

# 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 February 10  
See page 15 for complete details.

### Bureau of Labor Statistics Fitness Trainers and Aerobics Instructors

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$15.98	\$33,230
Ohio	\$14.28	\$29,710

**Projected Job Growth 2014-2024 is 8%**

## Emergency Medical Technician (EMT Basic)

Prepare for an entry-level emergency response position, typically employed by private ambulance services, fire departments and hospital emergency rooms.

**\$1,791**  
See page 10 for complete details.

### Bureau of Labor Statistics Emergency Medical Technicians and Paramedics

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$15.03	\$31,260
Ohio	\$14.94	\$31,070

**Projected Job Growth 2014-2024 is 24%**

### Data Source:

Bureau of Labor Statistics  
[www.bls.gov](http://www.bls.gov)

## 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 9  
See page 20 for complete details.

### Bureau of Labor Statistics Real Estate Sales Agents

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$20.97	\$43,620
Ohio	\$19.80	\$39,900

**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 12 for complete details.



### Bureau of Labor Statistics Medical Transcriptionists

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$15.69	\$32,640
Ohio	\$17.28	\$35,930

**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 20 for complete details.

### Bureau of Labor Statistics Construction and Building Inspectors

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$26.65	\$55,430
Ohio	\$26.28	\$54,660

**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 5  
See page 20 for complete details.

### Bureau of Labor Statistics Stationary Engineers and Boiler Operations

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$30.77	\$63,990
Ohio	\$26.36	\$54,830

**Projected Job Growth 2014-2024 is 1%**

## 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 6  
See page 11 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 12 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 12 for complete details.

### Bureau of Labor Statistics Medical Assistants

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$14.66	\$30,490
Ohio	\$14.39	\$29,940

**Projected Job Growth 2014-2024 is 23%**

## Veterinary Assistant (Online)

Gain skills and knowledge to work in a veterinary office. Learn office and exam room procedures as well as small and large animal nursing.

**\$1,999** per online course.  
See page 12 for complete details.

### Bureau of Labor Statistics Veterinary Assistant and Laboratory Animal Caretakers

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$12.28	\$25,550
Ohio	\$11.81	\$24,570

**Projected Job Growth 2014-2024 is 15%**

## 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 19  
See page 11 for complete details.

OR **\$1,999** per online course.  
See page 12 for details on our various online courses (price varies).

### Bureau of Labor Statistics Pharmacy Technicians

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$14.42	\$29,990
Ohio	\$13.80	\$28,700

**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 12 for complete details.

## 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 12  
See page 11 for complete details.

### Bureau of Labor Statistics Dental Assistant

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$17.20	\$35,780
Ohio	\$18.37	\$38,220

**Projected Job Growth 2014-2024 is 18%**

### Bureau of Labor Statistics Medical Records and Health Information Technicians

Area	Mean Hourly Wage	Mean Annual Salary
Michigan	\$18.40	\$38,270
Ohio	\$18.75	\$39,000

**Projected Job Growth 2014-2024 is 15%**

**Data Source:**  
Bureau of Labor Statistics  
[www.bls.gov](http://www.bls.gov)