



# Caldwell College

## Online Career and Professional Training Catalogue

PH (888) 689-9791 Fax (866) 221-9711 E-MAIL: [careertraining.military@caldwell.edu](mailto:careertraining.military@caldwell.edu)

Website: [www.caldwell.edu](http://www.caldwell.edu)

[Administrative Assistant](#)

[Appliance Repair](#)

[Artist](#)

[Auto Repair Technician](#)

[Bookkeeping](#)

[Bridal Consultant](#)

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[Photographer](#)

[Plumber](#)

[Private Investigator](#)

[Small Business Management](#)

[Small Engine Repair](#)

[Teacher Aide](#)

[Telecommunications Technician](#)

[Travel and Tourism Specialist](#)

[Veterinary Assistant](#)

[Wildlife/Forestry Conservation](#)

Click on the program to link to the course description

For more information or to register please [click here](#).



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### **Administrative Assistant – JW1130**

**Clock Hours: 480**

**Cost per hour: \$9.25**

**Learn the skills you need to become an Administrative Assistant - at home, at your own pace.**

There are certain skills you need to begin a career as an Administrative Assistant. The Administrative Assistant Program helps you learn them quickly and conveniently.

You'll get hands-on training with:

- Technologies in the Office
- Administrative Office Procedures
- PC Basics, Keyboarding, and Internet Basics
- Office Finances and Management

And you'll learn it all at home — no classroom needed! Enroll in the Administrative Assistant distance learning program and learn what you need to know to be indispensable to your supervisor!

#### **Association Membership**

Students of the Administrative Assistants Program qualify for a free membership in the International Association of Administrative Professionals.

#### **Start a rewarding career as an Administrative Assistant.**

Why take an Administrative Assistant training program? With the right credentials, you can:

- Work as a Legal Secretary or Executive Secretary.
- Work assisting physicians with reports, speeches, and conference proceedings.
- Assist engineers or scientists with correspondence and technical material.

Demand for the Administrative Assistant will rise 9% by 2012.\* Professional Secretaries enjoy varied assignments, flexible working hours, respect, and prestige.

Whether working for a law firm, a large corporation, or a medical facility, as an Administrative Assistant, you'll have a career you can be proud of — and one you'll enjoy!

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### Appliance Repair – JW1190

**Clock Hours: 300**

**Cost per hour: \$14.75**

**Get Appliance Repair training - at home, at your own pace.**

We help you learn the skills you need to begin a career in Appliance Repair.

You'll get hands-on Appliance Repair training in:

- Using electrical appliance tools and testers.
- Working with electric heating appliances and fans.
- Working with electric ranges, water heaters, and washing machines.
- Working with motor-driven small appliances, clothes dryers, dishwashers, compactors, and disposals.

And you'll learn it all at home — no classroom needed!

**Start a challenging, moneymaking career as an Appliance Repair Technician.**

Why complete an Appliance Repair Technician training program? With the right credentials, you can:

- Work for an established repair shop or appliance dealer.
- Start your own business.

Appliance Repair Technicians enjoy challenging, varied assignments, and flexible working hours. Self-employed Appliance Repair Technicians enjoy the freedom and independence that come with business ownership.

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### **Artist: Comprehensive – JW1200**

**Clock Hours: 300**

**Cost per hours: \$14.50**

**Train as an Artist with at-home training.**

Artists work in television, computer software, printing, and public relations firms. Self-employed Artists offer their services to businesses from advertising firms to interior designers. Opportunity is everywhere! Now you can learn new techniques and create beautiful pieces of art in just a few months with the Artist training program!

#### **You'll learn about:**

- Color theory, basic drawing, and figure drawing
- Portrait art, pen and ink, and watercolor art
- Oil painting, acrylic painting, and matting and framing your art work
- Mixed media and cartooning
- Professional presentation of your work and conducting the business of an Artist

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### **Auto Repair Technician – JW1225**

**Clock Hours: 690**

**Cost per hour: \$6.50**

**Learn the skills you need to become an Auto Repair Technician at home, at your own pace.**

You'll get hands-on training in:

- Electrical systems and computerized engine controls
- Fuel systems, exhaust systems and braking systems
- Front and rear axles, differentials, and front end alignments
- Transmission components
- Automotive engine disassembly, repair and rebuilding

And you'll learn it all at home — no classroom needed!

**Start a challenging, moneymaking career as an Auto Repair Technician.**

Why complete an Auto Repair Technician training program? With the right credentials, you can:

- Work for an established garage or start your own business.
- Complete your training in as little as one year from today, or take longer if you wish.

The U.S. Bureau of Labor projects an increase of more than 14% in new job opportunities for Auto Repair Technicians through 2016.\* Auto Repair Technicians enjoy challenging, varied assignments, and flexible working hours. Self-employed Auto Repair Technicians enjoy the freedom and independence that come with business ownership.

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### **Bookkeeping – JW1410**

**Clock Hours: 310**

**Cost per hour: \$14.50**

**Receive Bookkeeping training at home. You'll get the support you need while learning at your own pace.**

Learn the skills you need to become a Professional Bookkeeper while studying at home.

You'll get hands-on training in:

- Assets, liabilities, and owner's equity
- Preparing a balance sheet and income statement
- The basics of the general journal, ledger, and the T account
- Revenue, expenses, and trial balance
- Payroll accounting, accounting systems, and wholesale accounting

#### **Become Certified!**

The American Institute of Professional Bookkeepers Certification Exam is designed to evaluate the skills and knowledge needed to carry out all bookkeeping and accounting functions.

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### Professional Bridal Consultant – JW1430

**Clock Hours: 230**

**Cost per hour: \$16.66**

**Learn to be a Professional Bridal Consultant - at home, at your own pace.**

Turn your dream of becoming a Bridal Consultant into an exciting career with the Professional Bridal Consultant Program. Train quickly and conveniently.

Learn to:

- Arrange for photography
- Coordinate and plan ceremonies and receptions
- Plan and order floral arrangements, clothing and invitations
- Start and operate your own business as a wedding planner

And you'll learn it all at home - no classroom needed!

Get the latest information on bridal shows and specialty weddings - exactly what you need to become a Professional Bridal Consultant.

