CAREER IN
less than
A YEAR
HEALTHCARE CERTIFICATE PROGRAMS

Clinical Medical Assistant
- Prepare for employment as a Clinical Medical Assistant in this 140-hour course.
- Includes a 180-hour clinical externship.
- Learn to prepare patients for examination and treatment.
- Perform routine laboratory procedures and diagnostic testing.
- Take and document vital signs and cardiology, including proper administration of medications.

Dialysis Technician
- Prepare for entry-level employment in a kidney dialysis center in this 50-hour course.
- Learn medical terminology, anatomy, renal function, and principles of renal dialysis.
- Train to prepare for the Board of Nephrology Examiners Nursing and Technology (BONENT) exam.

Health Unit Coordinator
- Learn how to transcribe doctor orders, order necessary lab work, and diets.
- Find out how to coordinate workflow for a nursing unit.
- Receive introduction to processes that involve daily care of patient’s medical records.
- Find out how to retrieve clinical lab results and understand patient privacy.

Medical Administrative Assistant
- Learn to assist patients.
- Help with organizational needs, including office support and business functions.
- Receive introduction to appointment scheduling, insurance billing, and preparing correspondence.

Medical Billing/Coding Specialist
- Learn to transform verbal descriptions of diseases, injuries, and procedures into numeric or alphanumeric designations.
- Learn to review records and calculate charges for patient’s procedures and services.
- Find out how to prepare itemized statements and submit claims to third party payers.
- Learn skills to ensure accurate collection of physician charges and patient data to make certain submitted claims to insurance carriers are completed efficiently.
Medical Central Service Technology
• Prepare for the national exam for Central Service for the Certification of Healthcare Sterile Processing and Distribution.
• Learn sterilizing and storage of medical instruments.
• Prepare for all positions within the Central Sterile Processing Department.

Pharmacy Technician
• Prepare to enter the pharmacy field in this 50-hour course.
• Prepare for the Pharmacy Technician Certification Board (PTCB) exam.
• Learn medical terminology specific to the pharmacy.
• Read and interpret prescriptions.
• Define drugs by generic and brand names.
• Learn dosage calculations and conversions, I.V. flow rates, drug compounding, dispensing of prescriptions.
• Find out about inventory control, billing and reimbursement.

TRANSPORTATION, WAREHOUSE AND LOGISTICS PROGRAMS

CDL Truck Driver Training Program in Partnership with KLLM
• Learn the operating rules and regulations that govern trucking operations.
• Prepare for the State of Illinois CDL (Class A) in 22 days.
• Qualify for a $4,000 scholarship if you agree to drive for KLLM for one year.
• Be guaranteed a job with KLLM upon completion of the training program.
• Earn up to $514.99 a week during a six-week paid internship on the road with a trainer.
• Receive state-of-the-art training.
• Receive a comprehensive benefits package and a 401(k) retirement plan.

Have a Class A CDL but it’s been a while since you’ve been on the road? Ask about our six-day refresher course. For more information on the CDL program, please call (800) 925-5556 or visit kllmdrivingacademy.com

Forklift Operator Training - 40 Hour Certification Course
• Receive industrial forklift training used in warehousing and distribution centers.
• Work with types of equipment used for material handling.
• Learn about pre-shift inspection and how to stack and un-stack pallets from a rack system.
• Learn simulated loading of a semi-trailer and how to move loads around a dock area safely and efficiently.
• OSHA-10-hour safety training course is part of this certification course.

OTHER CERTIFICATE PROGRAMS

Home Inspection (Now Approved for Indiana)
• Course provides an onsite field day.
• Learn information needed to pass the state home inspector examination for Illinois or Indiana.
• All applicants must be at least 21 years of age and have a high school diploma or GED.
  Attendance is mandatory per state regulations.

IT Career Lab: Cisco Training
• Accelerated 16-week training in partnership with National Able.
• Certification in CompTIA Network+, Cisco Certified Entry Networking Technician (CCENT), and Cisco Certified Network Associate (CCNA).
• Instructor-led curriculum and training in a live Cisco lab.
• Complimentary laptop.
LEGAL CERTIFICATE PROGRAMS

Legal Nurse Certificate Course (online course)
• Prepare to work in domestic violence shelters, crisis centers, crisis hotlines, and state and county governments to assist crime victims.
• Topics include: victim rights, legal processes, legal terminology, victims’ rights legislation, victim advocate skills, and other similar topics.
• Content includes additional information on counseling skills for victims of assault, domestic violence, child abuse, sexual assault, and homicide.

Legal Secretary Certificate Course (online course)
• Topics include: legal terminology, legal process, jurisdiction and venue, and ethics.
• Legal administrative topics include billing and accounting, filing procedures, records management, legal research, and citation format.

Paralegal Certificate Course (online course)
• Instruction is related to legal terminology, documents, ethics, and the litigation process.
• Learn to interview witnesses.
• Investigate complex fact patterns.
• Research the law and prepare legal documents.
• Assist in preparing cases for courtroom litigation.
• Learn job-hunting techniques for this field.

Victim Advocacy Certificate Course (online course)
• Prepare to work in victim advocacy arenas, domestic violence shelters, crisis centers, and crisis hotlines.
• Train to work with state and county governments to assist crime victims in progressing through the criminal justice system and toward recovery.
• Topics include legal terminology, legal process and legislation regarding victim’s rights.
• Learn effects of victimization on the victim, victim advocate skills, guardianships and crisis intervention.

FIND OUT MORE TODAY

Call (708) 709-3750, email continuingeducation@prairiestate.edu, or visit prairiestate.edu/yearcareer.