

JUMP START YOUR CAREER

or

Find a New One!



ONLINE CAREER ADVANCED TRAINING

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online courses.

Complete any of these online career training courses entirely from your home or office at any time of the day or night.

Program Features:

- One-On-One Instructor Assistance
- 24-Hour Access
- All Materials and Books are Included
- Certificate Upon Successful Completion
- Courses Start Anytime
- 3-6 Months of Instruction

Administrative Medical Specialist with Medical Billing and Coding

Prepare for a high demand career as an administrative medical specialist as you prepare to earn national certifications in medical billing and coding that will make you an asset to any medical office. **300 HRS**

CompTIA A+ Certification Training

Build practical job skills that enable you to install, maintain and troubleshoot devices and establish a foundation of security knowledge. Prepares you to take the CompTIA A+ certifying exams. **230 HRS**

Grant Writing

Learn to write grant proposals that get funded in this nationally recognized Grant Writing course. **300 HRS**

Human Resources Professional

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam. **120 HRS**

Paralegal

In this course, 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 for a national certifying exam to further prepare you for a career as a legal secretary or paralegal. **300 HRS**

Pharmacy Technician

Learn the skills you need to become a pharmacy tech in a hospital or retail setting. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies, and you'll be prepared for national certification. **330 HRS**

Technical Writing

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

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