# Moving Forward Learning Centers

## 2021 to 2023 CLASS CATALOG AND SCHEDULE

**Main Las Vegas Campus**
**5836 South Pecos Street**
**Las Vegas , Nevada 89120**

**Phone: 702-485-6637**

**Las Vegas Satellite**
**800 North Rainbow Blvd.**
**Las Vegas, NV 89107**

**Phone: 702-485-6637**

**See Catalog Contents for Additional Satellite Locations**

Catalog Effective Date October 1, 2021

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<u>**A MESSAGE FROM THE DIRECTORS**</u>:

It is our pleasure to welcome you to Moving Forward Centers. Our catalog outlines the different programs and courses we have to offer, along with our mission, policies and procedures. We will work very closely with you so that your selection of courses will assist you in learning new skills or improving existing ones. We have an open-door policy in our training center. The entire staff is dedicated to assisting you in reaching your goals. We are continually revising our courses and course material to maintain current pace with the computer, medical and business worlds. Our training is designed give you increased skills to enable you to improve your career goals.

Tim Burke and Dawn Manz-Burke

Directors

**MISSION STATEMENT**

To prepare students for an evolving workplace through specialized academic, career, and technical programs delivered in a time sensitive format that stresses work ethic, skills competency, problem solving, and communication skills in a diverse and changing society.

**LOCATIONS**

Main Campus

5836 South Pecos., Suite 108/9

Las Vegas, NV 89120

(702) 458-6637

The educational facility has approximately 800 square feet and is equipped with educational tools, equipment, and computers. Three classrooms are available. The center also has a student lab and testing area. Restrooms and break areas are provided in the building and are easily accessed by the students. The center is equipped for the physically challenged.

800 North Rainbow Blvd.

Las Vegas, NV 89107

(702) 485-6637

The educational facility has approximately 200 square feet and is equipped with educational tools, equipment, and computers. One classroom is available. The center also has a student lab and testing area. Restrooms and break areas are provided in the building and are easily accessed by the students. The center is equipped for the physically challenged.

Pahrump Valley Senior

Center 1370 W Basin

Pahrump NV 89060

CCDC North Valley Complex

4900 N Sloan Ln, Las Vegas, NV 89115

CCDC Downtown

3300 Stewart Ave, Las Vegas, NV 89101

Casa Grande Transitional Housing

3955 W Russell Rd, Las Vegas, NV 89118

High Desert State Prison

22010 Cold Creek Rd, Indian Springs, NV 89070

**PARKING**

Vehicle parking is available to all students in the parking area surrounding the training center.

**GENERAL INFORMATION**

MOVING FORWARD CENTERS OFFERS CLASSES IN THE COMPUTER, BUSINESS, CONSTRUCTION, ACCOUNTING, HUMAN RESOURCES, AND MEDICAL FIELDS.

We have short-term programs to meet the student's objectives. Students are encouraged to choose a career objective and to choose the program best suited to meet that objective. Spanish curriculum courseware is available for some of the current programs; see the Administrator for current information. Moving Forward does not offer career counseling services.

**OWNERSHIP**
Moving Forward Learning Centers, LLC owns Moving Forward Centers in total.

**LICENSOR**
Licensed by the Nevada Commission on Postsecondary Education

**APPROVALS**
Workforce
Connections
OneStop
Nevada Job Connect
State of Nevada Bureau of Vocational Rehabilitation (BVR)
State of Nevada Department of Employment, Training and Rehabilitation

**CLASS TIMES AND BREAKS**
Each course has individual class times; please refer to the course syllabus for more information. There are breaks built into each class, the instructors will notify students of this. Courses are held on a rotating schedule, please contact an administrator for current start and end dates.

Moving Forward's Main Las Vegas campus is open for classes:
Monday        8:30am-2:30pm
Tuesday       8:30am-2:30pm
Wednesday 8:30am-2:30pm
Thursday    8:30am-2:30pm
Friday         8:30am-2:30pm
All other locations are open by appointment only.

**SCHOOL CLOSURES AND DELAYS**
In the event of an emergency, Moving Forward locations will follow local school district delays and closures. This is applicable to snow, ice or other natural occurrences as well as terror attacks or other national emergencies. You can find up to date information by calling the nearest Moving Forward and listening to the recording.

**HOLIDAYS**
Moving Forward Centers observes the following National and State Holidays. Moving Forward will be closed and classes will not be held on these days.*:
New Year's Day
Martin Luther King Day
President's Day Memorial Day Independence Day Labor Day
Nevada Day
Thanksgiving Day and Family Day
Christmas Eve and Day
New Year's Eve
*Holiday schedule is subjective. Moving Forward reserves the right to change it as needed.

**STAFF DIRECTORY**

General Manager/Directors
Timothy K. Burke
Dawn Manz-Burke

Registration/Attendance & Grades
Dawn Manz-Burke

ESL Instructor –
Courtney Burke

Computer Applications/Graphics & Web
Design-
Courtney Burke
Tim Burke
Dawn Manz-Burke

Business/Accounting Skills
Dawn Manz-Burke
Tim Burke
Robert Levell

Medical Training Instructors
Courtney Burke
Judy Johnson
Dawn Manz-Burke

LEED/OSHA/ConstructionTraining Instructor
Pam Tyler

Auto CAD Training Instructor
Pam Tyler
Robert Lovell

IT Training Instructor
Tim Burke

Construction Administration Training Instructor
Pam Tyler
Robert Levell

**POLICIES AND PROCEDURES**

## ADMISSIONS

We have an open enrollment policy. Students may elect to enroll in a specific program(s) or they may choose ala carte classes from the current class list. Students are assessed prior to admission for ATB (Ability to Benefit) using standardized testing methods. For some classes students may submit a prior experience resume and complete an assessment interview with the school Director(s) in place of an ATB exam.

## ENROLLMENT PROCEDURES

The training center is open year round to provide information on courses, programs, class schedules, and registration procedures. Many of our programs begin on a rolling basis. We invite you to call and arrange a visit and tour of our facilities. Students will need to apply and be accepted prior to the date a program or class commences.

