

Why Choose NIU College

Congratulations on taking the first step to reach your goals. We're committed to providing you with the best quality education which will help you build your future.

- Get your Certificate in 1-9 months
- Small Class Size
- Hands-on Training
- Tuition Financing
- Fraction of the cost of other Colleges
- Most desired programs
- Job Placement Assistant
- Individual Attention
- Flexible Class Schedules



Programs offered

Medical Assisting

This program prepares students to fill any entry level job opportunities in: medical assistant, front office medical assistant, medical receptionist, medical office assistant, medical secretary, medical scheduler among others.

Medical Billing and Coding

Students learn the knowledge and skills necessary to perform the duties in an entry level capacity as a medical biller and coder, or patient accounts technician.

Administrative Medical Assisting

Students will learn to perform the duties in an entry level capacity for administrative medical assistant, front office medical assistant, medical secretary, medical office clerk, scheduler, office administrator, office computer applications, and legal considerations.

Clinical Medical Assisting

In this program students will learn the duties of a back office medical assistant to obtain blood samples, electrocardiograms, urinalysis, ear lavage, injections and vital signs.

Medical Billing

This program, teaches students the knowledge and skills necessary to perform the duties in an entry-level capacity as a medical biller, patient accounts technician.

Medical Coding

This program, teaches students the knowledge and skills necessary to perform the duties in an entry-level capacity as a medical coder.

Automotive Technology

Automotive Technology is a competency- based program designed to prepare students for a career in automotive service. Students develop diagnostic and repair skills on late model vehicles. Subjects include engine diagnosis, electronic and electrical systems, suspensions and brake systems, transmission and air conditioning.

Heating, Ventilation, Air Conditioning and Refrigeration Technology

Students learn to work with residential furnaces and air conditioning units. They learn about commercial heating and cooling, chillers, and refrigeration.

Advanced HVAC Technology

Students learn working knowledge of the heating and cooling cycles, principles of controls and electrical systems, and trouble shooting and problem solving in approximately 28 days.

HVAC Technician

Students learn working knowledge of the heating and cooling cycles, principles of controls and electrical systems associated with HVAC systems in approximately 18 days.

Paralegal

The educational objective of the Paralegal Program is to develop the students into job-ready paralegals across a broad spectrum of legal practice areas.

Legal Secretary

The objective of this program is to develop basic legal secretary skills such as litigation, discovery, filing, calendaring and law office support training.

Human Resources Assistant

Students learn basic employment law, recruitment, employee file maintenance, Workers Compensation and basic and basic bookkeeping related to HR.

Payroll & QuickBooks program

It covers forms and how and when to generate pay to employees and independent contractors. It also covers mechanics of QuickBooks and how to use the various functions by HR professionals.