

ONLINE CAREER TRAINING PROGRAMS

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



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.

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

More programs are available in the following areas:

- HEALTHCARE AND FITNESS
- BUSINESS AND PROFESSIONAL
- IT AND SOFTWARE DEVELOPMENT
- MANAGEMENT AND CORPORATE
- MEDIA AND DESIGN
- HOSPITALITY AND SERVICE INDUSTRY
- SKILLED TRADES AND INDUSTRIAL
- SUSTAINABLE ENERGY AND GOING GREEN
- CAREER ONLINE HIGH SCHOOL

Administrative Professional with Microsoft Office Specialist

This program teaches the skills required to become a successful administrative professional and prepares students for the Microsoft Office Specialist Certification Exams 77-418, 77-425, and 77-426 (Word), 77-420, 77-427, and 77-428 (Excel), 77-422 (PowerPoint), 77-423 (Outlook), and 77-424 (Access).

CBCS Administrative Medical Specialist with Medical Billing and Coding with Voucher

This nationally recognized program combines the Administrative Medical Specialist program with training in medical billing and coding and medical terminology to give you a competitive edge in the healthcare field.

Certified Bookkeeper

This online program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Certified Medical Administrative Assistant (CMAA) (Voucher Included)

This program will train students to handle the increasing complexities of healthcare management and patient care in offices of physicians and other providers.

Cisco Certified Network Professional (CCNP) (Voucher Included)

The CCNP Certification is highly regarded in the IT industry as one of the most valuable credentials in the market for IT networking & security.

CompTIA A+, Network+ and Security+ with vouchers

CompTIA™ Certification Training: A+, Network+, Security+ provides a comprehensive foundation for IT professionals, incorporating CompTIA™ A+, CompTIA™ Network+, and CompTIA™ Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

CPC Medical Billing and Coding

This program with 60 hours of medical terminology training, gives you a competitive edge in entering the healthcare field.

Medical Office Manager (CPPM) (Vouchers Included)

This program teaches the skills needed to prepare you for a career as a Medical Office Manager.

Paralegal

In this program, you will learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses and more. This training will prepare you to take and pass the certification exam.

Payroll Practice and Management

Become knowledgeable in all facets of payroll rules and regulations, and join one of the fastest-growing career fields today.

Visit our website for more details