## ADMINISTRATIVE OFFICE HOURS

Office hours are from 8:30 AM to 2:30 PM. Monday through Friday at the Reno and Las Vegas main campuses. Saturday classes are held on an as needed basis. The center reserves the right to change office and class hours as necessary. Not all classes will be scheduled for five days a week. Each class time is scheduled according to the curriculum and instructor availability.

## FLEXIBLE PROGRAMS AND LEARNING METHODS

Moving Forward recognizes that students today need flexible class times and flexible programs to finish their training. Many students today are adult learners working around work schedules, daycare hours, and family obligations. Many students also have issues with transportation. Moving Forward Centers offers several options for those students. Those options include: online classes through our learning partners, self-paced classes allowing students to complete classes faster, instructor led online classes, and accelerated classes.

## DEFINITION OF CLOCK HOUR AND CREDIT

One clock hour is equivalent to 50 minutes of lecture, lab, directed self-study, online class, homework, or Internet based study.

Credit toward completion of a program may be earned for the following type of approved course work: lecture, lab, online, directed self-study, online class, homework, and Internet.

Class weeks for completion are suggested for each program or class and are based on 4 hours a day of a combination of lecture, lab, directed self-study, online class, homework, or Internet. Class weeks may be more or less than the suggested number of weeks. For example: if a student has 12 weeks to complete a course they may decrease the number of weeks by increasing the daily hours of lecture, lab, directed self-study, online class, or Internet time.

Previous training and experience may be recognized to satisfy a prerequisite in all programs on a case by case basis. An examination of subject matter knowledge may be used to determine if the student has the same knowledge of skills as required for successful completion of the course.

## CREDIT TRANSFER

Currently, credits earned from Moving Forward Centers are non-transferable to any educational institution.

## CREDIT FOR PREVIOUS TRAINING

Moving Forward Learning Center does not offer credit for previous training. Students may petition the school for consideration of previous training to meet prerequisites on a case by case basis.

# CLASS SCHEDULE

Each applicant will be given a course syllabus of each course and be assigned an instructor or staff member who will monitor each student's progress. The schedule is subject to change.

# STUDENT CONDUCT

Moving Forward Centers reserves the right to dismiss any student whose conduct is detrimental to the best interest of the other students and to the training center. Violation of safety regulations, interference with other students at work, boisterousness, inappropriate dress and obscenity are examples of conduct that will result in immediate dismissal. Threatening, arguing, and bullying are not tolerated. Loitering anywhere inside or outside the building, in the parking lot, or in parked cars on the property is not permitted. Anyone using illicit drugs or alcohol, or possession of such, or conducting illegal activities on school premises will be immediately terminated and no refund will be made. We have a no-gun policy.

# PERSONAL APPEARANCE

Personal appearance is of the utmost importance, regardless of what vocation you have chosen. We encourage you to attend classes well-groomed, neatly dressed (no cleavage or midriff shirts, no muscle tanks, no sagging, no dew rags or gang paraphernalia, no visible obscene piercings, etc.). We expect each student to come to class with an excellent attitude each day.

# STUDENT ADVISING

Instructor and administrative staff of Moving Forward Centers are continuously available for student advising. Students are encouraged to seek assistance from instructors or staff members on any questions they might have relating to class topics and career objectives.

# GRADUATE SERVICES

Moving Forward Centers may provide placement assistance to graduates of certificate programs. Although every effort will be made to assist graduates with placement, placement is not guaranteed. The center reserves the right to withdraw placement assistance at any time.

# ATTENDANCE POLICY

Absences: Students are given the opportunity to make up class time voluntarily. If the student makes up class time, it will not be counted as an absence.

Absences and attendance are monitored through the use of student sign in sheets and administration. Attendance may also be monitored through online meeting programs, online class systems, homework assignments, and Learning Management systems. In certain instances, a student may attend class remotely. In those instances a student agrees to submit to the school a remote attendance tracking form.

Excused Absences: A student must notify the instructor by phone, email, text, or in person if the student is unable to attend class. Absences are counted as Excused for the following reasons: Illness, court appearances, religious holidays, and emergencies outside the control of the student or student's family, or a prearranged absence. The Director must approve any prearranged excused absences and the student must complete assigned work within a specified amount of time.

Unexcused Absences: When a student is absent for any reason not listed under "Excused Absences" or does not notify Moving Forward Centers or the instructor within 5 business days.

Attendance is a most important factor for successful completion and understanding of courses. All absences, regardless of reason, are recorded. Regular attendance and punctuality will help students develop good attendance habits required for successful careers. Excessive unexcused absences may be grounds for dismissal.

To maintain satisfactory attendance, students must be present for 80% of course sessions. If a student falls below the 80% attendance requirement in a course, that student will be placed on attendance probation for thirty (30) days, or for the subsequent class in the student's course schedule. If a student, while on attendance probation, is absent for three (3) consecutive days or six (6) days total, the student may be terminated from that module. If a student, at any time during the program, is absent for more than 60 percent of that module, the student may be terminated, and no refund will be issued. Grades may be reduced for excessive absences.

For example: If a student is enrolled in the 5-week Microsoft Essentials course, the total number of class sessions is 25. To remain in good standing the student may only have 5 unexcused absences. If the student falls below the 80% attendance requirement during the course, the student will be placed on attendance probation immediately and will remain on probation for the following (30) thirty days. Or if the student is to also take the 4-weeks QuickBooks course following the Microsoft Essentials and falls below the 80% requirement, the student will be on attendance probation for the duration of the QuickBooks course.

## TARDINESS
Tardiness is recorded, and a student who is tardy three times in a class during a module is charged with one absence in that class. Students who are more than five (5) minutes late to class will be considered tardy. Students who are not in attendance for at least fifty (50) percent of the scheduled class time for a day will be considered absent for that day.

## LEAVE OF ABSENCE
A student is allowed a leave of absence during the course. A student must make a request for the leave of absence through the "Leave of Absence Request Form" found at the back of the student manual. All "Leave of Absence" requests should be submitted to an administrator which will then be approved or denied by the Director.

## PROGRAM EXTENSIONS
A student can extend their program beyond the expected course completion date for extenuating circumstances. Each request must be made in writing to the school Director and include the reason for the request, the length of time requested for an extension, and a written assignment plan. Extension are not automatic and are subject to the school's discretion.

