



NEVADA
CAREER
INSTITUTE

nevadacareerinstitute.com

FOR IMMEDIATE RELEASE – July 31, 2017

CONTACT:

Doug Cowley
626-251-1078
DougC@success.edu

Nevada Career Institute Broadens Its Program Offerings with Business Office Administration
Program Designed to Provide Administrative Core Fundamental Skills

LAS VEGAS, Nevada — Nevada Career Institute (NCI) is expanding their program offerings this year with the addition of its new Business Office Administration program. The program will prepare graduates for entry-level employment in a professional business office setting.

The new Business Office Administrative Program, which is approximately 40 weeks long, has been approved by the Accrediting Bureau of Health Education Schools (ABHES) and will feature eight different courses, some of which including Accounting Principles, Business and Office Basics, Business Information Systems and Business Management Principles. The program also includes an externship, which will focus on the practical application of professional knowledge, skills and training in a business office setting.

"We are very excited to offer this new program, as it will give students the skills needed to pursue a business career in a professional setting," Serjik Kesachekian, Chief Strategy Officer for NCI, said about the new program.

During the entirety of the program, students will attend these courses that will help develop strong administrative, word processing and office support skills that employers look for in administrative professionals. Graduates will obtain the skills needed to successfully compete in the modern and fast-paced technological office environment.

"Upon graduation, the graduates will have received the foundational skills needed for a business career and will then be able to go out, obtain a career and build on those skills they acquired," Kesachekian says.

In addition to the Business Administrative Program, Nevada Career Institute also offers several other career training programs, including: Dental Assisting, Medical Assisting, Medical Insurance Billing & Coding, and Surgical Technology.

Visit NevadaCareerInstitute.com to learn more about NCI's affordable career training programs or contact Nancy Aguillon at NancyA@success.edu for more information today!



NEVADA
CAREER
INSTITUTE

nevadacareerinstitute.com

About Nevada Career Institute

Established in 1993, Nevada Career Institute (NCI) is a leader in allied health education. NCI offers practical training programs designed to equip students for success, including Medical Assistant, Dental Assistant, Surgical Technologist, Medical Insurance Biller and Coder and more. All of Nevada Career Institute's programs bring together rigorous classroom studies with hands-on training—allowing students to put their newfound knowledge into practice. NCI students graduate ready to hit the ground running as they make a difference in their surrounding communities. Accredited by the Accrediting Bureau of Health Education Schools (ABHES), Nevada Career Institute is part of the Success Education Colleges family of allied health training schools, whose everyday mission is to train and prepare students in short-term programs for gainful employment.

For more information about Nevada Career Institute and its programs, visit NevadaCareerInstitute.com.

###