#### **Start a satisfying, new career as a Professional Bridal Consultant.**

Why train to be a Professional Bridal Consultant? With the right credentials, you can:

- Start your own business, and enjoy career independence.
- Advance your current career in the catering, floral, or bridal business.

Today's brides and grooms have busy lives. They don't have time to make all the arrangements for their dream weddings. They'll gladly pay a wedding planner to take care of the details. Weddings take place year-round, around the world. That means career opportunity and flexibility for you!

#### **Association of Bridal Consultants Certification**

Graduates complete the professional certification exam for the ABC®, Association of Bridal Consultants

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### Carpenter – JW1520

**Clock Hours: 300**

**Cost per hour: \$14.75**

**Learn to become a Carpenter — at home, at your own pace.**

There are certain skills you need to begin a career as a Carpenter. The distance learning Carpenter Program helps you learn about:

- Construction drawings
- Building codes and building layout
- Lumber, building materials, and fasteners
- Floor, wall, stair, and roof framing
- Finishing floors and ceilings

And you'll learn it all at home — no classroom needed! The Carpenter distance learning program can help you acquire all the skills you need to become a professional!

#### **Start a challenging career in the growing field of carpentry.**

Why complete a distance learning Carpenter training program? With the right credentials, you can:

- Work for a contractor, or start your own business and be your own boss.
- Choose your hours and projects.
- Save money doing your own repair work.

Demand for workers with carpentry skills will increase more than 10% by 2016.\* Skilled Carpenters are in demand around the nation to work on new construction as well as remodel existing buildings. The demand for Carpenters will provide the opportunity for career independence you've been looking for!

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### **Caterer – JW1530**

**Clock Hours: 245**

**Cost per hour: \$16.66**

**Learn the skills you need to succeed as a Caterer — at home, at your own pace.**

Develop your natural talent for Catering with the Caterer distance-learning program. Your customers, neighbors, and friends will respect your skills and admire the exquisite meals you prepare and serve.

Train quickly and conveniently with our "Quick Learn" method. Learn about:

- Food styles involved in catering
- The gourmet kitchen and the culinary professional
- Preparing poultry, fish, game, and shellfish
- Baking and pastry

And you'll learn it all at home — no classroom needed! You'll get valuable information about different cuts of meat and how to prepare them, as well as basic and advanced presentation. It's like having your own personal Caterer school.

**Start a rewarding career as a Caterer.**

Why take a Caterer training program? With the right credentials, you can:

- Work for a restaurant, hotel, resort, or cafeteria.
- Start your own catering business and enjoy career independence.

There will always be a demand for professional Caterers. Plan and prepare your own parties and banquets, and get paid to prepare them for clients.

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### Certified Personal Trainer - JW1550

**Clock Hours: 250**

**Cost per hour: 16.66**

**Get the training you need to become a Certified Personal Trainer.**

The Certified Personal Trainer Program can help you achieve your goals — a new career, higher salary, and the satisfaction that comes with helping your clients look and feel better. Train quickly and conveniently through our online distance learning program.

Your courses include:

- Exercise Science Terminology
- Fitness Anatomy and Physiology
- Nutrition
- Strengthening Upper and Lower Body
- Flexibility Training and Injury Prevention
- ...and so much more.

And you'll learn it all at home – no classroom needed! You'll get information about important fitness issues from designing conditioning programs to exercise testing and fitness evaluation.

**Start a rewarding career in the growing field of fitness.**

Why take an online Certified Personal Trainer program? Demand for fitness and nutrition professionals will rise nearly 27% by 2016.\* As people spend more time and money on leisure and fitness services, that means more service opportunity for you!

With the right credentials, you can:

- Become a Certified Personal Trainer and help clients achieve positive lifestyle changes.
- Be an important part of a professional fitness and nutrition staff.
- Work at a health club or gym, or start your own business.

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### Child Day Care Management – JW1570

**Clock Hours: 285**

**Cost per hour: \$14.50**

Prepare for a career in Child Day Care Management — at home, at your own pace. Turn your love for children into an exciting career with the Child Day Care Management Program. Train quickly and conveniently. Learn to:

- Organize educational activities
- Start and operate your own child care facility
- Set up and maintain a safe, clean, well-organized child care environment
- Use computers to help children learn and play

And you'll learn it all at home — no classroom needed! Get the latest information on licensing, accreditation and certification, working with parents, and financing and budgeting your child care center — exactly what you need to start your career in Child Day Care Management.

**Start a satisfying, new career in the growing field of Child Day Care Management.**

Why train to be a child care professional? With the right credentials, you can:

- Enjoy career independence.
- Start your own business.
- Work for an established Child Day Care center.

Demand for professional child care providers will increase nearly 18% through 2016.\* As more and more parents search for reliable, quality child care, the need will continue to grow! That means career opportunity for you!

#### **State Licensing Requirements**

Background checks are often required for employment in child day care centers or schools.

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### Child Development Associate (CDA) Certificate – JW1580

**Clock Hours: 200**

**Cost per hour: \$16.66**

The Child Development Associate Certificate program teaches the essential components of quality early childhood education and the role of the professional early childhood educator. Your program includes a well-balanced view of a child's developmental process as well as information on the importance of health safety and nutrition.

#### Learning Objectives

- Recognizing the similarities and differences in young children
- Early childhood education programs
- Understanding a child's developmental process
- Learning current studies and research on the topics of child psychology and socially relevant problems.
- Understand the importance of health safety and nutrition as crucial factors in the development of young children
- ...and more.

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### Dental Assistant – JW1740

**Clock Hours: 405**

**Cost per hour: \$9.50**

**Learn the skills you need to become a Dental Assistant — at home, at your own pace.**

As a Dental Assistant, you'll need to know how to manage the dental office, schedule appointments, and update patient records. The Dental Assistant Program can help you learn these skills and many more. Train quickly and conveniently!

You'll learn valuable skills with these courses and more:

- Dental Terminology and Anatomy
- Preventive Dentistry and Nutrition
- Disease Transmission, Pathology, and Dental Emergencies
- Radiology
- Pharmacology and Anesthesiology

And you'll learn it all at home - no classroom needed!

