



# Career Technical Education Certificate Programs

Completion of one or more of our certification programs can lead to a successful career in many fields. All courses can be taken as a stand-alone course or as part of a program. Our experienced staff provide individualized attention to help you achieve your educational and career goals.

Daytime classes are offered Monday-Friday 8:30am to 12:30pm & Monday-Thursday 1:00pm to 3:00pm  
 Evening classes are Tuesdays and Thursdays 6:00pm to 8:30pm  
 Daytime classes start every 5 weeks and evening classes start every 10 weeks

Medical Administrative Assistant
→ Computer Concepts
→ Outlook
→ Customer Relations
→ Business Math
→ Business English
→ Word: (Beg-Int)
→ PowerPoint: (Beg-Int)
→ Excel: (Beg-Int)
→ Medical Terminology
→ Medical Law and Ethics
→ Medical Office Procedures
→ Electronic Health Records
→ Keyboarding

Medial Billing & Coding Specialist
→ Computer Concepts
→ Outlook
→ Customer Relations
→ Business Math
→ Business English
→ Word: (Beg-Int)
→ PowerPoint: (Beg-Int)
→ Excel: (Beg-Int)
→ Medical Terminology
→ Medical Law and Ethics
→ Medical Office Procedures
→ Electronic Health Records
→ Introduction to Medial Coding
→ Intermediate Medical Coding & Billing
→ Comprehensive Medical Coding & Billing
→ Keyboarding

Accounting Assistant
→ Computer Concepts
→ Outlook
→ Customer Relations
→ Business Math
→ Business English
→ Word: (Beg-Int)
→ Excel: (Beg-Int)
→ Excel: (Int-Adv)
→ Accounting: I
→ Accounting: II
→ QuickBooks Level 1
→ Keyboarding
→ Ten-Key

Accounting Specialist
→ Computer Concepts
→ Outlook
→ Customer Relations
→ Business Math
→ Business English
→ Word: (Beg-Int)
→ Word: (Int-Adv)
→ Excel: (Beg-Int)
→ Excel: (Int-Adv)
→ Accounting: I
→ Accounting: II
→ Accounting: III
→ QuickBooks Level 1
→ QuickBooks Level 2
→ Keyboarding
→ Ten-Key



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Office Associate
→ Computer Concepts
→ Outlook
→ Customer Relations
→ Business Math
→ Business English
→ Word: (Beg-Int)
→ Keyboarding

Administrative Assistant
→ Computer Concepts
→ Outlook
→ Customer Relations
→ Business Math
→ Business English
→ Word: (Beg-Int)
→ Word: (Int-Adv)
→ Excel: (Beg-Int)
→ PowerPoint: (Beg-Int)
→ PowerPoint: (Int-Adv)
→ Keyboarding

Executive Administrative Assistant
→ Computer Concepts
→ Outlook
→ Customer Relations
→ Business Math
→ Business English
→ Word: (Beg-Int)
→ Word: (Int-Adv)
→ Excel: (Beg-Int)
→ Excel: (Int-Adv)
→ PowerPoint: (Beg-Int)
→ PowerPoint: (Int-Adv)
→ QuickBooks Level 1
→ Keyboarding

Medical Front Office Receptionist
→ Computer Concepts
→ Outlook
→ Customer Relations
→ Business Math
→ Business English
→ Word: (Beg-Int)
→ Medical Terminology
→ Medical Law and Ethics
→ Keyboarding