## POLICY RELATING TO MAKEUP WORK
A student will be required to make all assignments, exams, or other work missed as a result of any excused or unexcused absence. It is the student's responsibility to meet with the instructor and arrange the makeup work. Each class may have different guidelines for the amount of time allotted for makeup work. Please refer to the class syllabus for more information. The instructor may assign additional outside make-up work if deemed appropriate. Arrangements to take a missed exam must be made with the instructor within two days of returning from an absence. The arrangements of a missed exam are subject to approval by the school's director.

## GRADING STANDARDS
Student achievement shall be reported as follows:
For classes that issue a letter grade:
A   90 -100*
B   80 – 90*
C   70 – 80*
D   60 – 70*
F    0 - 60 – Failure

*Each instructor reserves the right to give +/- grades accordingly.

Other letter grades that may be recorded are:

W-Withdrawal - A "W" will be given if a student drops within the first 50% of the course.  If a student wishes to drop after 50% of the course, a letter grade will be given. It is necessary for the student to arrange for a meeting with an administrator for official Withdrawal from a course. Nonattendance of class does not constitute official notice of withdrawal from the school.

I-Incomplete - An incomplete grade can be granted by the instructor for unusual circumstances. Failure to complete the assignments without good reason is not justification for an incomplete. Students taking an incomplete in any course are required to complete the necessary requirements within an agreed upon period of time or the incomplete will result in failure.

For classes that do not issue a letter grade a student will receive a Pass or Fail grade.

Certain classes may issue a "Certificate of Attendance or a Completion Certificate" without a letter or pass/fail grade.

A student may also audit a class with administrator approval. The school may also place a student into audit status without notice.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Due to the flexibility and customizability of Moving Forward programs, Satisfactory Academic Progress is based on a student's grade and attendance. If a student completes a course with less than a "C: average or attended less than 80% of the class time, the student will be placed on academic probation. The student will remain on academic probation during the next thirty (30) days or subsequent course, according to the student's schedule. If the student does not meet the minimum grade point in the subsequent course or is absent 20% of the schedule class time, they will be subject to review for dismissal. The refund policy is listed on page 9 and applies to all students dismissed from school. The student may be eligible for readmission on a case by case basis, as approved by the Director, Assistant Director and Accounts Manager.

## GRADUATION REQUIREMENTS

The following requirements must be met by a student in order to qualify for a Certificate of Achievement.
• Attend at least 60 percent of the scheduled hours of the program
• Complete all designated requirements (tests, assignments, etc.) of the program
• Satisfy all financial obligations to the school
• Complete the program within the normal program length or time period as determined by the school.
• Achieve a cumulative grade point average of 2.0 or higher.

These requirements are not necessary for students enrolled in pass/fail, audit, or Certificate of Attendance or Certificate of Completion programs.

# REFUND POLICY

**NRS 394.449   Requirements of policy for refunds by postsecondary educational institutions.**
1.   Each postsecondary educational institution shall have a policy for refunds which at least provides:
(a)  That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
(b)  The student will receive a 100% refund within 15 days if the agreement is cancelled within 3 days from the date the agreement is signed.  After the 3-day period, if a student withdraws or is expelled by the institution after the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or $150, whichever is less.
(c)  After the 3-day cancellation period, if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2.   If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
(a)  Date of cancellation by a student of his or her enrollment;
(b)  Date of termination by the institution of the enrollment of a student;
(c)  Last day of an authorized leave of absence if a student fails to return after the period of authorized absence;
 (d)  Last day of attendance of a student, whichever is applicable.
 3.   Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
 4.    For the purposes of this section:
 (a)  The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
  (b)  The period of time for a training program is the period set forth in the enrollment agreement.
  (c)  Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.
  5.  This agreement to enroll may be cancelled no later than 3 days after signing the agreement.
  6.  The refund policy goes into effect after the 3-day after the cancellation period.

**Process for Cancelling an enrollment agreement: You (the student) will need to go to the campus registrar in person and complete a program cancellation form.  Any monies paid for tuition and fees will be refunded by check within 15 days from the date of cancellation.**

# NEVADA ACCOUNT FOR STUDENT INDEMNIFICATION REGULATION

NRS 394.553:

1.   The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.

2.   Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:

(a)  The discontinuance of operation of a postsecondary educational institution licensed in this state; or

(b)  The violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive, or the regulations adopted pursuant thereto.

3.   If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.

4.   In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or $10,000, whichever is less.

5.   No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below $10,000.

6.   Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.

7.   The money in the Account does not lapse to the State General Fund at the end of any fiscal year.

## FINANCIAL ASSISTANCE

Students needing tuition assistance will meet with the school's director to determine financing arrangements. Moving Forward works with the Nevada Division of Employment Security Division, including state vocation rehabilitation and Job Connect departments as well as JOIN, INC. and various other private organizations. Moving Forward provides no financial assistance or financial assistance programs.

## CHANGE OF ADDRESS

In the event the student changes their address or telephone number, it is their responsibility to notify the school (within five days of such change) administrator in order to complete the necessary paperwork.

## POLICY CHANGES

Moving Forward Centers reserves the right to amend or change its policies and regulations regarding admission, conduct, attendance, sequence of courses as listed in this catalog, academic programs, tuition, fees, and to cancel any class for any reason deemed sufficient without prior notice.

# CERTIFICATE PROGRAMS

| Program Title | Total Weeks* | Clock Hours | Course Dates | Tuition |
|---|---|---|---|---|
| Bookkeeper | 12 | 240 | Open Enrollment | $5400 |
| Medical Billing/Coding | 12 | 240 | Open Enrollment | $5400 |
| Medical Front Office Specialist | 12 | 240 | Open Enrollment | $5400 |
| Human Resources Administration | 12 | 240 | Open Enrollment | $5400 |
| Front Office Administration | 12 | 240 | Open Enrollment | $5400 |
| Hotel Front Desk | 12 | 240 | Open Enrollment | $5400 |
| Construction Technologies | 12 | 240 | Open Enrollment | $5400 |
| Green Technology | 12 | 240 | Open Enrollment | $5400 |
| Project Management | 12 | 240 | Open Enrollment | $5400 |
| Event Planner | 12 | 240 | Open Enrollment | $5400 |
| Warehouse Logistics and Distribution | 12 | 240 | Open Enrollment | $5400 |
| Customer Service and Call Center Certification | 12 | 240 | Open Enrollment | $5400 |
| QuickBooks Professional | 12 | 240 | Open Enrollment | $5400 |

* Total Weeks is a guideline only.  Programs and courses may be completed earlier than the suggested weeks.

