

CERTIFICATE PROGRAMS | CAREER EXPLORATION ● ● ● ●



Personal Fitness Trainer Certification

Whether as a career move or for your own personal knowledge, get all the information you need to become a certified personal trainer.

\$659 Begins April 1
See page 15 for complete details



Bureau of Labor Statistics Fitness Trainers and Aerobics Instructors

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$16.25	\$33,810
Ohio	\$13.15	\$27,350

Projected Job Growth 2014-2024 is 8%

Real Estate Fundamentals

Prepare for the Michigan Real Estate Exam administered by AMP (Applied Management Professionals). This course is state-licensed for 40 hours of instruction and is open to the general public.

\$279 Begins April 18
See page 19 for complete details

Bureau of Labor Statistics Real Estate Sales Agents

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$20.56	\$42,760
Ohio	\$18.16	\$38,700

Projected Job Growth 2014-2024 is 3%

Medical Transcription (online)

Develop the knowledge and skills of quality medical transcriptionists. Focus is on keyboarding, terminology, language and grammar, and editing skills.

Price varies per online course
See page 11 for complete details



Bureau of Labor Statistics Medical Transcriptionists

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$15.27	\$31,760
Ohio	\$16.09	\$33,470

Projected Job Growth 2014-2024 is -3%

Home Inspection Certificate Course (online)

Do you want a career that doesn't have you chained to a desk all day? Are you looking for something that you can do part-time or to supplement your income? If you are a good communicator, enjoy working with people and have good mechanical and technical aptitude, a career as a home inspector may be right for you.

\$395 per online course
See page 19 for complete details

Bureau of Labor Statistics Construction and Building Inspectors

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$25.41	\$52,840
Ohio	\$25.48	\$53,000

Projected Job Growth 2014-2024 is 8%

Boiler and Power Plant Fundamentals

Designed as a fundamentals course in boiler operations and power plant basics, students who successfully complete this course will be qualified to seek employment in facilities using boilers in any energy conversion process.

\$759 Begins March 6
See page 19 for complete details

Bureau of Labor Statistics Stationary Engineers and Boiler Operations

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$28.74	\$59,770
Ohio	\$25.79	\$53,640

Projected Job Growth 2014-2024 is 1%

Data Source:
Bureau of Labor Statistics
www.bls.gov

Clinical Medical Assistant Program

This course will train you to assist physicians by performing functions related to the clinical responsibilities of a medical office. Externship is included. Prepare for the National Healthcareer Association Certified Clinical Medical Assistant national exam.

\$2,499 Begins March 7
See page 10 for complete details

Professional Medical Coding and Billing

Prepare for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certification exams.

Price varies per online course
See page 11 for complete details

Medical Administrative Assistant

Gain specialized skills needed to successfully manage day-to-day administration of a medical facility. Prepare for the Certified Medical Administrative Assistant exam.

Price varies per online course
See page 11 for complete details

Bureau of Labor Statistics Medical Assistants

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$14.38	\$29,900
Ohio	\$14.06	\$29,240

Projected Job Growth 2014-2024 is 23%



Pharmacy Technician Certification Program

This comprehensive course will prepare you to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's exam.

\$1,049 Begins March 13
See page 10 for complete details

OR
See page 11 for details on our various online courses (price varies)

Bureau of Labor Statistics Pharmacy Technicians

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$14.43	\$30,020
Ohio	\$13.69	\$28,470

Projected Job Growth 2014-2024 is 9%

Electronic Health Records

Prepare to earn the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials.

Price varies per online course
See page 11 for complete details

Bureau of Labor Statistics Medical Records and Health Information Technicians

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$18.51	\$38,500
Ohio	\$18.46	\$38,400

Projected Job Growth 2014-2024 is 15%

Dental Assisting Program

Our dental assisting program will prepare you for entry-level positions in one of the fastest growing health care positions. The purpose of this course is to familiarize you with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice.

\$1,254 Begins March 13
See page 10 for complete details

Bureau of Labor Statistics Dental Assistant

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$16.78	\$34,900
Ohio	\$17.61	\$36,630

Projected Job Growth 2014-2024 is 18%

Data Source:
Bureau of Labor Statistics
www.bls.gov