Everest

CAREER TRAINING IN AMERICA
Important and rewarding jobs will always need to be filled, especially within the health care, business and criminal justice career fields.

And these exciting career fields require people who have the right educational background and experience to perform these jobs correctly.

So if you’re ready to start training for a career field that is projected to grow, then keep reading.
BUSINESS CAREERS

As you can imagine, careers in business continue to flourish — in everything from small business management to finance and banking.

Employment Growth
Business opportunities in this field are expected to increase through 2018.* This makes the job outlook bright for individuals with the right business training. Careers within the business field include sales positions, office administration, small business management, marketing and human resources.

What Business Professionals Do
A career in business can range in everything from investment banking to working with non-profit entities. Jobs might include accounting, auditing, budget analysis, insurance, finance, etc. Professionals in business should have excellent communication skills, business ethics and a strong background in mathematics.

How to Begin Working in Business
Everest offers associate, bachelor's and master's degree programs in business. These degree programs may take two to four years to complete depending on your educational background. The courses may provide students with training in the business and problem-solving skills needed in today’s corporate environment.

Business training can provide you with a thorough study of the structure, function and procedures of standard business operations.


Your own hard work, professionalism, experience, work attitude, local market and other factors will impact your personal employment opportunities and pay.
CRIMINAL JUSTICE CAREERS

Society has become more security-conscious. This combined with continued population growth, opens up demand for trained criminal justice professionals.

Employment Growth
Employment opportunities for those entering the field of criminal justice are expected to increase through 2018.*

What Criminal Justice Professionals Do
Individuals in criminal justice may find entry-level work as transportation security specialists, corrections officers, prison guards, case workers, security officers, loss prevention and much more.**

How to Begin Working in Criminal Justice
Everest offers students the opportunity to earn their associate, bachelor’s or master’s degree in criminal justice. Classroom training includes a study of criminology, criminal evidence, criminal procedure, criminal investigations and terrorism.

*Additional training and/or education may be required.
PARALEGAL CAREERS

If you’ve ever considered working in the legal field, now is the time to get trained.

Employment Growth
The paralegal profession is where you want to be if you’re looking for a career that’s in demand. Employment of paralegals and legal assistants is projected to grow 28 percent between 2008 and 2018, much faster than the average for all occupations.*

What Paralegals Do
The work of the paralegal is both challenging and rewarding. And, with the required training, you may be qualified to seek employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies and legal aid societies.

Below are some duties of paralegals, all of which are performed under the supervision of an attorney.

- Assisting lawyers by preparing for trials, hearings, corporate meetings and closings
- Research information and analyze applicable laws, judicial findings, legal articles and other case-relevant information
- Reviewing contracts, petitions, mortgages, separations and trust contracts
- Assisting in the preparation of exhibits, tax returns and estate planning
- Interviewing witnesses and clients

How You Can Become a Paralegal
Everest offers an associate degree program (students must have 96 quarters credits to graduate). The training provides students with the skills they’ll need to work alongside attorneys.

HEATING, VENTILATION AND AIR CONDITIONING CAREERS

If you’re looking for a career with growth potential, training in the heating, ventilation and air conditioning (HVAC) field can give you the edge when it comes to servicing and repairing a wide variety of heating and air conditioning systems.

Employment Growth
Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to increase 28 percent during the 2008-18 decade.* HVAC systems generally need replacement after 10 to 15 years. A large number of homes were built in the first decade of the 21st century, and many of these homes will soon need major maintenance and repairs. The increased complexity of HVAC systems, which increases the possibility that equipment may malfunction, will also create opportunities for service technicians.

What HVAC Technicians Do
HVAC technicians specialize in maintenance and repair of HVAC systems. They may also specialize in refrigeration work. When a system is not operating properly, an HVAC technician will check thermostats, compressors, and controls on the HVAC systems to properly diagnose and repair HVAC equipment.
Here are some duties for HVAC technicians:

- Install, maintain, repair heating, ventilation and air conditioning systems
- Operate a variety of equipment as needed
- Operate measuring and testing equipment
- Read blueprints, wiring and piping diagrams
- Call and work with vendors

**How to Begin Working in the HVAC Field**

First of all, you’ll need a good foundation that consists of the right industry training. Training in heating, ventilation and air conditioning provides students with the technical skills needed to pursue a career in this field.

Medical insurance billing and coding training can prepare you to perform a wide array of duties, which include administrative health administration functions, evaluating insurance claim forms, coding diseases, logging surgery information and managing data for billing and collections.

**Employment Growth**

Employment of medical records and health information technicians is expected to increase by 20 percent, much faster than the average for all occupations through 2018.* Insurance companies, medical offices, and clinics seek to hire well-trained individuals with adequate experience in medical billing and coding procedures.

**What Medical Insurance Billers and Coders Do**

Medical insurance billers and coders prepare claims manually and electronically, process insurance claims, interview patients to obtain necessary information, and maintain filing systems and electronic databases for patients’ records.