The above costs do not include the cost of course materials or third-party testing services. The cost varies according to the program and classes selected. Moving Forward may offer special programs and pricing for recognized agencies. Call the nearest Moving Forward for details.

# COMPLETE COURSE LIST
## COMPUTER APPLICATIONS
*Courses in this section may be taken individually based on a student's desired area of study. These courses are used on a PC with a computer application. See "Course Descriptions" in the school catalog for more information about each course.*

| COURSES | | HOURS | TUITION |
|---|---|---|---|
| **Operating Systems and Basic Applications (A)** | | | |
| CA101 | Office Essentials | 100 | $ 2250.00 |
| CA102 | Introduction to Office | 80 | $ 1800.00 |
| BA113 | Office Simulation Course | 16 | $ 360.00 |
| CA103 | Windows I | 20 | $ 450.00 |
| CA104 | Windows II | 20 | $ 450.00 |
| CA106 | Outlook I | 20 | $ 450.00 |
| CA107 | Outlook II | 20 | $ 450.00 |
| CA108 | Testing simulation | 20 | $ 450.00 |
| CA109 | Computers for ESL students | 80 | $ 1800.00 |
| CA110 | PowerPoint I | 20 | $ 450.00 |
| CA111 | PowerPoint II | 20 | $ 450.00 |
| CA170 | Access Comprehensive | 60 | $ 1350.00 |
| CA171 | Access I | 20 | $ 450.00 |
| CA172 | Access II | 20 | $ 450.00 |
| CA173 | Access III | 20 | $ 450.00 |
| CA180 | Publisher I | 20 | $ 450.00 |
| **Word Processing (B)** | | | |
| CA120 | Keyboarding | 20 | $ 450.00 |
| CA121 | Ten key | 20 | $ 450.00 |
| CA150 | Word Comprehensive | 60 | $ 1350.00 |
| CA151 | Word I | 20 | $ 450.00 |
| CA152 | Word II | 20 | $ 450.00 |
| CA153 | Word III | 20 | $ 450.00 |
| CA155 | Word Perfect | 20 | $ 450.00 |
| **Spreadsheet (C)** | | | |
| CA160 | Excel Comprehensive | 60 | $ 1350.00 |
| CA161 | Excel I | 20 | $ 450.00 |
| CA162 | Excel II | 20 | $ 450.00 |
| CA163 | Excel III | 20 | $ 450.00 |
| CA120 | Data Entry | 80 | $ 1800.00 |
| **Computer Information Technologies** | | | |
| TA106 | A+ Hardware | 120 | $ 2700.00 |
| TA107 | A+ Software | 120 | $ 2700.00 |
| TA108 | Intro to Networking | 20 | $ 450.00 |
| TA109 | Network+ | 120 | $ 2700.00 |
| TA110 | Security+ | 120 | $ 2700.00 |
| TA111 | PC Help Desk Technician | 120 | $ 2700.00 |

**Web Designer**

| Code | Course | Hours | Price |
|---|---|---|---|
| WA101 | Intro to Web Design | 20 | $ 450.00 |
| WA102 | Social Media | 20 | $ 450.00 |
| WA103 | Photoshop Basics | 20 | $ 450.00 |
| WA104 | Dream Weaver I | 20 | $ 450.00 |
| WA105 | Dream Weaver II | 20 | $ 450.00 |
| WA106 | Write Effective Web Content | 20 | $ 450.00 |
| WA107 | Flash I | 20 | $ 450.00 |
| WA108 | Flash II | 20 | $ 450.00 |
| WA109 | HTML I | 20 | $ 450.00 |
| WA110 | HTML II | 20 | $ 450.00 |
| WA111 | Introduction to JavaScript | 20 | $ 450.00 |
| WA120 | Planning & Creating a Website | 20 | $ 450.00 |

**AutoCAD**

| Code | Course | Hours | Price |
|---|---|---|---|
| TA104 | AutoCAD Basics | 240 | $ 5400.00 |
| TA105 | AutoCAD Advanced | 120 | $ 2700.00 |

**General Business**

| Code | Course | Hours | Price |
|---|---|---|---|
| CA119 | Hotel Check in/Check out Software | 24 | $ 540.00 |
| BA 100 | Customer Service Basics | 80 | $ 1800.00 |
| BA101 | Managing Customer Service | 40 | $ 900.00 |
| BA102 | Customer Service for the Help Desk Professional | 40 | $ 900.00 |
| BA103 | Fundamentals of Selling | 24 | $ 540.00 |
| BA104 | Time Management | 24 | $ 540.00 |
| BA105 | Appraising Performance | 24 | $ 540.00 |
| BA106 | Business Writing | 24 | $ 540.00 |
| BA107 | Finance Essentials | 24 | $ 540.00 |
| BA108 | Introduction to Business Analysis | 24 | $ 540.00 |
| BA113 | Office Simulation Course | 24 | $ 540.00 |
| BA114 | Effective Selling | 24 | $ 540.00 |
| BA115 | Professional Sales Skills | 24 | $ 540.00 |
| BA116 | Call Center Techniques | 40 | $ 900.00 |
| BA117 | Mastery of Business Fundamentals | 24 | $ 540.00 |
| BA150 | Comprehensive Business Grammar | 24 | $ 540.00 |
| BA160 | English for ESL | 240 | $ 5400.00 |
| BEP101 | Wow, What a Great Event! | 24 | $ 540.00 |
| BEP102 | Secrets of the Caterer | 24 | $ 540.00 |
| BEP105 | Nonprofit Fundraising Essentials | 24 | $ 540.00 |
| BEP106 | Floral Arrangement 101 | 24 | $ 540.00 |
| BEP107 | Party Planning | 24 | $ 540.00 |
| BEP108 | Business Contracts | 24 | $ 540.00 |
| BEP109 | Wedding Planning | 24 | $ 540.00 |
| BEP110 | Special Event Planning | 24 | $ 540.00 |
| BHR101 | Understanding the Human Resources Function | 24 | $ 540.00 |
| BHR102 | Employment Law Fundamentals | 24 | $ 540.00 |
| BHR103 | Achieving Success with Difficult People | 24 | $ 540.00 |
| BHR104 | Fundamentals of Supervision and Management | 24 | $ 540.00 |
| BHR105 | Workers' Compensation | 24 | $ 540.00 |
| BHR106 | HIPAA Compliance | 24 | $ 540.00 |
| BHR107 | Diversity Training | 24 | $ 540.00 |
| BHR108 | Front Office Administration | 24 | $ 540.00 |
| BHR109 | Computer Skills for the Workplace | 24 | $ 540.00 |
| BHR110 | Keys to Effective Communication | 24 | $ 540.00 |
| BHR111 | Interpersonal Communication | 24 | $ 540.00 |