#### **Start a rewarding career in a growing health care field.**

Why take a Dental Assistant training program? With the right credentials, you can:

- Work for a private dental practice.
- Work at a dental clinic, performing a variety of services.
- Work for a federal, state, or local government agency.

Demand for Dental Assistants will increase more than 29% through 2016.\* Dental Assistants enjoy exciting, varied assignments, steady work schedules, respect and prestige. Whether you work for a clinic or dental practice, as a Dental Assistant, you'll have a career you can be proud of!

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### **Diesel Mechanics/ Heavy Truck Maintenance – JW1760**

**Clock Hours: 850**

**Cost per hour: \$5.00**

**Learn the skills you need to become a Diesel Mechanic - at home, at your own pace.**

There are certain skills you need to begin a career as a Diesel Mechanic. The Diesel Mechanics/Heavy Truck Maintenance Program helps you learn them quickly and conveniently.

Cover these topics and more:

- Diesel Engine Fundamentals
- Hydromechanical Diesel Fuel Injection Systems
- Computerized Truck and Bus Systems Management
- Truck Steering, Suspension, Brake and Transmission Systems

And you'll learn it all at home - no classroom needed! This distance learning program is like having your own personal Diesel Mechanics school!

**Start a challenging, new career as a Diesel Mechanic.**

Why complete a distance learning Diesel Mechanics training program? With the right credentials, you can:

Work for an established repair shop or start your own business.

The U.S. Bureau of Labor projects an increase of nearly 12% in new job opportunities for Diesel Mechanics through 2016.\* Diesel Mechanics enjoy challenging, varied assignments, and flexible working hours. Self-employed Diesel Mechanics enjoy the freedom and independence that come with business ownership.

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### Dog Obedience Trainer/Instructor - JW1810

**Clock Hours: 295**

**Cost per hour: \$13.50**

**Become a Professional Dog Trainer with at-home training.**

If you want to teach pet owners the art of handling their animals, prepare dogs for security or law-enforcement work, work for an established training center or even start your own business, the Dog Obedience Trainer Instructor Program is for you.

You'll learn:

- To understand dog behavior, communication, and use of the senses
- How to influence dog behavior using conditioning and reinforcement
- Housetraining, crate training, hunting training, and basic veterinary issues
- How to deal with behavior problems and teach competition obedience

#### **Flexible, Convenient, Self-Paced!**

There is no going to class, no need to rearrange schedules. You choose the time and place to complete your coursework, and you work at your own pace. There's no one to rush you or hold you back.

You work independently, but not alone. Expert instructors and support staff - dedicated to helping you complete your coursework — are just a phone call or an email away.

#### **NADOI Exam**

Graduates are eligible to sit for the NADOI (National Association of Dog Obedience Instructors) exam. After 2-5 years of training experience, students may become a full time member.

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### Drafting with AutoCAD® - JW1830

**Clock Hours: 555**

**Cost per hour: \$7.25**

Receive AutoCAD® training at home. You'll get the support you need while learning at your own pace, with the Drafting with AutoCAD Program.

Learn the skills you need to begin a career in drafting by completing the Drafting with AutoCAD® training program at home.

You'll get hands-on AutoCAD® training in:

- Use of basic CAD equipment; coordinate systems and software used with CAD programs
- Use of drafting equipment, media, and reproduction methods
- Dimensioning, geometric construction, and geometric tolerancing
- AutoCAD® commands.
- Electrical and electronic schematic Drafting with AutoCAD®

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### Dressmaking and Design – JW1840

**Clock Hours: 235**

**Cost per hour: \$16.66**

**Learn the skills you need to succeed in Dressmaking and Design — at home, at your own pace.**

Develop your natural talent for Dressmaking and Design with the Dressmaking and Design distance learning program. Your customers, neighbors, and friends will respect your skills and admire the clothes you create. Train quickly and conveniently with our “Quick Learn” method.

Learn how to:

- Identify fibers and fabrics and care for them
- Select the right material for a project
- Mark, cut, and tack fabric for a proper fit
- Finish garments and alter patterns

And you'll learn it all at home – no classroom needed! You'll get valuable information about alterations and fitting, drafting patterns, and designing by draping.

**Start a rewarding career in the field of Dressmaking and Design.**

Why take a Dressmaking and Design training program? With the right credentials, you can:

- Work for a design agency, a tailor, or start your own business.
- Create your own designs as a hobby or for extra income.

There will always be a demand for professional Dressmakers. Create new, unique styles for yourself or your friends and customers at half the cost, alter favorite garments, or add your special touches to costumes for special occasions.

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### Electrician - JW1970

**Clock Hours: 620**

**Cost per hour: \$7.25**

**Learn the skills you need to become an Electrician - at home, at your own pace.**

There are certain skills you need to begin a career as an Electrician. The Electrician Program helps you learn them quickly and conveniently.

You'll get hands-on training in:

- The classifications and categories of electricity
- Conduit fittings and supports
- Residential, commercial, and industrial electrical installation
- Heating and lighting practices
- Conductor properties and characteristics

And you'll learn it all at home – no classroom needed!

**Start a challenging, new career as an Electrician.**

Why complete an Electrician training program? With the right credentials, you can:

- Work for a construction firm or start your own business.
- Install and maintain electrical devices and wiring in homes, factories, and offices.

The U.S. Bureau of Labor expects an increase of more than 52,000 new job opportunities for Electricians by 2016.\* Electricians enjoy challenging, varied assignments, and flexible working hours.

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### Electronics (Basic) – JW1975

**Clock Hours: 525**

**Cost per hour: \$8.50**

**Become an Electronics Repair Technician with Basic Electronics training.**

With job opportunities as an instrumentation technician, broadcast engineer, or an electronics repair specialist, the Basic Electronics Program will provide the skills you need to succeed. You'll learn about:

- Introduction to electronics and the nature of electricity
- Conductors, insulators, and batteries
- Magnetism and electromagnetism
- Fiber optic and optoelectronic components

#### **ETA Exam**

Graduates are eligible to sit for the ETA (Electronics Technicians Association) Certification Exam.

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### Electronics Technician – JW1980

**Clock Hours: 730**

**Cost per hour: \$6.00**

**Learn the skills you need to succeed as an Electronics Technician - at home, at your own pace.**

There are certain skills you need to begin a career as an Electronics Technician. With distance learning, you can learn them quickly and conveniently.