They have the responsibility of serving as a liaison between health care facilities and insurance companies. This calls for excellent communication and computer skills.
Here are some duties for medical insurance billers and coders:

- Organizing and analyzing
- Evaluating health care insurance forms
- Coding diseases
- Coding surgeries
- Documenting medical procedures

**How You Can Become a Medical Insurance Biller and Coder Specialist**

Everest offers an eight-month Medical Insurance Billing and Coding diploma program. Students take courses in medical terminology, insurance coding skills, basic math, keyboarding skills, administrative duties, coding the body system and more.

MEDICAL ASSISTANT CAREERS

When training for a medical assistant career, you will learn to take patient histories and vital signs, draw blood and perform basic laboratory tests. You can acquire the administrative skills necessary to help run a modern doctor’s office.

Employment Growth
Employment of medical assistants is expected to grow 34 percent from 2008 to 2018, much faster than the average for all occupations.* Job opportunities should be excellent for those with experience and formal training.

What Medical Assistants Do
Medical assistants work in physician offices, urgent care centers, clinics and surgical centers to name just a few. And they have the responsibility of assisting physicians with therapeutic and diagnostic procedures.

Here are some duties for medical assistants:

- Taking a patient’s vital signs
- Running laboratory and diagnostic tests
- Communicating effectively with patients
- Assisting physicians and health care professionals in their daily rounds
How You Can Become a Medical Assistant
Training to begin working in the medical assistant career field typically takes 10 months at Everest. As a Medical Assistant student, you’ll get hands-on training in anatomy, physiology, medical terminology, typing and transcription, record keeping and insurance processing. You’ll also learn vital laboratory methods, procedures in diagnosing and basic first aid.

PHARMACY TECHNICIAN CAREERS

A career in the field of pharmacy could be rewarding, especially for pharmacy technicians with formal training.

Employment Growth
Employment of pharmacy technicians and aides is expected to increase by 25 percent from 2008 to 2018, which is much faster than the average for all occupations. The increased number of middle-aged and elderly people — who use more prescription drugs than younger people — will spur demand for technicians throughout the projection period. In addition, as scientific advances bring treatments for an increasing number of conditions, more pharmacy technicians will be needed to fill a growing number of prescriptions.*

What Pharmacy Technicians Do
Pharmacy technicians, under the supervision of pharmacists, provide medication and other health care products to patients. Many of the tasks performed are routine, such as preparing medications, administrative duties, stocking shelves and operating cash registers.
Here are some duties of pharmacy technicians:

- Counting and measuring medication
- Interacting with customers
- Managing inventories
- Assisting pharmacists in their daily tasks and duties
- Compounding IV and chemotherapy medications

**How You Can Become a Pharmacy Technician**

Everest offers a short-term Pharmacy Technician program that offers students training in pharmacy administration, pharmacy calculations, anatomy and physiology, nutrition, medical terminology, health care systems and more.

The program can help you develop solid customer service, interpersonal and communication skills needed to be a successful technician.

MASSAGE THERAPY CAREERS

People in today’s society are experiencing more stress now than recent history. Entering into a career as a massage therapist will provide the opportunity to help improve people’s lives. Massage therapists help people reduce stress, recover from injuries and promote general well-being.

Employment Growth
Employment of massage therapists is expected to increase by 19 percent from 2008 to 2018.* The recent increase in holistic healing and alternative therapies to help address pain is a factor in creating this increased job opportunity.

What Massage Therapists Do
There are more than 200 different types of massages, including Swedish massages, deep tissue massages, reflexology, acupressure, sports massage and neuromuscular massage.

Massage therapists can:
- Help address painful ailments
- Decompress tired and overworked muscles
- Aid in the rehabilitation of sports injuries
- Promote general health

How You Can Become a Massage Therapist
Everest offers a 9-month diploma program in Massage Therapy. As a Massage Therapy student, you’ll get hands-on training that includes Swedish massage, energy and non-traditional therapies, wellness and CPR, clinical sports massage and more.

HOW TO GET STARTED IN YOUR NEW CAREER

The good thing is that launching your new career might be a lot easier than you think. Everest has a network of more than 100 campuses across the United States and Canada. Each campus provides students with the hands-on experience and practical skills needed to help you secure a new career.

If you’re ready to change your future, you owe it to yourself to put the things in place that can make it happen. By contacting Everest today, you’ll have access to instructors and administrators who can help you find your direction in life.

And with campuses across North America, you’re bound to find a school that can fit your schedule and lifestyle. We also offer some programs online.

Remember, if you have the right type of training and education, the possibilities of where life can take you are endless.

1-888-618-5719

Programs, program lengths and program schedules vary by campus. Campuses vary by state. Everest College, Everest Institute and Everest University are part of the Everest family of schools.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our websites at www.everest.edu/disclosures and www.everestonline.edu/disclosures.