

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 **3-9 months**
- ☺ Small Class Sizes
- ☺ **Hands-on Training**
- ☺ **Job Placement Assistance**
- ☺ **Fraction of the Cost of other Colleges**
- ☺ Tuition Financing
- ☺ Most Desired Programs
- ☺ Individual Attention
- ☺ **Morning, afternoon, and evening Classes**



ENROLL TODAY

Choose to change your life with one
of our 14 in-demand programs



NIU COLLEGE

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DO

WHAT

YOU

LOVE



Your Future Starts Here



NIU COLLEGE

OUR GOAL

At NIU College, we train you in as little as 1 to 7 months for **thousands of dollars less than other colleges.**

Our goal is to train and help students start their professional careers as quickly as possible. Gain the skills needed by choosing one of our 15 in-demand programs.

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

PROGRAMS OFFERED



HVAC

- ☺ **Advanced HVAC Technology**
- ☺ **HVAC Technician**
- ☺ **Heating, Ventilation, Air Conditioning and Refrigeration Technology**

HVAC programs will train students the working knowledge of heating and cooling cycles, and various phases of the fundamental principles of controls and electrical systems associated with HVAC technology. Students learn to work with residential furnaces and air conditioning units as well as commercial heating and cooling, chillers, and refrigeration.



MEDICAL

- ☺ **Phlebotomy**
- ☺ **Medical Assisting**
- ☺ **Administrative Medical Assisting**
- ☺ **Clinical Medical Assisting**
- ☺ **Medical Billing and Coding**
- ☺ **Medical Billing**
- ☺ **Medical Coding**

Phlebotomists draw blood for tests, transfusions, research, or blood donations. Healthcare workers are taking greater rolls in phlebotomy. The requirements are to collect specimens in an appropriate manner.

The objective of this course is to prepare the learner with the basic background information on phlebotomy, including the history of the phlebotomy, the roll of the phlebotomist in the clinical setting environment, demonstrating competence and professionalism, state requirements and introduce legal and ethical issues.

Medical Assistants are an important part of the healthcare industry and their roles continue to expand. Our Medical Assisting programs offer students great knowledge and skills required to work effectively and efficiently as a team member in a medical clinic, office, or other healthcare setting.

Medical Assistants develop knowledge and skills needed in clinical, administrative and back office procedures, administration of medications, and general lab procedures. In addition students become prepared and ready for all functions of the front office.

The Medical Billing and Coding programs prepare



LEGAL

- ☺ **Paralegal**
- ☺ **Legal Secretary**
- ☺ **Human Resources Assistant**
- ☺ **Payroll & QuickBooks program**

Our legal Programs prepare students with basic skills through both theoretical and practical instructions. Students learn the fundamentals of various legal fields -- ranging from contract to tort to personal injury to intellectual property, and then focus upon discovery, litigation/trial preparation, alternative dispute resolution, filing, calendaring and law office support training. Our HR assistant programs teaches basic employment law, recruitment, employee file maintenance, Workers Compensation, QuickBooks and basic bookkeeping related to HR, professionals.



AUTOMOTIVE

- ☺ **Automotive Technology**

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