Cover these topics and more:

- Electronics hardware, transformers,  
and electronic sensors
- Reactance and Impedance
- Oscillator and feedback waveforms
- Modulation and detection circuits

And you'll learn it all at home — no classroom needed!

#### **Start a career as an Electronics Technician.**

Why complete a distance learning course in Electronics? With the right credentials, you can:

- Work as a service technician in the growing field of computers and office machinery.
- Work for an existing electronics services business, or begin one of your own.

Experienced Electronics Technicians with advanced training may become specialists or troubleshooters, and workers with leadership abilities may become supervisors. This means promotion opportunity for you!

#### **Recognized by Technicians Association International (ETAI)**

The Electronics Technician program is recognized by the Electronics Technicians Association International (ETAI)

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### **Fitness and Nutrition Certificate – JW2130**

**Clock Hours: 200**

**Cost per hour: \$16.66**

Learn the skills you need to become a Fitness and Nutrition expert — at home, at your own pace.

The Fitness and Nutrition Program can help you achieve your goals of a more productive career and the satisfaction that comes with doing a job you love. Earn your certificate quickly and conveniently through online learning.

Your courses include:

- Managing Personal Health
- Healthy Eating Habits
- Exercise Science Terminology
- Fitness Anatomy and Physiology
- Flexibility Training and Injury Prevention
- Stress Management Techniques
- ...and much more.

And you'll learn it all at home — no classroom needed!

Why take a distance learning program in Fitness and Nutrition? With the right credentials, you can:

- Become a fitness trainer
- Be an important part of a fitness and nutrition staff
- Work at a health club or gym

Demand for Fitness and Nutrition professionals will rise nearly 27% by 2016.\* As people spend more time and money on leisure and fitness services.

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### Floral Design - JW2170

**Clock Hours: 195**

**Cost per hour: \$16.66**

**Become a Floral Designer with at-home training.**

If you want to design floral arrangements, consult with wedding planners, work in a florist shop or even start your own business, the Floral Design Program is for you.

You'll learn:

- Basics and tools of Floral Design
- Design techniques and styles
- Plant care
- Coordination and design of arrangements for weddings
- Promotion and planning of arrangements for holidays and theme parties
- Creation of artificial and dried flower displays

**Flexible, Convenient, Self-Paced!**

There is no going to class, no need to rearrange schedules. You choose the time and place to complete your coursework. And you work at your own pace. There's no one to rush you or hold you back.

For more information or to register please [click here](#).



# Caldwell College

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Website: [www.caldwell.edu](http://www.caldwell.edu)

### Forensic Computer Examiner Certificate - JW2220

**Clock Hours: 405**

**Cost per hour: \$9.25**

The objective of this program is to teach the skills needed to conduct a high-tech investigation, from acquiring digital evidence to reporting their findings. Your studies cover security and the privacy of information as well as criminal threats, cybercrime, and hackers -- based on actual cases.

And you'll learn it all at home – no classroom needed!

The Forensic Computer Examiner Certificate Program can help you achieve your goals of a more productive career and the satisfaction that comes with doing a needed and respected job. Earn your certificate quickly and conveniently through online learning.

For more information or to register please [click here](#).



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### Furniture and Cabinet Maker – JW2250

**Clock Hours: 215**

**Cost per hour: \$16.66**

**Train for a career in Furniture and Cabinet Making — at home, at your own pace.**

There are certain skills you need to begin a career in Furniture and Cabinet Making. The Furniture and Cabinet Maker Program helps you learn them quickly and conveniently. Learn woodworking techniques and create beautiful pieces of furniture in just a few months!

You'll learn about:

- Fine woodworking, woodworking specialties, and wood processing
- Setting up your workplace, woodworking tools and materials.
- Joinery, box making basics, hardware fasteners, finishing wood
- Cabinet design, construction, refinishing and refacing.
- Marketing your woodworking shop

And you'll learn it all at home — no classroom needed!

#### **Start a creative, moneymaking career in Furniture and Cabinet Making.**

Why complete a training program to work in Furniture and Cabinet Making or woodworking? With the right credentials, techniques, and training, you can:

- Work for a furniture retail store or furniture and cabinet repair shop.
- Work at a home improvement store or for a cabinet manufacturer.
- Start your own woodworking shop and specialize in custom furniture and cabinet making.

Woodworkers are needed by furniture and cabinet manufacturers, repair shops, and suppliers. Opportunity is everywhere!

**For more information or to register please [click here.](#)**



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### **Gunsmith - JW2420**

**Clock Hours: 260**

**Cost per hour: \$16.66**

**Learn how to become a Gunsmith - at home, at your own pace.**

There are certain skills you need to begin a career as a Gunsmith. The Gunsmith Program helps you learn them quickly and conveniently.

You'll get hands-on training in:

- How to accurize, repair, and customize
- How to fit and finish stocks and mount telescopic sights
- How to restore antique firearms
- How to design and install metallic rifle sights
- How to custom load ammunition

And you'll learn it all at home — no classroom needed!

**Start a challenging, moneymaking career in a growing field.**

Why complete a Gunsmith training program?

As an experienced Gunsmith, you can:

- Work for a gun shop accurizing, installing, and making simple adjustments.
- Start your own business repairing and customizing firearms.
- Custom-make ammunition or restore valuable antique firearms.

Hunters, sportsmen, collectors, and firearms enthusiasts around the nation all need the services of experienced Gunsmiths to repair and customize their favorite firearms. Millions of dollars a year are spent on guns in the U.S. alone—that means there's a big demand for skilled professionals to keep the weapons working well!

**For more information or to register please [click here](#).**



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### Home Inspector – JW2600

**Clock Hours: 200**

**Cost per hour: \$16.66**

**Learn how to become a Home Inspector - at home, at your own pace.**

There are certain skills you need to begin a career in home inspection. The Home Inspector training program helps you develop them quickly and conveniently.

You'll learn about:

- The Inspection Process
- Structural Design
- Exterior and Interior Inspections
- Electrical and Mechanical Inspections
- Starting your own home inspection business

And you'll learn it all at home – no classroom needed!

