto Repair Technician Program](https://www.pennfoster.edu/programs-and-degrees/automotive-and-engine-repair/auto-repair-technician-career-diploma), for example, costs between $699 and $875, and after you finish the course, you have an option to earn your Master Automobile Technician Certification through the National Institute for Automotive Service Excellence.

**55. Cloud Computing**

Cloud computing technology is an excellent skill to learn because it’s one of the fastest-growing businesses in the IT industry. [Cloud Academy](https://cloudacademy.com/) provides a wealth of ongoing training to help you learn cloud computing and prepare for Amazon Web Services certification, starting at $70 a month. The course has no end date, and you can learn as little or as much as you like.

**56. Information Security**

Information security training paves the way for a career in cybersecurity. Work with government agencies, retailers and other businesses to protect sensitive information from hackers. Boston University, for example, offers an online [Information Security Graduate Certificate program](https://www.bu.edu/met/programs/graduate/information-security-certificate/), which students can complete in eight months. Tuition is about $465 per credit, and scholarship opportunities are available.

**57. Financial Planning and Advising**

Certified financial planning certification is an asset if you work in banking, insurance, investing or another financial field. You must have a bachelor’s degree or higher to complete a CFP Board-Registered Program and take the CFP exam. Program schedules vary, but you can usually complete training in less than a year. For example, you can finish the [CFP Certification program](https://www.barry.edu/pace/continuing-education/programs/certified-financial-planner/south-fl/cfp.html) at Barry University in South Florida in about 10 months — it costs $5,950 for seven courses.

**58. Electrician Skills**

Electricians are responsible for installing and maintaining electrical systems. You can complete a career training program in about a year at a vocational school or receive on-the-job training. If you continue your education, you can become state-licensed or become a licensed journeyman electrician. Penn Foster offers [online electrician training](https://www.pennfoster.edu/programs-and-degrees/construction-and-maintenance/residential-electrician-career-diploma)starting at $729, for example.

**59. HVAC Technician Certification**

HVAC mechanics work in maintenance departments for commercial and residential buildings or find employment with heating and air-conditioning companies. Earning your HVAC certificate from a community college or vocational school can take six months and costs around $769.

**60. Plumbing Skills**

Plumbing experience creates opportunities to work in maintenance or construction. Plumbing courses are available through vocational schools and community colleges, and you can typically complete them in less than a year. For example, Ashworth College offers a four-month [career diploma in plumbing](https://www.ashworthcollege.edu/career-diplomas/plumbing/tuition/) that costs from $699 to $899, depending on whether you pay in full or make monthly payments.

**61. Paralegal**

If you’re interested in legal work but don’t want to attend law school, consider a career as a paralegal and work alongside lawyers. At [Blackstone Career Institute](https://blackstone.edu/paralegal/), for example, you can complete paralegal studies in as few as four to 12 months. Tuition ranges from $1,214 to $1,442.

**62. Network Systems Administration**

Network systems administration training teaches you how to install, configure and troubleshoot problems within an organization’s computer network. University of Maryland University College offers a [computer networking undergraduate certificate](https://www.umuc.edu/academic-programs/undergraduate-certificates/computer-networking.cfm) that involves six classes. Tuition per credit ranges from $294 to $499.

**63. Police Academy Training**

Police academy training prepares you for a career as a city police officer, which can be valuable for a long-term career in any branch of law enforcement or the military. Basic law enforcement training takes about four to six months. You’ll also take courses related to firearm training, tactical defense and emergency vehicle operation. The cost of training varies. For example, the [Weber State University Law Enforcement Academy](http://continue.weber.edu/policeacademy/) training program costs $6,582 to $6,942, with the option of payment plans.

**64. CADD Program Certification**

Computer-aided drafting design skills are useful in different industries like interior design, civil engineering and surveying. A certificate can land you an entry-level drafting job or drafting assistant job. Penn Foster’s [AutoCAD Essentials Certificate Program](https://www.pennfoster.edu/programs-and-degrees/engineering-and-drafting/autocad-essentials-certificate) takes about two months and costs $399.

