Joshua Career Institute

Certificate Programs

Joshua Career Institute's three core pillars are hands-on training, professional certification, and self-confident job placement training. Completing a certification program from Joshua Career Institute is one of the best ways to increase your earning capacity. Professional certification informs prospective employers of your readiness to contribute to their growth, it gives employers great confidence in your skills-set, and professional standing within the industry. JCI advances in the certification process to support its graduates as supervisory and management candidates with upward career mobility.

JCI certificate courses will provide you with excellent knowledge and strong foundation in many business, healthcare, and technical fields. Earning a certificate on a course is a testament of hard work which gives you the self-confidence you need to demonstrate and display your talents to various employers.

Certificate Program Options

JCI Certificate course options include the following:

1. ACT 102 QuickBooks Accounting
2. ACT 103 QuickBooks Payroll
3. BUS 101 Microsoft Word
4. BUS 102 Microsoft Excel
5. BUS 103 Microsoft PowerPoint
6. BUS 104 Microsoft Outlook
7. BUS 105 Microsoft Access
8. BUS 107 Keyboarding
9. BUS 115 Basic Computer
10. BUS 116 Basic Microsoft Office
11. HCA 103 Medical Terminology
12. HCA 106 Modern Medical Billing
13. HCA 108 Modern Medical Coding
14. HCA 110 Computers in Medical Office

Admission Requirements

All students are required to meet the following admission requirements:

1. Proof of education requirements
2. Proof of US Residency requirements.
3. Correctly and fully complete the admission package
4. Successfully complete the program orientation process

Material & Equipment Requirements

To make your online experience enjoyable and trouble-free, students are required to meet the following material and equipment requirements before the online orientation date:

1. Own or have access to a computer or laptop with Windows 7 or better.
2. Laptop (with wireless mouse) must be compatible with Microsoft Office software, if you are not sure, e-mail admin@joshuaci.com.
3. Have access to High Speed Internet with Mozilla Firefox Browser.
4. Ensure that their computer or laptop is able to download software from the Internet.
5. Ensure that their computer or laptop is able to *display* Adobe PDF, Microsoft Word and Excel without problems.
6. Have an e-mail account which the student checks daily.
7. Install Microsoft Office 2010 or 2013 on their computer or laptop.
8. Please note that JCI does not provide technical support to students.

15950 Dallas Parkway Suite 400, Dallas, Texas 75248