**Start a rewarding, moneymaking career  
in a growing field.**

Why complete the Home Inspector training program? With the right credentials, you can:

- Earn \$46,000 per year, or more.\*
- Work for an architectural or real estate firm, or state or local government.
- Work for an existing home inspection firm or start your own business!

Demand for Home Inspectors will increase more than 18% through 2016.\*\* Well-trained workers will have especially favorable opportunities!

### **State Licensing Requirements**

Licensing requirements for Home Inspectors vary greatly from state-to-state throughout the United States and sometimes contain specific educational course approvals. You should contact your state's appropriate licensing bureau for the current requirements or your state legislature for pending legislation. This is particularly important for residents of Arkansas, Kentucky, Louisiana, Maryland, Nevada, New Jersey, New York, Texas, and Virginia.

**For more information or to register please [click here](#).**



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### Home Remodeling and Repair - JW2610

**Clock Hours: 360**

**Cost per hour: \$12.25**

**Learn construction at home with the Home Remodeling and Repair training program.**

Skilled Home Remodeling and Repair professionals are in demand around the nation to make old homes look like new. Plan renovations, prepare contracts and estimates, and choose the right materials for the job. The demand for Home Remodeling and Repair skills will provide the opportunity you've been looking for!

Receive hand-on training in:

- Evaluating interior and exterior areas of a house
- Inspecting building materials for quality
- Site preparation, building layout, and insulating foundations
- Floor, wall, and stair framing
- Drawing schedules and calculating project expenses

**For more information or to register please [click here](#).**



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### Hotel/Restaurant Management – JW2630

**Clock Hours: 205**

**Cost per hour: \$16.66**

**Learn the skills you need for a career as a Hotel/Restaurant Manager - at home, at your own pace.**

There are certain skills you need to begin a career in Hotel/Restaurant Management. The Hotel/Restaurant Management Program helps you learn them quickly and conveniently.

You'll learn:

Marketing and Sales  
Hospitality Accounting, Cost Controls,  
and Legal Aspects and Insurance  
Menu Planning, Food Preparation,  
and Restaurant and Banquet Service  
Food Service Sanitation, Purchasing and Storage

And you'll learn it all at home — no classroom needed! You'll get valuable information about food service set-ups, dining service, banquet and buffet catering, sales, advertising, and public relations.

#### **Start a rewarding career in a growing field.**

Why take a Hotel/Restaurant Management training program? With the right credentials, you can:

Work for an established hotel or restaurant.  
Work for a chain of hotels or restaurants and have the opportunity to travel.  
Enjoy the fringe benefits that come with such an exciting job.

Demand for Hotel/Restaurant Managers is on the rise. The more people travel, the greater the need for Hotel/Restaurant Managers. As operations become more complex, employers are putting more emphasis on specialized training. The Hotel/Restaurant Management Program can give you a real advantage over others without your training!

**For more information or to register please [click here](#).**



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### **HVAC Technician – JW2680**

**Clock Hours: 427**

**Cost per hour: \$10.50**

**Receive HVAC training at home. You'll get the support you need while learning at your own pace.**

Learn the skills you need to become a professional HVAC Technician while studying heating, refrigeration, and air conditioning at home.

Train quickly and conveniently with our "Quick Learn" method. Learn about:

- Refrigeration and air conditioning technology
- System evacuation, refrigerants, and system charging
- Automatic, electronic, and programmable controls
- Commercial refrigeration
- Heating systems
- Domestic appliances

**For more information or to register please [click here](#).**



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### Interior Decorator – JW2800

**Clock Hours: 250**

**Cost per hour: \$16.66**

**Become an Interior Decorator with at home training.**

Develop your natural talent for interior design with the Interior Decorator Program and work for homebuilders, retailers, hotels, corporate clients, or even start your own business.

You'll learn to:

- Determine your client's needs and priorities.
- Use the elements and principles of design and color.
- Choose the best treatments for floors, walls, and windows.
- Start and operate your own business as an Interior Decorator.

For more information or to register please [click here](#).



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### **Jewelry Design and Repair – JW2930**

**Clock Hours: 190**

**Cost per hour: \$16.66**

**Learn Jewelry Design and Repair at home.**

Whether you wish to work for established jewelers or start your own business, the Jewelry Design and Repair Program will provide the skills you need to succeed.

You'll learn about:

- Tools used by jewelers
- Common repairs done by jewelers
- Colored gemstones, diamonds,  
and jewelry design
- Home-based businesses and other forms  
of jewelry retailing

**For more information or to register please [click here](#).**



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### Professional Landscaper - JW3310

**Clock Hours: 230**

**Cost per hour: \$16.66**

**Learn the skills you need to become a Professional Landscaper — at home, at your own pace.**

There are certain skills you need to begin a career as a Professional Landscaper. The Professional Landscaper Program helps you learn them quickly and conveniently. Graduates of this program automatically receive membership and certification by the Professional Grounds Management Society.

You'll learn about:

- Plant health, soil, and fertilizers
- Servicing garden tractors and other tools used in landscaping
- Creating landscaping designs using shrubs and ground covers
- Specialty landscaping, starting and operating your own landscaping business

And you'll learn it all at home — no classroom needed!

**Start a challenging, moneymaking career as a Professional Landscaper.**

Why complete a training program in Professional Landscaping? With the right credentials, you can:

- Work for an established landscaping firm or start your own business.
- Complete your training in as little as six months from today, or take longer if you wish.

The U.S. Bureau of Labor predicts a 22% increase in new job opportunities for Professional Landscapers by 2012.\* Landscapers enjoy challenging, varied assignments, and flexible working hours. Self-employed landscaping professionals enjoy the career freedom and independence that come with business ownership.

**For more information or to register please [click here](#).**



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### Legal Secretary – JW3350

**Clock Hours: 355**

**Cost per hour: \$12.50**

**Learn the skills you need to become a Legal Secretary - at home, at your own pace.**

There are certain skills you need to begin a career as a Legal Secretary. The Legal Secretary Program helps you learn them at home, quickly and conveniently!

You'll learn:

- Technologies in the office
- Filing techniques and records management
- PC basics, keyboarding, and Internet basics
- Ethics, professionalism, and risk management

And you'll learn it all at home – no classroom needed! You'll get valuable information about written communication, time and stress management, and administrative office procedures.