**65. Quality Inspection Certification**

Quality inspector classes teach how to check products for defects and maintain quality standards in different industries, such as in manufacturing, engineering or construction. After completing an approved quality inspection training program or receiving a minimum of two years of on-the-job training, you might be eligible to take a quality inspection exam. Getting certified involves completing two exams that are about four hours long and cost $268 to $418.

**66. EKG Technician Certification**

Becoming an EKG technician qualifies you to perform electrocardiograms in hospitals and other medical care facilities. Some employers offer on-the-job training you can complete in four to six weeks, or you have the option of taking a one-year certification program. Completing a program isn’t required, but is advantageous because some medical facilities require certification. Length and prices of certification programs vary. For example, [California School of Health Sciences](http://cshs.edu/ekg-monitor-technician-certification/) offers a certification class for $290.

**67. App Developing and Programming**

Learning how to develop apps enables you to create your own web applications from scratch. You can work as an independent contractor developing apps for companies or get a job as an app developer. You can find several free and low-cost online training opportunities — [edX](https://www.edx.org/course/introduction-mobile-application-hkustx-comp107x-8) offers a variety of app development courses that last about six weeks. Courses are free, but you’ll have to pay $99 to become certified.

**68. Phlebotomy Technician**

Phlebotomy technicians are vital employees in doctor offices, hospitals and other healthcare facilities — they draw blood from patients. Becoming a phlebotomy technician is a relatively short process — programs last about 15 weeks or less. You can sign up at a vocational school or a technical college. For instance, a phlebotomy course at [SUNY Orange](https://sunyorange.edu/cls/phlebotomy.html) costs approximately $1,700.

**69. X-Ray Technician**

An X-ray tech certificate enables you to operate X-ray machines in imaging centers, hospitals and doctor offices. A basic X-ray technician certificate program takes about a year to complete. Modern Technology School’s [X-Ray Technician/Medical Assistant Program](https://mtschool.edu/x-ray-technician/) lasts from 44 to 48 weeks and costs $19,172.

**70. Insurance Billing and Coding**

You can complete medical billing and coding courses at technical schools and community colleges in nine to 12 months. Acquiring this skill is a selling point when applying for jobs in a medical office because you’ll have learned how to process insurance claims and assign codes to illnesses. The Andrews School’s [Online Medical Billing Certification Training Course](https://www.andrewsschool.com/billing/) takes about four months to complete and costs $900.

**71. Insurance Claims Processing**

Learning how to process insurance claims can pave the way for working with insurance companies in their claims departments. You’ll assess damage for auto and property claims, and work directly with customers as their point of contact. Online training through the [U.S Career Institute](https://www.uscareerinstitute.edu/certificates/business-programs/insurance-adjuster/tuition-financing), for example, takes about four months and ranges from $979 to $1,279.

**72. Nonprofit Management**

Nonprofit organizations include charities, private schools and religious organizations, which differ from other types of companies. Learning how a nonprofit operates can help you obtain leadership and management positions with one. Portland Community College’s online [Nonprofit Management course](https://www.ed2go.com/portlandcc/online-courses/nonprofit-management-introduction?tab=syllabus) takes about six weeks to complete and costs $109.

**73. Pharmacy Technician**

A pharmacy technician certificate qualifies you to work under a pharmacist in a hospital or drugstore. You’re responsible for refilling medications, verifying the information and assisting the pharmacist with other duties. You can complete pharmacy technician online training in four months at [Ashworth College](https://www.ashworthcollege.edu/career-diplomas/pharmacy-technician/) in Norcross, Georgia, for example, which prepares you for the National Health Career Association’s ExCPT Pharmacy Technician certification. Tuition ranges from $899 to $1,099.

