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## Certified HVAC/R Support Technician

# \$4,495.00

Hours: 810  
Duration: 12 months  
Level: Beginner



### Program Description

The HVAC/R Technician Specialist program offers an opportunity for students to learn the skills necessary to enter the field of heating, cooling and refrigeration while also exploring methods for communicating effectively with the customer and solving problems. As the industry moves forward into the future, the need for skilled technicians is growing. The NATE Certified HVAC Technician Program is a comprehensive online HVAC education program encompassing a well-rounded set of skills used by installers and technicians who are seeking NATE Certification. It covers all the NATE Core areas with a rich selection of foundational courses, and then focuses on Air Conditioning specialty at the Service Level. The content presented in each course homes in on learning objectives that have been identified by HVAC industry groups (HVAC Excellence, AHRI, NATE, RSES, HARDI, PAHRA, and ACCA) as critical knowledge areas for an HVAC technician. After you successfully complete the first group of courses, you are ready to take your first NATE Ready-to-Work (RTW) Certificate Exam. But this program doesn't end there – we continue to train you for higher levels of NATE Certified HVAC Technician credentials. After you successfully complete the second group of courses, you are ready to take the NATE Core Exam at the service level. Once you have passed the NATE Core Certification Exam, you will be ready for the third group of courses. When they are successfully completed, you will be prepared for the NATE Air Conditioning Specialty Service Level Exam, the focus of this program. And finally, the program concludes with EPA 608 Prep and exam you need to work as a HVAC Technician.

### Learning Objectives

After completing this course, you should be able to:

- Identify the role of the HVAC/R technician
- Recall types of energy and their properties
- Recognize methods of measurement and calibration
- Identify refrigeration systems and the refrigeration cycle
- List the steps for maintaining refrigeration systems
- Define electrical systems and their components
- Recall the components of control and communicating systems
- Identify the components and properties of air conditioning systems
- List components and properties of heating systems
- Recognize the various heat pump systems
- Identify basic building construction and its various calculations
- List the components of commercial air conditioning systems
- Recall the components and properties of commercial control and refrigeration systems
- Recognize the steps for installing HVACR systems
- Define the methods for planned service and troubleshooting HVACR systems



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## Certified Clinical Medical Assistant Professional

Includes CCMA, CET, and CPT Certification Exams, EKG Technician and Phlebotomy Technician Career Tracks

**\$4,595.00**

Hours: 1155

Duration: 12 months

### Program Description

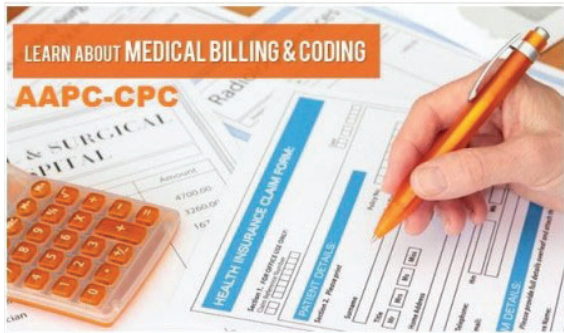
This course will help people with zero experience in this field to become certified clinical medical assistant professionals and acquire phlebotomy technician jobs. This interactive ecourse on a user-friendly platform will help you master three vital medical skills that are required of all certified clinical medical assistant professions. These include: I. Phlebotomy • You will learn how to draw a patient's blood effectively, prepare samples, and perform bloodwork tests in the lab. II. Clinical Medical Assisting • You will learn how to prepare patients for testing and examination, how to collect specimens and cultures from them, and how to instruct a patient on medication, diet, and treatment. You'll also learn how to administer medicine correctly. III. Electrocardiogram Proficiency • You will learn how to use specialized equipment correctly to monitor and measure patients' heart conditions. After completing this course, you'll receive exam vouchers for the following certifications: 1. Clinical Medical Assistant by the National Health career Association 2. Phlebotomy Technician (CPT) 3. EKG Technician (CET) Also, you can choose to acquire a hands-on learning experience by opting for a clinical externship at a particular healthcare provider in your city! With this course, you can open up your career opportunities and eventually work as a dialysis technician, surgical technician, laboratory technician, or cardiovascular technician in hospitals, outpatient care facilities, or medical clinics.