#### **Start a rewarding career in a growing field.**

Why take a Legal Secretary training program? With the right credentials, you can:

- Work for insurance companies, real estate agencies or banks.
- Work for law firms, banks, or corporate legal departments.
- Prepare documents for trial and provide assistance to attorneys.

Demand for the professional Legal Secretary will rise 19% by 2012.\* Legal secretaries enjoy exciting, varied assignments, flexible working hours, respect and prestige.

#### **NALS Exam**

The Legal Secretary Program prepares students for the accredited National Association of Legal Secretary Certification Exam.

**For more information or to register please [click here](#).**



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Website: [www.caldwell.edu](http://www.caldwell.edu)

### Professional Locksmithing – JW3410

**Clock Hours: 220**

**Cost per hour: \$16.66**

**Learn locksmithing at home with the Professional Locksmith training program.**

Skilled locksmith professionals are in demand around the nation to handle home and business security issues and our Professional Locksmithing training program will provide you the skills you need to succeed. You could even start your own Locksmithing business and get the career independence you've been looking for!

You'll learn:

- Key Identification and lock mechanisms
- Residential locks and key making
- Home and business security
- Panic hardware and electric locks
- Electronic security

**For more information or to register please [click here](#).**



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### Medical Coding and Billing – JW3550

**Clock Hours: 586**

**Cost per hour: \$6.66**

Learn medical billing at home with the **Medical Coding and Billing** training program.

As a Medical Coding and Billing Professional, you'll need to know how to manage records and file claims, prepare insurance forms, and handle billing. The Medical Coding and Billing Program can help you develop these skills. Whether you work for a clinic, doctor's office, hospital or private billing service you'll have a career you can be proud of!

You'll get hands-on training in:

- Law and Ethics in Medicine
- Reimbursement Methodologies
- Medical Terminology
- Anatomy and Physiology
- Medical Information Management and Office Practice

#### **Additional Certification Eligibility**

Graduates of the Medical Coding and Billing Program are eligible to sit for the **Certified Coding Specialist** credential exam offered by the **AHIMA (American Health Information Management Association)**. Graduates may also be eligible to sit for the **Certified Professional Coder** examination offered by the **American Academy of Professional Coders**.

For more information or to register please [click here](#).



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### Medical Transcriptionist – JW3570

**Clock Hours: 450**

**Cost per hour: \$8.50**

**Learn medical transcription at home, at your own pace with the Medical Transcriptionist training program.**

Work for a doctor's office, hospital, or clinic by completing your medical transcription training at home. You can study online, in print, or a combination of both. You decide which method best suits your learning style. The Medical Transcriptionist training program is convenient and affordable.

**You'll study:**

- Medical Terminology
- Anatomy and Physiology
- Law and Ethics in Medicine
- Computer Literacy and Applications

**For more information or to register please [click here](#).**



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### Motorcycle Repair Technician – JW3620

**Clock Hours: 300**

**Cost per hour: \$14.50**

**Get the training you need to become a Motorcycle Repair Technician - at home, at your own pace.**

There are certain skills you need to begin a career as a Motorcycle Repair Technician. Motorcycle Repair Technician training program helps you learn them quickly and conveniently.

Develop these skills and more:

- Perform inspections, maintenance, troubleshooting, and repairs.
- Work with engines, ignition systems, and electrical circuits.
- Inspect and repair frames, steering, and suspensions.
- Work with brakes, wheel assemblies, and tires.

And you'll learn it all at home — no classroom needed! Your self-paced lessons cover major makes from Harley Davidson® to Suzuki,® plus ATVs and snowmobiles. They explain procedures more thoroughly than ordinary Motorcycle Repair manuals.

#### **Start a moneymaking career in the growing field of Motorcycle Repair.**

Why take the Motorcycle Repair Technician Program? With the right credentials, you can:

- Work for motorcycle or marine vehicle dealerships.
- Work for an existing motorcycle repair business, or begin one of your own.

As motorcycles become more popular, more motorcycle repair technicians are needed to take care of them. That means more work for you! And employers prefer to hire technicians who graduate from formal training programs.

**For more information or to register please [click here](#).**



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### Paralegal – JW4120

**Clock Hours: 300**

**Cost per hour: \$13.25**

**Learn the skills you need to become a Paralegal - at home, at your own pace.**

There are certain skills you need to begin a career as a Paralegal. The Paralegal Program helps you learn them quickly and conveniently!

You'll learn:

- Legal terminology and the U.S. Court System
- How to conduct legal investigations and interviews
- Legal writing and legal research
- Paralegal ethics and professional responsibility

And you'll learn it all at home – no classroom needed! You'll get valuable information about the Paralegal's role in civil vs. criminal litigation, the federal and state court system, case investigation, and evidence and evaluation.

#### **Start a rewarding career in a growing field.**

Why learn Paralegal skills? With the right credentials, you can:

- Work for a private law firm, corporate legal department, or government agency.
- Work in civil and criminal litigation, real estate, or estates and trusts.
- Prepare legal documents, do research, and ready cases for trial.

Demand for the professional Paralegal will rise 29% by 2012.\* Paralegals enjoy exciting, varied assignments, respect and prestige, and the confidence that comes with doing important work and doing it well.

#### **State Licensing Requirements**

In the States of California and South Dakota, a Paralegal Diploma will not qualify graduates for employment as paralegals.

**For more information or to register please [click here](#).**



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### PC Maintenance and Repair – JW4130

**Clock Hours: 180**

**Cost per hour: \$16.66**

**Learn PC Maintenance and Repair at home.**

Receive comprehensive training to begin your career as a PC Maintenance and Repair Technician.

You'll learn:

- Hardware, including printers, notebooks and PDAs
- Software, including operating systems and data recovery
- Networking protocols and topology
- PC troubleshooting and repair techniques

#### **Flexible, Convenient, Self-Paced!**

The PC Maintenance and Repair Program allows you to study online, in print, or a combination of both. You decide which method best suits your learning style. There is no going to class, no need to rearrange schedules. You choose the time and place to complete your coursework, and you work at your own pace. There's no one to rush you or hold you back.

