

## 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**
- Small Class Sizes
- Hands-on Training
- Job Placement Assistance
- Fraction of the Cost of other Colleges
- Tuition Financing & Payment Plans
- Most Desired Programs
- Individual Attention
- Morning, Evening, and Weekend Classes



## ENROLL TODAY

Choose to change your life with one of our 15 in-demand programs



DO

WHAT

YOU

LOVE



## NIU COLLEGE

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*Your Future Starts Here*



**NIU COLLEGE**

## OUR GOAL

At NIU College, we train you in as little as 1 to 9 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 weekday 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

- ☺ **Certified Phlebotomy Technician I**
- ☺ **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. The requirements are to collect specimens in an appropriate manner. Students will learn the basic background information on phlebotomy, state requirements, legal and ethical issues, and history of the phlebotomy.

Medical Assistants are an important part of the health care industry. Medical Assistants develop knowledge and skills needed in clinical, administrative and back office procedures, administration of medications, and general lab procedures. Our programs prepare students with knowledge and skills required to work as a team member in a medical clinic, office, urgent care, or other healthcare setting.

The Medical Billing and Coding programs prepare students to perform duties such as verifying insurance coverage, computing benefits, preparing itemized bills, coding and submitting medical claims manually and/or electronically for reimbursements.



## 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 -- from contract to tort to personal injury, trial preparation, and law office support training. HR assistant program teaches recruitment, basic employment law, employee file maintenance, and 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, transmission, brake systems, air conditioning, and more.