### Learning Objectives

Upon successful completion of this program, learners will display proficiency in the following areas: • Clinical Medical Assistant's responsibilities and duties • Medical terminology, anatomy and physiology, and circulation of the heart and blood vessels • Care and safety of patients, medical and legal aspects of care, and confidentiality and HIPAA • Effective verbal and non-verbal communication • Aseptic techniques, infection prevention, universal precautions, proper use and disposal of biohazards and sharps • Documentation of patient medical histories, updating patient medical files, taking and documenting vital signs • Phlebotomy, venipunctures and capillary sampling, collecting specimens and point of care testing • Heel puncture, protocol, practice, and syringe draws • Respiratory, pneumonia and TB isolation protocol • Laboratory skills • Electrophysiology, the conduction system of the heart, and the cardiac cycle • Lead placement for 12-lead electrocardiography • Basic EKG interpretation of normal rhythms and arrhythmias • Pacemakers • Holter monitoring and the echocardiogram



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## Certified Medical Biller and Coder

Includes CPC Certification Exam

**\$4,295.00**

Hours: 415

Duration: 12 months

### Program Description

This assessment rich program is targeted at individuals pursuing a career in the healthcare industry as a medical biller and coder. During this course, you'll learn the necessary skills and knowledge required for a certified medical biller and coder. You'll learn the procedures of processing patient data such as diagnoses, insurance information, medical bills, etc. You'll be trained in CPT, HCPCS, and ICD-10 for coding, dealing with insurance providers, and learn all the necessary medical terminologies. After completing this course, you'll be proficient in the following areas:

- Medical terminologies and a basic understanding of Physiology and Anatomy
- Coding for laboratory services, surgical procedures, pathology, and radiology
- Coding of management and evaluation procedures
- Using coding modifiers
- Insurance problem solving and tracing illegitimate claims
- HIPAA and EDI
- Current Procedural Terminology (CPT), International Classification of Diseases (ICD), and coding manuals and sets of HCPCS
- Federal and local regulations
- Managing reimbursement claims by third-party

Get certified! After successful completion of this program, you'll be provided a voucher that will allow you to sit for the AAPC certified professional coder certification examination along with a one-year membership of the American Academy of Professional Coders (AAPC).

### Learning Objectives

Upon successful completion of this program, learners will display proficiency in the following areas:

- The International Classification of Diseases (ICD), Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS) Coding Sets and Manuals
- Basic Medical Terminology and Anatomy & Physiology
- Third-party reimbursement claims and issues
- Tracing delinquent claims and insurance problem solving
- Coding modifiers
- HIPAA and Electronic Data Interchange (EDI)
- Federal regulations and compliance
- Coding for surgical procedures, radiology, pathology, and laboratory services
- Coding of evaluation and management services



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**Certified Associate  
Professional in  
Human Resources**  
Includes aPHR Exam Prep and  
Certification Exam  
**\$4,495.00**

Hours: 810  
Duration: 12 months

## Program Description

This user-friendly human resource management program is for anyone who wants to acquire the necessary skills and knowledge to pursue a career in the field of Human Resources. Thus, this training program is an excellent choice for entry-level professionals who want to start in the field. It can also help existing professionals in the field to improve their skills and advance in their careers. In addition to that, this program will prepare you to take an industry certification exam. The interactive program incorporates a combination of human resources principles and real-world situations that you may have to deal with. Thus, as a student of this program, you will learn:

- The history of human resources
- The evolution of human resources
- The legal aspects of human resources
- HR employee relations, which includes recruiting and training
- HR decision making
- The motivation skills needed to maintain a successful and happy work environment
- Security and safety aspects that relate to HR professionals

What's more is that this program will prepare you for the Associate Professional in Human Resources Certification Exam by the HR Certification Institute and provide you with an exam voucher for this certification exam. This way, you'll acquire the skills, knowledge, and credentials to take your career to the next level.

