

# Are You Ready?

*As a CALC student, you will find a career program designed for your success and managed by industry experts.*

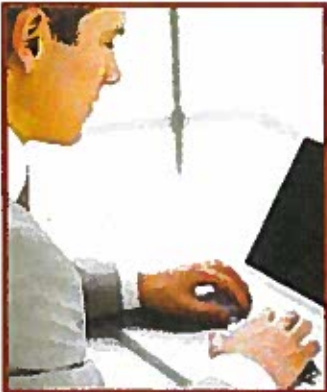
**We offer:**

- A welcoming atmosphere with exceptional personal service
- Small classes with one-on-one attention
- Set class schedule that give you the ability to plan your life
- No extra classes, only the courses you need for your vocational skills
- Short term programs so you will be able to enter the workforce sooner

*No matter where you are in life,  
You can start a new career*



**Accelerated Job Training • Career Services • Professional Certification**



**The staff and faculty of the school and placement affiliates derive tremendous satisfaction from helping students make their dream job a reality.**

**CALC**  
Institute of Technology

**Post-9/11 and Montgomery GI Bill Approved  
Financial Aid Available for Those Eligible**

Follow us on 

**Fairview Heights – (618) 398-2252  
Alton – (618) 474-0616**

[www.calc.edu](http://www.calc.edu)

For information regarding graduation rates, median debt of students and other information, visit: [www.calc.edu](http://www.calc.edu)

# CALC is Working for You

## Career Programs for Today's Jobs



Nancy  
Administrative Assistant

**Administrative Specialist** - In almost every sector of business and industry, there is a need for skilled administrative assistants. Courses are designed to enhance your career with up-to-date computer training to prepare for a new career as an office professional. Courses of study will prepare you for industry certifications underwritten by Microsoft® to be a Microsoft Office Specialist (MOS)

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**Network Engineer** - Today's business runs on computer networking technology: Launch your exciting career in the growing IT field with knowledge from hardware basics to computer networking. Courses of study will help prepare you for a selection of professional Microsoft® and CompTIA® industry certifications.

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**Medical Assistant (MA)** - Medical Assistants are vital in the day-to-day operations of medical practices and doctor's offices. If you've ever dreamt of working in the healthcare field alongside doctors and nurses, Medical Assisting is a great option for you. The MA program will help prepare you for Registered Medical Assistant (RMA) industry certification exam underwritten by the American Medical Technologist (AMT)

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**Medical Office Specialist (MO)** - Not all of today's health care jobs require patient contact! As a student you will develop medical administrative skills to work in a medical office, insurance or other medical related organizations. Courses include patient billing, claims processing, scheduling, medical records, accounting and electronic health records. Program includes updated content on both ICD-9 and ICD-10 coding. Fairview Heights

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**Basic Nursing Assistant Training Program** - Imagine an exciting job where you make a difference and rewards you for caring about others. Successful program completers meet the basic educational preparation to perform in the capacity of a nurse assistant in the State of Illinois. Program graduates are eligible to take the Nurse Aide Training Competency Evaluation Program written and performance test.

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**Practical Nursing** - Are you a compassionate, self-directed and responsible person? Then nursing is for you! The PN program integrates theory, lab and clinical experience to give graduates the necessary knowledge and skill base to prepare for the National Council Licensure Examination for Practical Nurses (NCLEX-PN®) Alton Campus



Ollie  
Network Engineer



Amanda  
Medical Assistant



Stephanie  
Medical Office Specialist



London  
Basic Nursing



Maria  
Practical Nursing

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