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### **Pet Groomer – JW4150**

**Clock Hours: 195**

**Cost per hour: \$16.66**

**Learn how to become a Pet Groomer - at home, at your own pace.**

There are certain skills you need to begin a career as a Pet Groomer. The Pet Groomer Program helps you learn them quickly and conveniently.

You'll get training in:

- Maintenance and care of kennels and crates
- Dog types, personalities, and handling
- Cat types, personalities, and handling
- Anatomy and health care of dogs and cats
- Equipment use and care

And you'll learn it all at home — no classroom needed!

**Start a creative, moneymaking career in a growing field.**

Why complete a Pet Groomer training program? With the right credentials, you can:

- Work for a grooming salon, pet shop, or start your own business.
- Work for a veterinary clinic or kennel.

Demand for Pet Groomers will increase 22% by 2012\*. Because pet ownership is on the rise, there's an increasing demand for skilled professionals to keep dogs and cats bathed, brushed, and trimmed!

**Get more information today** and you can be on your way to a career as a professional Pet Groomer!

**For more information or to register please [click here](#).**



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### Pharmacy Technician – JW4160

**Clock Hours: 390**

**Cost per hour: \$11.00**

**Become a Pharmacy Technician with at home training.**

You'll get the training you need to work closely with pharmacists in providing medication and health care products to patients. Whether you'll work for a retail pharmacy, local druggist, grocery store, or hospital, you'll be an important part of a rewarding profession.

Our Pharmacy Technician training program provides you the skills you need to succeed and even offers a Pharmacy Technician Certification Exam Review.

You'll learn how to:

- Receive prescriptions from doctors and hospitals.
- Prepare prescriptions for patients.
- Verify insurance and prescription information.
- Assist the pharmacist with everyday duties.

#### **Flexible, Convenient, Self-Paced!**

There is no going to class, no need to rearrange schedules. You choose the right time and place to complete your coursework. And you work at your own pace. There's no one to rush you or hold you back.

While you'll work independently, you won't be alone. Support staff — dedicated to helping you complete your coursework — are just a phone call or an email away.

#### **Certification Eligibility**

Graduates of the Pharmacy Technician Program are automatically eligible to take the **PTCB (Pharmacy Technician Certification Board)** examination.

#### **State Licensing Requirements**

For residents of Indiana, Nevada, North Dakota, South Carolina, Utah, and Washington, State Boards of Pharmacy may impose a variety of different requirements for pharmacy technician training. You should contact the State Board of Pharmacy to obtain the requirements applicable to pharmacy technicians in your state.

**For more information or to register please [click here.](#)**



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### Photography Certificate – JW4170

**Clock Hours: 180**

**Cost per hour: \$16.66**

Learn Photography skills — at home, at your own pace.

The School Photography Certificate Program helps you learn the fundamentals quickly and conveniently.

Your studies include:

- Camera basics, lighting for photography
- Photographic image design
- Digital and video photography techniques
- Printing color and black and white photographs and slides
- ...and much more.

And you'll learn it all at home — no classroom needed!

For more information or to register please [click here](#).



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Website: [www.caldwell.edu](http://www.caldwell.edu)

### **Plumber - JW4190**

**Clock Hours: 460**

**Cost per hour: \$9.75**

**Train to be a Plumber.**

Learn the skills you need to become a professional Plumber while studying plumbing at home. It's convenient and affordable.

You'll get hands-on plumber training to:

- Interpret construction drawings and specifications.
- Assemble, install, test, and maintain plumbing systems.
- Repair and maintain water heating systems.
- Install and troubleshoot the plumbing for dishwashers and other appliances.

For more information or to register please [click here](#).



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### Private Investigator - JW4220

**Clock Hours: 250**

**Cost per hour: \$16.66**

**Learn the skills you need to become a Private Investigator — at home, at your own pace.**

As a Private Investigator, you'll have an exciting and challenging career. Private Investigators conduct investigations involving missing persons, corporate intelligence, or other fascinating areas. Enjoy the special satisfaction that comes with working as a Private Investigator on an important case. Train quickly and conveniently!

You will learn about:

- Investigation and reporting techniques
- Sources of information and background investigations
- Surveillance equipment and techniques
- Ethics and professional responsibility for private investigators

And you'll learn it all at home — no classroom needed! You'll get valuable information about the private investigator's role in civil and criminal litigation, corporate intelligence gathering and espionage, and professional development and employment.

#### **Start a rewarding career in the growing field of Private Investigation.**

Why take the Private Investigator training program? With the right credentials, you can:

- Work for a private investigation or security agency, corporate legal department, or government agency.
- Work in insurance fraud investigation, retail security, or corporate security.
- Conduct investigations, prepare reports, and testify in court.

Demand for Private Investigators will rise 25% by 2012.\* Private Investigators enjoy exciting, varied assignments, respect and prestige, and the confidence that comes with doing important work and doing it well.

**For more information or to register please [click here](#).**



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### Small Business Management - JW4790

**Clock Hours: 240**

**Cost per hour: \$16.66**

**Learn Small Business Management skills - at home, at your own pace.**

There are certain skills you need to manage a small business. The Small Business Management Program helps you learn them quickly and conveniently.

You'll get hands-on training in:

- Preparing for Business Success and Market Research
- Writing a Business Plan and Financing Your Business
- Legal Requirements and Resources
- Putting Your Business Online and Preparing a Budget

And you'll learn it all at home — no classroom needed!

**Start a challenging, moneymaking career.**

Why complete a Small Business Management training program? With the right credentials, you can:

- Start your own small business and enjoy the freedom of being your own boss!
- Manage the successful operation – finance, marketing, and inventory – of a small privately held business.

As the manager of your own small business, you can work the hours you choose and guide your business toward success!

**Get more information today** and you can be on your way to a career in Small Business Management!

**For more information or to register please [click here.](#)**



# Caldwell College

## Online Career and Professional Training Catalogue

PH (888) 689-9791 Fax (866) 221-9711 E-MAIL: [careertraining.military@caldwell.edu](mailto:careertraining.military@caldwell.edu)

Website: [www.caldwell.edu](http://www.caldwell.edu)

### Small Engine Repair - JW4795

**Clock Hours: 300**

**Cost per hour: \$14.75**

**Learn Small Engine Repair with at-home training.**

Get hands-on training on repairing small engines, including lawn mower engines, motor boats and recreational vehicles. Employers prefer to hire mechanics who graduate from formal training programs and our Small Engine Repair diploma program will provide you the skills you need to succeed.

