



# Welcome to Continuing Education

## 2nd Floor @ Tobin Hall

### CERTIFICATE PROGRAMS

Popular Programs Include:

- Microsoft Office Specialist
- Information Management Certification Program \*stand-alone or with Medical Billing & Coding
- Accelerated Bookkeeping
- Medical Billing & Coding
- GED to Job Ready Certifications
- Online Certifications in PMP, Comp TIA, Pharmacy Technician and many more!  
\*See website for a complete listing of online certifications.

### OVR FUNDED

#### JOB READINESS PROGRAMS

- Journey Through Creativity Art Program
- Certified Culinary Aid Certificate
- Microsoft Office Certification

#### CUSTOMIZED INDUSTRY TRAINING

- Leadership Development
- Customer Service
- Spanish in the Workplace
- Embracing Diversity
- Supervisory Skills Development
- And More!

### TESTING

- GED – Pearson Vue
- Metro Institute – Department of Agriculture

### STAFF

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### INSTRUCTORS

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\*For information on class dates and times, please call: 570-504-0498

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**Many online programs, too.**