## Construction

| Code | Course | Hours | Price |
|---|---|---|---|
| CA112 | Industrial Maintenance | 240 | $ 5400.00 |
| CT101 | Construction Math | 80 | $ 1800.00 |
| CT110 | Fundamentals of Estimating | 80 | $ 1800.00 |
| CT111 | Precision Estimating Software L1 | 80 | $ 1800.00 |
| CT112 | Precision Estimating Software L2 | 80 | $ 1800.00 |
| CT120 | Plan Reading Fundamentals | 160 | $ 3600.00 |
| CT140 | Green Basics | 80 | $ 1800.00 |
| CT141 | Greening the Home | 80 | $ 1800.00 |
| CT142 | Green Business | 80 | $ 1800.00 |
| PM101 | Project Management I | 80 | $ 1800.00 |
| PM102 | Project Management II | 80 | $ 1800.00 |
| PM103 | Microsoft Office Project | 80 | $ 1800.00 |
| PM103 | Construction Project | 120 | $ 2700.00 |
| BA109 | OSHA I | 10 | $ 225.00 |
| BA110 | OSHA II | 30 | $ 775.00 |
| BA111 | OSHA III | 40 | $ 900.00 |
| LD101 | LEED Test Prep | 240 | $ 5400.00 |
| LD102 | HVAC Computerized Controls | 240 | $ 5400.00 |

## Medical

| Code | Course | Hours | Price |
|---|---|---|---|
| MB101 | Medical Terminology | 60 | $ 135000 |
| MB102 | ICD CM Diagnostic Coding | 60 | $ 1350.00 |
| MB103 | CPT Procedure Coding | 40 | $ 900.00 |
| MB104 | Insurance Forms | 40 | $ 900.00 |
| MB105 | Medical Office Practicum | 40 | $ 900.00 |
| MB106 | Patient Billing Using MediSoft | 40 | $ 900.00 |
| MB107 | Medical Front Office Administration | 40 | $ 900.00 |
| MB120 | Medical Front Office Certification Prep | 120 | $ 2700.00 |
| MB200 | Electronic Records Certification | 80 | $ 1800.00 |
| MB201 | HIPAA for Medical | 20 | $ 450.00 |

## Accounting and Bookkeeping

| Code | Course | Hours | Price |
|---|---|---|---|
| BA120 | Intro to Business Accounting | 80 | $ 1800.00 |
| BA122 | Bookkeeper Fundamentals | 120 | $ 2700.00 |
| BA123 | Advanced Bookkeeping | 160 | $ 3600.00 |
| BA124 | Bookkeeper Certification Prep | 40 | $ 900.00 |
| BA127 | QuickBooks Comprehensive | 80 | $ 1800.00 |
| BA128 | QuickBooks I | 40 | $ 900.00 |
| BA129 | QuickBooks II | 40 | $ 900.00 |
| BA130 | QuickBooks Payroll | 80 | $ 1800.00 |
| BA131 | QuickBooks Taxes | 80 | $1 800.00 |

## Warehouse and Logistics

| Code | Course | Hours | Price |
|---|---|---|---|
| WL 101 | Distribution and Logistics Management | 80 | $ 900.00 |
| WL 102 | Manufacturing Applications | 40 | $ 900.00 |
| WL 103 | Purchasing Fundamentals | 40 | $ 900.00 |
| WL 104 | Six Sigma: Total Quality Fundamentals | 40 | $ 900.00 |

**CERTIFICATE PROGRAM COURSES LIST**
**MEDICAL BILLING AND CODING CERTIFICATION**          **240 HOURS**          **TUITION $5400**

*As a medical coding and billing specialist, you will review patient medical records and assign codes to diagnoses and procedures performed so the facility can bill insurance and other third-party payers (such as Medicare or Medicaid) as well as the patient. Most of these professionals work on-site for hospitals, clinics, physicians, and a variety of other healthcare facilities. Medical coding jobs may also offer opportunities to work from home.*

**COURSES**

| | | |
|---|---|---|
| MB101 | Medical Terminology | 60 |
| MB102 | ICD-CM Diagnostic Coding | 60 |
| MB103 | CPT Procedure Coding | 40 |
| MB104 | Insurance Forms | 40 |
| MB106 | Patient Billing Using MediSoft | 40 |

**MEDICAL FRONT OFFICE SPECIALIST CERTIFICATION**          **240 HOURS**          **TUITION $5400**

*The front desk staff greets incoming patients, directing them in person or by phone to the proper areas. When greeting in person, the front desk staff will give a precursory assessment of incoming patients. If patients are bleeding or exuding other bodily fluids, they may lead them to a private area to await more detailed assessments. Front desk workers also greet professionals such as pharmaceutical representatives or consulting doctors. The medical receptionist is also responsible for keeping the flow of patients moving smoothly and maintaining a neat front area.*

**COURSES**

| | | |
|---|---|---|
| CA102 | Introduction to Office | 80 |
| MB101 | Medical Terminology | 60 |
| MB201 | HIPAA for Medical | 20 |
| MB107 | Medical Front Office Administration | 40 |
| MB104 | Insurance Forms | 40 |

**HUMAN RESOURCES ADMINISTRATION CERTIFICATION**          **240 HOURS**          **TUITION $5400**

*The Human Resources Administration Program is designed to give the entry level job candidate an introduction to the skills necessary to work in a Human Resources Department. The HR Admin supports the human resources department by screening and interviewing applicants, preparing payroll, orienting new employees, and administering employee benefit programs.*