You'll learn how to:

- Troubleshoot and repair engine components and systems.
- Work with engines, ignition systems, and electrical circuits.
- Inspect and repair small engine fuel systems.
- Disassemble and rebuild all types of small engines, including two-stroke, four-stroke, outboard, and riding mower engines.

**For more information or to register please [click here](#).**



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### Teacher Aide - JW4930

**Clock Hours: 195**

**Cost per hour: \$16.66**

**Becoming a Teacher Aide is easy with distance learning.**

Learn the skills necessary for becoming a Teacher Aide - at home, at your own pace. Train quickly and conveniently for this rewarding career.

You'll learn:

- Classroom communication skills
- Major instructional techniques
- Technology's role in the classroom
- How to assist students with special needs

And you'll learn it all at home — no classroom needed! Get the latest information on how to help children learn and grow by becoming a Teacher Aide.

**Start a rewarding, new career in a growing field.**

Why train at home to be a Teacher Aide? With the right skills, you can:

- Work full-time or part-time hours.
- Work during the school year – summers and holidays off!
- Enjoy the satisfaction of making a difference in the lives of children.

Demand for Teacher Aides is predicted to increase 23% by the year 2012.\* As school districts continue to report a shortage of teachers, the demand for skilled Teacher Aides continues to rise. That means employment opportunity for you!

#### **State Licensing Requirements**

In the states of Illinois and Missouri, a Teacher Aide Diploma will not qualify graduates for employment as a Teacher Aide.

**For more information or to register please [click here.](#)**



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### Telecommunications Technician – JW4940

**Clock Hours: 825**

**Cost per hour: \$5.25**

**Learn the skills you need to become a Telecommunications Technician - at home, at your own pace.**

Start a cutting-edge career as a Telecommunications Technician with distance learning. Telecommunications Technician Program helps you learn the skills you need quickly and conveniently.

You'll learn about:

- Fiber Optics
- Amplitude and Frequency Modulation
- Digital Communications
- Computer Applications in Telecommunications
- And much more

And with our distance learning program, you'll learn it all at home — no classroom needed!

**Start a respected, moneymaking career as a Telecommunications Technician.**

Why take a distance learning program to become a Telecommunications Technician? With the right credentials, you can:

- Earn, on average, \$47,000 per year, or more.\*
- Have an exciting career with plenty of room for advancement.
- Work for an established business or start one of your own!

New breakthroughs are happening all the time in the Telecommunications field. That means opportunity and job security for those with the right training.

**Get more information today** and you can be on your way to a career as a Telecommunications Technician!

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### Travel and Tourism Specialist – JW5040

**Clock Hours: 440**

**Cost per hour: \$10.00**

**Learn how to become a Travel and Tourism Specialist - at home, at your own pace.**

The Travel and Tourism Specialist distance-learning program can be your passport to an exciting future as a Travel and Tourism Specialist. Train quickly and conveniently and learn the skills you need to succeed.

You'll learn:

- How Travel and Tourism Specialists use Computerized Reservation Systems
- The key tourist destinations throughout the world
- About tour and vacation packages
- How to start your own Travel and Tourism agency

And you'll learn it all at home — no classroom needed!

**Start a satisfying, new career in the field of travel.**

Why train to become a Travel and Tourism Specialist with distance learning? With the right credentials, you can:

- Enjoy the perks of a travel career — reduced rates and "working holidays."
- Work as a Travel and Tourism Specialist for an existing agency or start one of your own.

Travel is one of the largest businesses in North America. That means career opportunity for you!

**Get more information today** and you can be on your way to a career as a professional Travel and Tourism Specialist!

**For more information or to register please [click here](#).**



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### **Veterinary Assistant – JW5340**

**Clock Hours: 337.5**

**Cost per hour: \$11.50**

**Learn the skills you need to become a Veterinary Assistant - at home, at your own pace.**

Work with animals! The Veterinary Assistant Program can help you make a difference. Your abilities can keep animals healthy, nurse them when ill — even save their lives! Train quickly and conveniently.

Learn how to:

- Obtain animal health histories and records.
- Provide specialized nursing care.
- Assist in surgical procedures.
- Wash, feed, and care for animals, and much more.

And you'll learn it all at home — no classroom needed! You'll get valuable information about animal-related issues from care and handling to veterinary practice and administration.

#### **Start a rewarding career in a growing field.**

Why take a Veterinary Assistant training program? With the right credentials, you can:

- Be an important part of a professional veterinary staff.
- Work at a veterinary hospital, animal shelter, kennel, or laboratory.

Demand for professional Veterinary Assistants will rise 26% by 2012.\* Pet owners increasingly take advantage of veterinary services, spurring employment growth for Veterinary Assistants. That means more opportunity for you!

**Get more information today** and you can be on your way to a career as a Veterinary Assistant!

**For more information or to register please [click here.](#)**



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Website: [www.caldwell.edu](http://www.caldwell.edu)

### Wildlife/Forestry Conservation – JW5550

**Clock Hours: 265**

**Cost per hour: \$16.66**

**Learn the skills you need to begin a career in Wildlife/Forestry Conservation - at home, at your own pace.**

Turn your love of "the great outdoors" into a rewarding career with the Wildlife/Forestry Conservation Program. Train quickly and conveniently with our proven distance learning method. Earn your Career Diploma in Wildlife/Forestry Conservation!

You'll learn all about:

- Wildlife law enforcement and population management
- Forest ecology and protection
- Park and recreational facility operation
- Field equipment and safety

And you'll learn it all at home — no classroom needed!

**Start a satisfying, new career.**

Why train for a career in Wildlife/Forestry Conservation? With the right credentials, you can:

- Earn great pay in a healthy environment.
- Work for the government or a national park.
- Make a difference by preserving our precious natural resources.

There is an increasing global emphasis on issues such as environmental protection and responsible land management. That means an opportunity for you in a field you love!

**Get more information today** and you can be on your way to a career in Wildlife/Forestry Conservation!

**For more information or to register please [click here.](#)**