**4. Tax Preparation**

Completing a basic tax preparation class is one way to make extra money during tax season. The course can also help you gain valuable tax experience if you’re working toward becoming an accountant, certified public accountant or financial planner. [The Income Tax School](https://www.theincometaxschool.com/) offers 10-week, online tax preparation courses starting at $497.

***Read:***[***Best and Worst States for Taxes — Ranked***](https://www.gobankingrates.com/taxes/tax-laws/best-worst-states-taxes/)

**75. 3D, Virtual Reality and Augmented Reality Programming Skills**

Consider a virtual reality certificate program if you want to learn basic VR programming and develop VR applications. Learning how to write VR programs opens the door to entry-level positions with software design companies. University of California San Diego offers a [Virtual Reality App Development program](https://www.edx.org/professional-certificate/virtual-reality-vr-app-development) through edX that consists of three six-week courses for a bundled price of $267.30.

**76. Salesforce**

Salesforce is a customer relationship management platform with cloud-based applications for sales, service and marketing. Because many organizations have adopted this technology, Salesforce certification can make you more attractive to employers. Classes for [Salesforce training](https://www.salesforce.com/services/learn/classes/) range from one to five days, and cost between $600 and $5,200.

**77. Leadership, Mentorship and Employee Engagement**

Developing strong leadership skills can help you guide a team. These skills are valuable if you are working toward becoming a manager, supervisor or director. ECornell offers a four-month [Executive Leadership Cornell Certificate Program](https://www.ecornell.com/certificates/leadership-and-strategic-management/executive-leadership/) for people in executive roles that costs $4,800.

**78. OSHA 30 Certification**

[OSHA 30](https://www.oshaeducationcenter.com/osha-30-hour-training/) safety education training is a valuable resume addition if you work in the construction industry. Certification isn’t required by every employer, but many consider it an asset because it demonstrates an understanding of safety prevention and health hazards in the workplace. You can take this 30-hour course at your own pace, and it costs $179.

**79. Business Forecasting**

Business forecasting is an invaluable tool in the world of sales and finance because it helps you identify when to take risks. Udemy offers a six-hour [Business Planning and Forecasting course](https://www.udemy.com/introduction-to-business-planning-and-forecasting/) for $119.99.

**80. Interior Design**

An interior design education lets you work from home as your own boss or find work with architects, hotels, home builders and home staging companies. You’ll learn about interior style, space planning, color and design. [The Interior Design Institute](https://www.theinteriordesigninstitute.com/) offers a 24-week online diploma program for $999.

**81. Lead Generation**

Lead generation is an excellent marketing skill for capturing customer interest and growing your sales. The course is beneficial whether you’re a real estate agent, small-business owner or sales or marketing professional. Global marketing research firm [Demand Metric](https://www.demandmetric.com/content/training-course-lead-generation) offers a six-video module course that you can complete at your own pace in less than a year. Training costs $1,997 for nonmembers.

**82. Graphic Design**

Graphic design training lets you express your creativity and convey messages visually. Put your skills to good use as a freelancer or work for a web design company, internet marketing company, publisher or interior design company. Sessions College offers an eight-month, online [Associate Degree in Graphic Design program,](https://www.sessions.edu/online-degrees/graphic-design/) for example, that costs $350 per credit.

**83. Productivity and Time Management**

Learning time management skills helps you become a more efficient worker, which employers consider a strong point. When you know how to balance priorities your overall productivity improves. Learning Tree International offers an online [Time Management Training course](https://www.learningtree.com/courses/344/time-management-training/) for $1,950.

**84. Search Engine Marketing and Optimization**

Becoming proficient in search engine optimization and search engine marketing helps you excel as a marketing professional and opens the door to opportunities in digital marketing and website development.

With SEO knowledge, you can develop successful internet marketing campaigns and provide multiple industries with website content. The SEO course and certification from [ClickMinded](https://www.clickminded.com/%22%20%5Ct%20%22_blank) is $497 and three to six hours long.