**COURSES**

| | | |
|---|---|---|
| BHR101 | Understanding the Human Resources Function | 24 |
| BHR102 | Employment Law Fundamentals | 24 |
| BHR103 | Achieving Success with Difficult People | 24 |
| BHR104 | Fundamentals of Supervision and Management | 24 |
| BHR105 | Workers' Compensation | 24 |
| BHR106 | HIPAA Compliance | 24 |
| BHR107 | Diversity Training | 24 |
| BHR108 | Front Office Administration | 24 |
| BHR109 | Computer Skills for the Workplace | 24 |
| BHR110 | Keys to Effective Communication | 24 |

**FRONT OFFICE ADMINISTRATION CERTIFICATION**          **240 HOURS**          **TUITION $5400** *The Front Office Administration Program is designed to give the entry level job candidate an introduction to the skills necessary to work in a front office environment. Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Extensive software skills, Internet research abilities and strong communication skills are required. Staff in this category may also have the title of department assistant, coordinator or associate.*

**COURSES**

| | | |
|---|---|---|
| BHR103 | Achieving Success with Difficult People | 24 |
| BHR104 | Fundamentals of Supervision and Management | 24 |
| BHR107 | Diversity Training | 24 |
| BHR108 | Front Office Administration | 24 |
| CA102 | Introduction to Office | 80 |
| BHR110 | Keys to Effective Communication | 24 |
| BA150 | Comprehensive Business Grammar | 24 |
| BA113 | Office Simulation Course | 16 |

**HOTEL FRONT DESK CERTIFICATION**          240 HOURS          TUITION $5400

*The Hotel Front Desk receptionist typically works behind the front desk near the entrance hall of a hotel. Most hotel receptionists dress to project an expert image for their manager. As a hotel receptionist, your role will be to attain the goals of bookings and to ensure that all guests are treated with a high standard of customer service. Classes are designed to give you confidence in dealing with customers in a variety of circumstances.*

**COURSES**

| | | |
|---|---|---|
| CA119 | Hotel Check In/Check Out Software | 24 |
| BHR109 | Computer Skills for the Workplace | 24 |
| BHR103 | Achieving Success with Difficult People | 24 |
| BA101 | Managing Customer Service | 24 |
| BHR111 | Interpersonal Communication | 24 |
| BHR104 | Fundamentals of Supervision and Management | 24 |
| BA 114 | Effective Selling | 24 |
| BA 117 | Mastery of Business Fundamentals | 24 |
| BHR110 | Keys to Effective Communication | 24 |
| BHR107 | Diversity Training | 24 |

**CONSTRUCTION TECHNOLOGIES CERTIFICATION**          240 HOURS          TUITION $5400

*The Construction Technologies Program is designed to give a student with previous construction experience new skills to enhance their career opportunities. Knowledge of how to use general computer applications is helpful. The program emphasizes using construction estimating software on a PC.*

**COURSES**

| | | |
|---|---|---|
| CT101 | Construction Math | 40 |
| CT120 | Plan Reading Fundamentals | 40 |
| CT110 | Fundamentals of Estimating | 80 |
| CT111 | Precision Estimating Software | 80 |

**GREEN TECHNOLOGY CERTIFICATION**          240 HOURS          TUITION $5400

*The Green Technology Program gives a student who is entering the Green job field a background in how green is implemented in homes and businesses. It is a recommended prerequisite for a student who wants to take the LEED Green Associate exam.*

**COURSES**

| | | |
|---|---|---|
| CT140 | Green Basics | 80 |
| CT141 | Greening The Home | 80 |
| CT142 | Greening Business | 80 |

**PROJECT MANAGEMENT CERTIFICATION**          240 HOURS          TUITION $5400

*The Project Managers are the people in charge of a specific project or projects within a company. As the project manager, your job is to plan, budget, oversee and document all aspects of the specific project you are working on. Project managers may work closely with upper management to make sure that the scope and direction of each project is on schedule, as well as other departments for support. Project managers might work by themselves, or be in charge of a team to get the job done. Project managers can work in a variety of fields, from technical/IT to human resources, to advertising/marketing to construction and more.*

**COURSES**

| | | |
|---|---|---|
| PM101 | Project Management I | 80 |
| PM102 | Project Management II | 80 |
| PM103 | Microsoft Office Project | 80 |

**EVENT PLANNER PROGRAM**                                          **240 HOURS**            **TUITION $5400**

*The event coordinator should have a love for special event management, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers.*

*The Event Planner duties may include:*
*Assist with negotiations for space contracts and book event space, arrange food and beverage, order supplies and audiovisual equipment, make travel arrangements, order event signs, and ensure appropriate décor (florals, linens, color schemes, etc.) to meet the quality expectations of the alumni association.*
*Aggressively gather information on each project to achieve quality event productions.*
*Conduct research, make site visits, and find resources to help staff make decisions about event possibilities.*
*Create and revised room layouts for each event.*
*Propose new ideas to improve the event planning and implementation process.*
*Serve as liaison with vendors on event-related matters.*
*Assist with managing on-site production and clean up for events as necessary.*
*Prepare nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc.*
*Close out all events as required.*
*Assist with preparing budgets and provide periodic progress reports to staff directors for each event project.*
*Keep track of event finances including check requests, invoicing, and reporting.*
*Coordinate appointments and visits to see our space, and scheduling of events on the calendar.*
*Prepare and modify event contracts as requested.*

**COURSES**

| | | |
|---|---|---|
| BEP101 | Wow, What a Great Event! | 24 |
| BEP102 | Secrets of the Caterer | 24 |
| BEP105 | Nonprofit Fundraising Essentials | 24 |
| BEP106 | Floral Arrangement 101 | 24 |
| BEP107 | Party Planning | 24 |
| BEP108 | Business Contracts | 24 |
| BEP109 | Wedding Planning | 24 |
| BEP110 | Special Event Planning | 24 |
| BA101 | Managing Customer Service | 24 |
| BHR103 | Achieving Success with Difficult People | 24 |