## Learning Objectives

Upon successful completion of this program, learners will display proficiency in the following areas:

- The major HRM functions and processes of strategic HRM planning
- The principles of recruitment, selection, training and development, compensation and benefits
- Emerging trends, opportunities and challenges in performance appraisal
- Training and development processes as well as future trends for HRM globalization
- Strategic HR planning and the HRM process

## Courses Included

- Human Resource Management
- Human Resources aPHR Exam Prep
- Leadership & Goal Attainment



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## Administrative Assistant with Microsoft Office 2019

As an office professional, you only have to do one thing:

**everything! And there never seems to be enough time to do it all, much less learn how. But if you really want to ramp up your job performance and add value to your employer, this program can help!**

**\$2,995.00**

Hours: 375

Duration: 12 months

Level: Beginner

### Program Description

This multimedia-rich course is designed for administration professionals to enhance their skills and acquire command over Microsoft Office 2019. It will allow them to leverage their cutting-edge skills in the job market and increase their worth. This course offers training in useful tools and powerful strategies to help you deal with your job responsibilities more efficiently. This course contains two modules: • Administrative Assistant • Microsoft Office 365 Training Bundle Suite 2019 This course covers the following applications of Microsoft office 2019: • Microsoft Word 2019 • Microsoft Excel 2019 • Microsoft PowerPoint 2019 • Microsoft Outlook 2019 • Microsoft Access 2019 • Microsoft Publisher 2019 After completing this course, you'll be able to: • Type quickly and effectively • Identify the steps to complete general office procedures • Comprehend the basics of working within Microsoft® Office • Identify the steps for creating business documents using professional language • Identify the basic requirements for bookkeeping and accounting in the office • Recall ways to create, edit, and print documents in Word • Recognize how to create and manage worksheets in Excel • Identify the steps to develop presentations in PowerPoint • List how to create and manage databases in Access • Identify the steps to manage email and calendars in Outlook

### Learning Objectives

After completing this course, you should be able to: • Type quickly and effectively • Identify the steps to complete general office procedures • Comprehend the basics of working within Microsoft® Office • Identify the steps for creating business documents using professional language • Identify the basic requirements for bookkeeping and accounting in the office • Recall ways to create, edit, and print documents in Word • Recognize how to create and manage worksheets in Excel • Identify the steps to develop presentations in PowerPoint • List how to create and manage databases in Access • Identify the steps to manage email and calendars in Outlook



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**Certified Professional  
Bookkeeper with  
Quickbooks  
\$3,595.00**

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Hours: 485  
Duration: 6 months  
Level: Beginner

## Program Description

This Professional Bookkeeping course will show you the essentials of record keeping for a small business and will show why it's necessary to track information. The course will give you a greater understanding of the purpose and process of record keeping. Professional Bookkeeping teaches you how to sort through the masses of information and paperwork, how to record what is important for a business, and how to use that information to grow a business for success. This course helps prepare you to take the NACPB Bookkeeping Certification exam. Upon successful completion of this course, students will also be prepared to sit for the Intuit QuickBooks certification exam. Professional Bookkeeping also assists you in setting up and running a thriving home-based bookkeeping business.

## Learning Objectives

After completing this course, you should be able to:

- Identify the daily tasks and procedures involved with bookkeeping
- Define inventory systems and the steps needed to issue financial statements
- Recall the methods for managing credits and collections
- List the steps involved in accounts payable and recordkeeping
- Identify the basics of payroll management
- Identify the basics for getting started with QuickBooks
- Define the steps for setting up bookkeeping and invoicing functions
- Recognize ways to track expenses, monitor accounts receivables, credit cards and payroll
- Recall the various components of managing a business, such as budgeting and reporting
- List steps for integrating and customizing features in QuickBooks



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## Certified Paralegal

Includes NALA Exam

**\$3,995.00**

Hours: 950

Duration: 12 months

Level: Beginner

### Program Description

This certified entry level paralegal program is designed to prepare students for certification. Therefore, you don't need to have any prior experience in the law. This program will take care of that for you. Our program aims to prepare students to sit for the Certified Paralegal exam by NALA. With a Certified Paralegal credential, you can offer services to firms as a paralegal. This program contains a plethora of assessment material, which will ensure that students are ready to take this certification exam. You'll also have interactive learning opportunities, such as activities, games, and flash cards, which make the learning process more engaging. In a nutshell, this program provides students, who have no experience in law, with the necessary knowledge and skills to secure entry-level paralegal jobs as a starting point. After that, it's up to you to develop a career in law for yourself.

### Learning Objectives

Upon completion of the course, the student will be able to:

- Identify the job description and classifications of the paralegal profession
- Define law ethics, the categories of law, and the court system
- List the steps involved in trial and pretrial procedures
- Recall techniques for effective legal research and analysis
- Recognize guidelines for legal writing and communications
- Recall the basics of the judicial system and daily responsibilities of the paralegal
- Differentiate between various types of law
- List ways to conduct legal research
- Identify the proper writing styles for a paralegal