

# 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.

Complete any of these Career Online Programs entirely from your home or office and at any time of the day or night.

24-Hour Access

One-On-One Instructor Assistance

All Materials and Books are Included!

Certificate Upon Successful Completion

3-6 Months of Instruction

Courses Start Anytime!

**Jump Start  
Your Career or  
Find a New One!**

## Administrative Dental Assistant

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice. **150 HRS**

## Administrative Medical Specialist with Certified Electronic Health Records Specialist + Medical Terminology

This program combines the Administrative Medical Specialist program with training in electronic health records and medical terminology to give you a competitive edge in the healthcare field. **254 HRS**

## AutoCAD 3D 2015

Once you successfully complete the Training Program you will have learned AutoCAD's 3D tools and will be able to design three-dimensional models using AutoCAD 2015 software. **80 HRS**

## Certified Personal Trainer

Prepare for an in-demand career as a personal trainer as you earn a nationally recognized W.I.T.S. certification and gain real-life experience in an internship. **62 HRS**

## Certified Bookkeeper

The Certified Bookkeeper Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification. **140 HRS**

## Certified Wedding Planner

The Certified Wedding Planner program covers everything an aspiring wedding planner needs to know to start in the business. Whether you plan on working part-time or full-time, this program provides all the knowledge you need to work as a professional wedding planner or start your wedding planning business. **340 HRS**

## Cisco CCNA Certification Training

This program will give you the essential knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 100-101 ICND1 and 200-101 ICND2 exams or the single 200-120 CCNA exam. **150 HRS**

## CompTIA™ A+ Certification Training

This course will prepare you for CompTIA A+ certification exams 220-901 and 220-902. It covers the foundational hardware knowledge a PC support technician should know. **290 HRS**

## CPC Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology

This Administrative Medical Specialist program with training in medical billing and coding will give you a competitive edge in the healthcare field. **360 HRS**

## Management Training

If you're thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management. **360 HRS**

## Microsoft Certified Solutions Associate (MCSA): SQL Server 2012

This program prepares students to administer, query, and implement data warehouses with SQL Server 2012. **230 HRS**

## Mobile and Desktop Web Developer

Students who successfully complete this career course will have developed a solid background in all of the latest technologies associated with web development for both desktop and mobile developments, and at the very end of the program, students will be able to build traditional and mobile websites. **460 HRS**

## Non-Profit Management

Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process. **300 HRS**

## Optician Certification Training

Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam. **150 HRS**

## Paralegal

Prepare for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam. **300 HRS**

## Pharmacy Technician

Pharmacy technicians support licensed pharmacists in providing health care to patients. Training to enter this rapidly growing field with this respected online program. **330 HRS**

## Principles of Green Building

The Principles of Green Buildings (PGB) program explains the science that individuals in the building, remodeling, or trade industries need to know in order to make buildings perform more efficiently. **30 HRS**

## Technical Writing

This program is designed for anyone who wishes to develop their technical writing abilities to a professional level. You'll learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more. **80 HRS**

## Travel Agent Training

Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel, or as a home-based agent, and get started in a career in the travel industry. **250 HRS**

For detailed objectives, outlines, demos, frequently asked questions, pricing and ratings **visit our website**

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For registration information call:

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