**WAREHOUSE AND LOGISTICS DISTRIBUTION CERTIFICATION**     **240 HOURS**            **TUITION $5400**

*Warehouse and Distribution clerks and managers work in warehouses across the country and are responsible for reviewing incoming orders and sorting them for distribution and for inspecting outgoing orders and packaging them for shipment. Duties may include updating shipping and receiving records, taking inventory and stock counts, insuring supplies and orders are in good condition, completing necessary paperwork, preparing labels and lists, sorting materials and arranging stock in the warehouse to facilitate shipping and receiving, managing the order fulfillment process for customers, coordinating team schedules, interacting with members of the sales team, warehouse security, logistics, etc..*

**COURSES:**

| | | |
|---|---|---|
| WL 101 | Distribution and Logistics Management | 80 |
| WL 102 | Manufacturing Applications | 40 |
| WL 103 | Purchasing Fundamentals | 40 |
| WL 104 | Six Sigma: Total Quality Fundamentals | 40 |
| BHR 104 | Fundamentals of Supervision and Management | 40 |

**CUSTOMER SERVICE AND CALL CENTER CERTIFICATION**	**240 HOURS**	**TUITION $5400**

*The Customer Service and Call Center Representative Program is designed to cover the fundamentals of working with customers in a variety of business environments. Job Duties: determines requirements by working with customers, answers inquiries by clarifying desired information; researching, locating, and providing information, resolves problems by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions; escalating unresolved problems, fulfills requests by clarifying desired information; completing transactions; forwarding requests.*

**COURSES**

| | | |
|---|---|---|
| BA 100 | Customer Service Basics | 80 |
| BHR 103 | Achieving Success with Difficult People | 24 |
| BA 115 | Professional Sales Skills | 24 |
| BHR 110 | Keys to Effective Communication | 24 |
| BA 106 | Business Writing | 24 |
| BA 116 | Call Center Techniques | 40 |
| BA 114 | Effective Selling | 24 |

**BOOKKEEPER CERTIFICATION**	**240 HOURS**	**TUITION $5400**

*The Bookkeeper Certification program is dedicated to an emphasis on the significance of accounting as the true groundwork for the participant's professional, educational, vocational, and business objectives. The program develops the participant's understanding of bookkeeping and accounting, the basic bookkeeping functions, analyzing business transactions, the general journal and ledger, accounting adjustments, the monthly and annual closing process, and preparing financial statements.*

**COURSES**

| | | |
|---|---|---|
| BA122 | Bookkeeper Fundamentals | 120 |
| BA124 | Bookkeeper Certification Prep | 40 |
| BA127 | QuickBooks Comprehensive | 80 |

**QUICKBOOKS PROFESSIONAL CERTIFICATION**	**240 HOURS**	**TUITION $5400**

*The QuickBooks Professional Program is designed to give a comprehensive overview of QuickBooks software. The basics of accounting are covered before moving on to the QuickBooks software. The last class can be either Payroll or Taxes at the student's option.*

**COURSES**

| | | |
|---|---|---|
| BA120 | Intro to Business Accounting | 80 |
| BA127 | QuickBooks Comprehensive | 80 |
| BA130 or BA131 | QuickBooks Payroll or QuickBooks Taxes | 80 |

# COURSE DESCRIPTIONS

## Computer and Business Applications
### Operating Systems and Business Applications

**CA101          Office Essentials**                                   100 Clock Hours
This course is designed to give a student a thorough understanding of the Microsoft Office Suite at the beginning level.

**CA102          Introduction to Office**                              80 Clock Hours
This course is a basic introduction to the Office suite.

**BA113          Office Simulation Course**                            16 Clock Hours
This course is a hands- on lab: learn to use office machines, filing, phones, faxing

**CA103          Windows I**                                           20 Clock Hours
This course is designed for the student to be introduced to the fundamentals of a personal computer windows operating system.

**CA104          Windows II**                                          20 Clock Hours
This course will provide students with a basic understanding of computer components and their functions and then familiarize students with the Windows desktop and file management functions.

**CA106          Outlook I**                                           20 Clock Hours
This course is designed to introduce Outlook. Topics covered include sending and receiving email, setting up accounts, using the calendar, and tasking.

**CA107          Outlook II**                                          20 Clock Hours
This includes powerful group scheduling and collaboration features.

**CA108          Testing Simulation**                                  20 Clock Hours
This course simulates testing procedures and questions related to the MOS exam.

**CA109          Computers for ESL Students**                          80 Clock Hours
This course is designed using graphics combined with text to increase a student's computer knowledge and comprehension of English.

**CA110          PowerPoint I**                                        20 Clock Hours
This course introduces PowerPoint to the student. Topics covered include preparing a presentation, using the wizard tool, and themes.

**CA111          Power Point II**                                      20 Clock Hours
This comprehensive course teaches everything from the creation of basic slide shows to the use of custom animation and multimedia.

**CA119          Hotel Check In/Check Out Software**                   24 Clock Hours
This course shows students how to use specialized database software to simulate hotel front desk operations.

**CA150          Word Comprehensive**                                  60 Clock Hours
This course is designed to give a comprehensive overview of word processing from levels 1 to 3. Our project-based approach introduces basic document creation as well as every topic covered in the Core and Expert Microsoft Office Specialist exams.

**CA151          MS Word I**                                           20 Clock Hours
This course is designed to introduce students to the basic features of Microsoft Word. Creating and editing text, creating and saving a document, changing alignment, indenting, line spacing and tabs. Other topics include, formatting text, manipulating toolbars, and cutting, copying, pasting, and moving text.

**CA152　　　MS Word II**　　　　　　　　　　　　　　　　　　20 Clock Hours

Students will learn to work with wizards, divide text into columns, create a source document, and sort records. Other topics include, the use of word fields, inserting pictures and frames into a document, printing labels, and creating a cross-reference.

**CA153　　　MS Word III**　　　　　　　　　　　　　　　　　　20 Clock Hours

Students will learn all of the essential elements of Microsoft Word, as well as many of the new and advanced features of this powerful word processing program.

**CA155　　　Word Perfect**　　　　　　　　　　　　　　　　　　20 Clock Hours

This course is designed to introduce students to Corel Word Perfect. The student will learn to work with tabs, use the spell checker, the Grammatik and thesaurus.

