# SPRING **programs**



# FEATURES INCLUDE:

- Self-paced, Start anytime
- 24/7 Access
- Books and materials included
- Certificate of Completion
- Certification Exam Voucher may be included
- Financial assistance available
- Student Advisors Included
- Industry Recognized
  Certifications
- Counselors help match your interests



# ONLINE career training programs

Learn in-demand skills around your schedule. This online, self-paced training is designed to prepare you for entry or advancement in career opportunities.

#### CPC CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING (Vouchers Included)

Learn to handle the increasing complexities of healthcare management and medical billing and coding for a competitive edge in the healthcare field.

# **CPC MEDICAL BILLING AND CODING** (Voucher Included)

Get a foundation of medical vocabulary, to help you better understand doctors' notes and medical record contents and learn essential medical office.

# PHARMACY TECHNICIAN (Voucher Included)

Train to enter this rapidly growing field as a Pharmacy technician, supporting licensed pharmacists in providing health care to patients.

# PARALEGAL

(Voucher Included) In this program you will prepare you to become a legal secretary or paralegal and to take the Certified Paralegal certification exam.

#### COMPTIA CERTIFICATION TRAINING: A+, NETWORK+, SECURITY+ (Vouchers Included)

Get a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and preparing you for the corresponding industry certification exams.

# HVACR CERTIFIED TECHNICIAN

A comprehensive online training program that encompasses heating, ventilation, air conditioning, and refrigeration.

#### LEAN SIX SIGMA GREEN BELT AND BLACK BELT (Exam Cost Included)

Learn the principles of both Lean Six Sigma Green Belt and Lean Six Sigma Black Belt, before sitting for the certification exams.

# THE COMPLETE PROJECT MANAGER WITH CAPM AND PMP PREP

Expand your knowledge and application of project management concepts with this online program and get prepared for either the CAPM or PMP certifications.

#### PROFESSIONAL BOOKKEEPING WITH QUICKBOOKS 2017 (Software Included)

Prepare for a career in the highdemand field of bookkeeping and accounting, as you master QuickBooks 2017, the leading financial software tool for small businesses.

### HUMAN RESOURCES PROFESSIONAL

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR certification exam.

# MOBILE AND DESKTOP WEB DEVELOPER

Develop a solid background in the latest web development technologies for desktop and mobile environments, and at the very end of the program, you'll be able to build traditional and mobile websites.

# **CERTIFIED WEDDING PLANNER**

This program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

Enroll or view our online courses at: