



# Online Career Training Programs

Our online programs can start you on a path to an in-demand profession or help advance your current career with industry certification. You may begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a certificate of completion.

**All materials are included in the program fees. Each course has an instructor assigned to answer questions and solve student problems.**

## Features:

- **6-18 month self-paced, start anytime**
- **Textbook and materials included**
- **Prepare for industry certification**
- **Certification exam vouchers are included**
- **Financial assistance is available**
- **Student advisors provide you coaching, motivation, and career readiness support**

## Jump Start Your Career or Find a New One

### **Advanced Hospital Coding and CCS Prep**

This program will increase your coding skills and prepare to take the certification exam to become a Certified Coding Specialist. **80 HRS**

### **CBCS Medical Billing and Coding (Vouchers Included)**

This nationally recognized program combines the Medical Billing and Coding program with 60 hours of medical terminology training to give you a competitive edge in the healthcare field. **340 HRS**

### **Certified Bookkeeper**

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

### **Certified Information Systems Security Professional (CISSP)**

CISSP is one of the most valued certifications in the IT security industry. This online program will prepare you to sit for the CISSP certification exam, and the exam cost is included. **150 HRS**

### **Certified Medical Administrative Assistant (CCMA)(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. **160 HRS**

### **Certified Outpatient Coder (Voucher Included)**

This program teaches the competencies needed to prepare you to sit for the AAPC Certified Outpatient Coder (COC) certification exam. **200 HRS**

### **Certified Wedding Planner**

This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. This program will provide all the knowledge you need to work as a professional wedding planner or start your own business. **340 HRS**

### **CNA: Routing and Switching (Voucher Included)**

Gain the knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 200-125 CCNA exam or the 100-105 ICND1 and 200-105 ICND2 exams. **180 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**

### **CompTIA Security+ Certification Training (Voucher Included)**

Take your first step toward a career as a security professional and prepare yourself for the CompTIA Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security. **80 HRS**

### **CPC Medical Billing and Coding (Voucher Included)**

This program with 60 HRS of medical terminology training, gives you a competitive edge in entering the healthcare field. **340 HRS**

### **Grant Writing**

Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program. **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**

### **HVACR Certified Technician**

The HVACR Certified Technician program is a comprehensive online training that encompasses heating, ventilation, air conditioning, and refrigeration. **265 HRS**

### **ICD-10 Medical Coding**

Prepare for the future of medical coding by mastering the steps for using the ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures. **200 HRS**

### **Pharmacy Technician (Voucher Included)**

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

### **Professional Bookkeeping with QuickBooks 2015, Software Included**

This program teaches students how to master professional bookkeeping using QuickBooks 2015 software. **140 HRS**

### **Payroll Practice and Management (Voucher Included)**

Become knowledgeable in all facets of payroll rules and regulations, and join one of the fastest-growing career fields today. **100 HRS**

### **SSCP Systems Security Certified Practitioner (Voucher Included)**

This program is an ideal course for individuals interested in advancing their knowledge of information and systems security. **75 HRS**

### **Web Applications Developer**

Master the skills you need to create dynamic database-driven websites using the latest technologies. **360 HRS**

**To enroll or learn more, visit or call us at:**