**85. Business Banking**

If you are seeking employment with a financial institution, online business banking training will teach you the fundamentals of borrowing, credit, lending and financial statements. The American Bankers Association offers several online courses in business banking, such as the[ABA Certificate in Business and Commercial Lending online course](https://www.aba.com/Training/DC/Pages/clcertificate.aspx), which costs $875 for nonmembers.

**86. Life Coaching**

Life coaching is a rewarding career if you want to help guide people through their major life transitions. You can run your own business helping people improve their personal and professional lives. The Coach Training Alliance based in Boulder, Colorado, for example, offers a six-month, [Certified Coach Program](http://programs.coachtrainingalliance.com/certified-coach-program/) for $3,147. Tuition is payable in three, seven or nine parts.

**87. Retail Sales Leadership**

Developing retail sales leadership skills is essential if you’re a store manager or a retail worker looking to advance in the industry. Learn how to nurture and motivate a sales team and get ahead. MOHR Retail, based in Ridgewood, New Jersey, offers [on-site training in Retail Store Leadership](http://mohrretail.com/retail-training-programs/retail-ready-training-programs/retail-management-training-store-manager/retail-management-training-onsite-store-managers/) that costs $125.

**88. Web Conferencing**

Leading an online conference can be intimidating, but receiving instruction in web conferencing can build your confidence and help you become a more efficient educator during meetings and trainings. Signing up for [Lynda.com](https://www.lynda.com/) will give you access to multiple web conferencing training videos.

**89. Talent Sourcing and Acquisition**

Talent acquisition training is designed to strengthen your skills when you’re seeking new recruits. If you’re a recruiter, HR generalist or hiring manager, this training can improve your ability to recognize qualified candidates. The Human Capital Institute, for example, offers a two-day, online or in-person [Strategic Talent Acquisition Certification Program](http://www.hci.org/sta-course)for $1,995.

**90. Interviewing**

Learning how to conduct better interviews benefits business owners and people looking to move into a hiring manager role. Workshops and courses can help you polish your interviewing skills and make wiser hiring decisions. ZERORISK HR offers a two-hour, online [Behavioral Interview Training program](https://www.zeroriskhr.com/learning-center/behavioral-interview-training) that costs $49.95.

**91. Decision-Making and Problem-Solving**

Problem-solving is a necessary skill for managers, supervisors, team leaders and business owners. Good decision-making also indicates strong leadership, which is key for applying to management roles in every industry from healthcare to business. To boost your skill level, Michigan State University offers an eight-week [Strategic Decision Making](https://www.michiganstateuniversityonline.com/programs/course/strategic-decision-making/?parent_program=) course for $1,980.

**92. Six Sigma**

Six Sigma certification indicates solid critical thinking and problem-solving skills and shows employers that you value quality. If you’re applying for certain jobs like a warehouse operations manager, engineer or healthcare worker, this certification can boost your resume. [Purdue University](https://www.purdue.edu/leansixsigmaonline/) offers online Six Sigma certifications that take from three to 16 weeks to complete and cost between $395 and $3,750.

**93. Optician**

Optician training teaches you the necessary skills to work in an ophthalmologist or optometrist office. You’ll learn about eye health and how to fit customers for glasses and contact lenses. You can complete Penn Foster Career School’s [Online Optician School](https://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/optician-career-diploma) in about seven months for between $999 and $1,309.

**94. ZBrush**

ZBrush is a type of artistry that can expand your visual design skills. You’ll learn how to use digital sculpting and art techniques to design highly detailed characters. If you’re a 3D artist, sculptor or character artist looking to strengthen your skills and find new opportunities, this could be a program you’ll need to know. [Udemy](https://www.udemy.com/learn-zbrush-with-this-beginners-compendium-online-course/) offers a five-hour beginner course for $10.99.