

# PROGRAMS OFFERED

## MEDICAL



Healthcare professionals are well sought after. Many of the highest paying jobs for this year are among the healthcare industry.

### **Medical Assisting:**

Medical Assistants are an important part of the healthcare industry. At NIU College students will develop skills in clinical, back office, administrative, general lab procedures, and administration of medications, followed by 160 hours of externship to complete the program.

### **Clinical Medical Assisting:**

This program prepares students for back office & clinical procedures which include obtaining blood samples, electrocardiogram, ear lavage, urinalysis, injections (saline) and vital signs to name a few.

### **Administrative Medical Assisting:**

Students learn the basic competencies of the administrative medical assisting; including the knowledge and skills necessary performing as front office administrator, medical secretary, medical receptionist, and scheduler, to name a few.

### **Phlebotomy:**

Phlebotomists draw blood for tests, research, transfusions, or blood donations. The program covers how to collect specimens in an appropriate manner, the background information, history of phlebotomy, legal and ethical issues, preparing students to sit for the National Licensure Certification exam.

### **Medical Billing & Coding:**

The program prepares students for positions in medical offices, clinics, insurance offices, and hospitals in the capacity of medical billers, coders, and health claim examiners. Duties include verifying insurance coverage, computing benefits, preparing itemized bills, calculations, coding and submitting medical claims manually and/or electronically for reimbursements.

### **Nurse Assistant:**

Nurse assistants are highly sought after professionals. This program prepares students, not only to successfully pass the California State certification exam, but also for the challenges of working in long-term care. Essential care skills, signs and symptoms to observe and report, are explained in everyday language.

### **Home Health Aide:**

Home health aides make it possible for elderly, sick or disabled people to stay at home instead of moving to a nursing home.

The goal of this program is to prepare CNA's for certification as a Home Health Aide by the State of California, to function as a worker on



## LEGAL



### **Paralegal:**

Paralegals aid attorneys in every facet of the legal profession. From drafting motions to summarizing reports, a paralegal can help lighten a lawyer's load tremendously. This program prepares students with basic skills through both theoretical and practical instructions. Students learn the fundamentals of various legal fields, from contract to tort, personal injury, trial preparation, and law office support training.

## HVAC



### **Advanced HVAC Technology**

This program covers heating and cooling cycles, refrigeration and various phases of the fundamental principles of controls and electrical systems associated with HVAC technology. The program includes both residential air conditioning and furnaces units as well as commercial heating and cooling, chillers, and refrigeration.

Upon successful completion of the Advanced HVAC Technician program, and passing of the HVAC Excellence National Licensure exam, the students have the ability to earn four nationally recognized certificates:

EPA 608 Certificate, R-410 A Safety Certificate, OSHA 10-hour Certificate, HVAC Excellence Air-Conditioning and Heat.

## OUR GOAL

Our goal is to train and help students start their professional careers as quickly as possible.

At NIU College, we train our students in as little as 1 to 9 months, for **thousands of dollars less than other colleges.**

Learn the skills needed by choosing one of our 9 in-demand programs.

All our programs are **HANDS-ON**, to provide the best learning practice. We offer weekdays and weekends classes so you could still work while learning a new skill.



## Why Choose NIU College

NIU College is committed to providing the best quality education needed to help you build your future.

- 🎓 Get your certificate in 1-9 months
- 🎓 Fraction of the cost of other colleges
- 🎓 Small class sizes
- 🎓 Job placement assistance
- 🎓 Hands-on training
- 🎓 Tuition financing & payment plans
- 🎓 Most desired programs Available
- 🎓 Individual attention to all
- 🎓 Mornings, evenings, and weekend classes

**ENROLL TODAY!**

**Choose to change your life with one of our 9 in-demand programs**



# NIU COLLEGE

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**CHANGING THE WORLD  
ONE STUDENT AT A  
TIME!**