



*Comprehensive
online courses
with assignments
and final exams*

*Earn Continuing
Education Units
Online*

*Certificate of
Completion awarded
with a passing score*

*Monthly
classes that
run for six weeks*

Enroll Today!

Health Care Continuing Education Online Courses

Accredited Certificate Programs for Health Care Professionals

Rowland Adult and Community Education

All Health Care Continuing Education courses run for six-weeks (with a 10-day extension period available at the end). They are self-paced and consist of lessons and chapters, a discussion area and a final exam for each course within the program. Students who successfully complete the program will be awarded a certificate of completion.

Certificate in Complementary and Alternative Medicine

(22 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

Certificate in Pain Assessment and Management

(24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

ACCREDITATION:

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Accreditation refers to recognition of continuing nursing education only and does not imply Commission on Accreditation approval or endorsement of any commercial product.

ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states.

Provider approved by the California Board of Registered

Certificate in Gerontology

(44 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

Certificate in Healing Environments

(16 contact hours) Learn how enhance the design of health care facilities and Optimal Healing Environments (OHEs) to positively impact health on a physical, social, psychological, and spiritual level.

Certificate in End of Life Care

(18 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

Certificate in Spirituality, Health, and Healing

(25 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

Nursing, Provider #CEP 14693, for the stated number of contact hours.

California Board of Behavioral Sciences Provider Number PCE 1564. This course meets the qualifications for the stated hours of continuing education credit for MFCCs and/or LCSWs as required by the California Board of Behavioral Sciences.

ALLEGRA Learning Solutions courses are approved for continuing education credit for diabetes educators. All ANCC accredited courses are accepted for continuing education credit by the National Certification Board for Diabetes Educators (NCBDE).

Certificate in Perinatal Issues

(20 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families.

Certificate in Integrative Mental Health

(19 contact hours) This groundbreaking certificate program offers a holistic, integrative approach to treating mental health problems.

Certificate in Legal and Ethical Issues in Nursing

(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

New course sessions begin monthly

**To learn more call:
(626) 965-5975
(800) 701-8755**

ALLEGRA Learning Solutions, LLC is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider. Provider Number 451562-11

This Certificate Program has been endorsed by the American Holistic Nurses Association (AHNA). Certificate programs are only endorsed by AHNA after a rigorous peer-review process and approval of the AHNA Leadership Council.

This activity is being provided by ALLEGRA Learning Solutions, LLC and co-provided by Education to Go.

Visit our Online Instruction Center to **ENROLL TODAY!**

www.ed2go.com/race



Rowland Adult and Community Education



Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program.

One-On-One Instructor Assistance

24-Hour Access

All Materials and Books are Included!

Certificate Upon Successful Completion

Courses Start Anytime

3-6 Months of Instruction

Complete any of these Career Online Programs entirely from your home or office and at any time of the day or night.

For detailed objectives, outlines, demos, frequently asked questions, pricing and program ratings **visit our website.**

CAREER TRAINING ONLINE PROGRAMS

Certified Personal Trainer - 62 hrs

Prepare for an in-demand career as a personal trainer as you earn a nationally-recognized W.I.T.S. certification and gain real-life experience in an internship.

Travel Agent Training - 250 hrs

Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel, or as a home-based agent, and get started in a career in the travel industry.

Principles of Green Building - 30 hrs

The Principles of Green Buildings (PGB) program explains the science that individuals in the building, remodeling, or trade industries need to know in order to make buildings perform more efficiently.

Event Management & Design - 300 hrs

From planning to pyrotechnics, the Event Management and Design Online Training Program will teach you everything you need to know to create events that are truly special.

Fitness Business Management - 200 hrs

Learn how to manage a personal training program, department, or facility as a strategic business with this innovative program.

Grant Writing - 300 hrs

Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

AutoCAD 3D 2015 - 80 hrs

Once you successfully complete the Training Program you will have learned AutoCAD's 3D tools and will be able to design three-dimensional models using AutoCAD 2015 software.

Certified Wedding Planner - 340 hrs

This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

Human Resources Professional - 120 hrs

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

Non-Profit Management - 300 hrs

Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process.

Optician Certification Training - 150 hrs

Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam.

Learn More!

careertraining.ed2go.com/race

(877) 221-5151



Rowland Adult and Community Education



Learn from
the comfort
of home!

24-Hour Access

Discussion Areas

6 Week Format

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: **\$100**

INSTRUCTOR LED ONLINE COURSES

Introduction to Google Analytics

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

Performing Payroll in QuickBooks

Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Accounting Fundamentals

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Final Cut Pro X

Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

Introduction to Microsoft Excel

Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Intermediate Microsoft Excel

Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Enroll Now!

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(626) 965-5975

(800) 701-8755

Over 300 online courses available

ed2go



Administrative Medical Specialist with Medical Billing and Coding

Our Program

Once enrolled in the Administrative Medical Specialist with Medical Billing and Coding, you local workforce will receive instruction from a nationally-recognized online program that will prepare them for a stable career in the healthcare sector. In this program, trainees will gain a wide range of medical office management skills particular to the healthcare industry.



Students will learn to function as an important member of the healthcare team by providing key skills such as patient registration and scheduling, medical records management, diagnostic and procedural coding (including ICD-10-CM), insurance claim filing, and daily financial practices.

Certifying Exam:

Certified Medical Administrative Assistant (CMAA)
 Certified Billing and Coding Specialist (CBCS)
 Certified Professional Coder (CPC)

Professional Credential:

Certified Medical Administrative Assistant (CMAA)
 Certified Billing and Coding Specialist (CBCS)
 Certified Professional Coder (CPC)

Los Angeles Job Stats

Job Growth Outlook -
 29% Increase from 2012 to 2022
Median Wage -
 \$16.26/hour
Median Salary -
 \$33,820/year

Supplemental Courses for this Path

- Administrative Assistant Fundamentals
- Spanish for Medical Professionals
- Explore a Career as an Administrative Medical Assistant

Find these courses at:

www.ed2go.com/race