

Online Learning *Anytime, Anywhere...* **Just a click away!**



Online Career Training Programs

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Programs are available in the following areas:

- **Business and Professional**
- **Healthcare and Fitness**
- **IT and Software Development**
- **Management and Corporate**
- **Media and Design**
- **Hospitality and Gaming**
- **Skilled Trades and Industrial**

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Medical Coding and Billing

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting.

Administrative Medical Specialist with Medical Billing and Coding

Learn about medical office operations, with an emphasis on billing and coding, processing insurance forms, and using medical software. This program provides training on medical billing software as well as preparation for the Certified Coding Associate (CCA) national certification exam.

Medical Transcription

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Project Management

This program will provide you with a solid introduction to the understanding of project management and help you comply with the minimum 35 hours of training as required by the Project Management Institute (PMI) before you take the Project Management Professional (PM) exam.

AutoCAD 2009

Learn the skills needed to create and edit simple drawings and gradually introduce more advanced AutoCAD skills.

Freight Broker/Agent Training

Learn the skills to be a successful Freight - Load Broker Agent. Tutorials and projects will teach the you the practical application of Freight Broker skills.

Veterinary Assistant

Prepare for an exciting new career as an administrative veterinary assistant. Students in the program learn about the care of animals as well as how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. And much more!

Paralegal

This program will prepare you to be successful in the fast growing paralegal career field. The paralegal training program includes free access to the official NALA Campus certification exam prep and Westlaw.

Enroll Today!

All materials are included in the program fees. Each course has an instructor assigned to answer student questions and solve student problems. To learn more, visit

You can also reach us by calling