**CA180　　　Publisher I**　　　　　　　　　　　　　　　　　　20 Clock Hours

Easy to understand, step-by-step, hands-on, skills-based approach that ensures student success. It provides a user-friendly method for developing a solid foundation in Publisher from the basics through advanced publication creating skills. Organized in two units: basic and intermediate/advanced skills. Create Flyer learning to add text boxes, photos, graphics, and merge with email

*Word Processing*

**CA120　　　Keyboarding I**　　　　　　　　　　　　　　　　　　20 Clock Hours

This course is designed to assist students in the use of the keyboard of a computer in the correct manner and to learn the skills needed to succeed in the workplace today.

**CA121　　　Ten Key**　　　　　　　　　　　　　　　　　　20 Clock Hours

This course is designed to assist students in the use of the ten keypad of the computer keyboard using skill builders for computers.

**CA122　　　Data Entry**　　　　　　　　　　　　　　　　　　80 Clock Hours

This courses prepare students to accurately enter data, such as survey results or demographics, which can then be used to develop marketing, advertising and sales plans.

*Spreadsheets*

**CA160　　　Excel Comprehensive**　　　　　　　　　　　　　　60 Clock Hours
This course is designed to give a thorough understanding of Excel from level 1 to level 3.

**CA161　　　Excel I**　　　　　　　　　　　　　　　　　　20 Clock Hours

Students will learn to work with wizards, divide text into columns, create a source document, and sort records. Other topics include, the use of word fields, inserting pictures and frames into a document, printing labels, and creating a cross-reference.

**CA162　　　Excel II**　　　　　　　　　　　　　　　　　　20 Clock Hours
Students will learn how to create formulas and they will be introduced to macros in Excel.

**CA163　　　Excel III**　　　　　　　　　　　　　　　　　　20 Clock Hours

This comprehensive course begins with basic spreadsheet concepts and moves on to advanced features like group collaboration and sophisticated data analysis. Students will be introduced to all of the topics covered in the Excel Microsoft Office Specialist objective exams-both Core and Expert-from basic to advanced.

**CA170　　　Access Comprehensive**　　　　　　　　　　　　　60 Clock Hours
This course is designed to give a level 1 through 3 understanding of Microsoft Access

**CA171　　　Access I**　　　　　　　　　　　　　　　　　　20 Clock Hours

This course introduces Microsoft Access and covers the basics of setting up a database.

**CA172**        **Access II**        20 Clock Hours

Access allows users to enter and manage large volumes of data. This book presents an overview of this powerful program without adding unnecessary confusion.

**CA173**        **Access III**        20 Clock Hours

This course presents an overview of this powerful program including sophisticated methods to integrate data with other Office applications.

### *Computer Information Technologies*

**TA106**        **A+ Hardware**        120 Clock Hours

This course is designed for persons with basic end-user skills with Windows-based personal computers, who wish to begin a career in information technology by becoming personal computer service technicians, or who wish to prepare to take the CompTIA A+ Core Hardware examination. This course will build on end-user background knowledge as you acquire the specific skills required to install, configure, upgrade, troubleshoot, and repair PC hardware components and systems. The student will install, remove, upgrade, maintain, and troubleshoot computer hardware.

**TA107**        **A+ Software**        120 Clock Hours

This course is designed for persons with basic end-user skills with Windows-based personal computers, who wish to begin a career in information technology by becoming personal computer service technicians, or who wish to prepare to take the CompTIA A+ Core Software examination. This course will introduce various operating systems to the student.

**TA108**        **Intro to Networking**        24 Clock Hours

Students will learn what computer networks are and how they are used, by examining the various components and their functions.

**TA109**        **Network+**        120 Clock Hours

This course is designed to prepare students for the CompTIA's Network+ Exam. Earning the Network+ Certification means that students have the knowledge needed to use and maintain a wide range of network technologies. Basic Network, Theory Network Connectivity, Advanced Network, Theory Common Network, Protocols TCP/IP Services, Alternate Network Protocols, Network LAN Infrastructure, Network WAN Infrastructure, Remote Networking, Network Security Disaster Recovery, Advanced Data Storage Techniques, Network Troubleshooting, and Network Operating Systems will all be covered in this course.

**TA110**        **Security+**        120 Clock Hours

This course covers the key terminology and concepts you need to know to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools including crossword puzzles, games, and practice questions to aid with learning. All of the content is geared toward helping you pass the SY0-401 exam so you can leave the test center with your Security+ certificate in hand.

**TA111**        **PC Help Desk Technician**        120 Clock Hours

Intro to PC Troubleshooting takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. Once you've mastered the basics, the course launches into some of the more advanced and nasty problems that crop up in the PC, teaching you how to diagnose and fix those problems as well! Finally, Intro to PC Troubleshooting shows you how to maintain and optimize a Windows PC

**CT120   Plan Reading Fundamentals**      40 Clock Hours

The student will be given a basic overview of construction print reading. Topics include types of construction, building plans for structural steel, concrete and other mechanical systems. This course will provide a basis for the Timberline Estimating fundamentals.

**CT140   Green Basics**      80 Clock Hours

This course is an introduction to Green Technologies related to building and everyday living.

**CT141   Greening the Home**      80 Clock Hours

This course is designed to introduce students to home based "green" techniques.

**CT142   Green Business**      80 Clock Hours

This course is designed to introduce students to business based "green" techniques.

**TA104   AutoCAD Basics**      240 Clock Hours

This entry-level course introduces AutoCAD features necessary to create, edit, analyze, and print 2D models and drawings. This material provides fundamental training material for Autodesk users. Upon completion, you will be able to construct parts and assembly models of moderate complexity and generate 2D drawings with bills of materials.

**TA105   AutoCAD Advanced**      120 Clock Hours

This course introduces advanced concepts in AutoCAD.

**PM101   Project Management l I**      80 Clock Hours

The student's ability as a project manager will be developed to demonstrate best practices in project management—both on the job and through professional certification. This course expands upon the basic concepts of the Project Management Fundamentals course and covers in-depth the essential elements of managing a successful project. In this course Microsoft Project Professional 2003 will be used to create, coordinate, and communicate project information in a consistent and efficient manner within the framework of an Enterprise Project Management (EPM) environment.

**PM102   Project Management II**      80 Clock Hours

The student will analyze projects, optimize resources, and prioritize work in a way that meets an organization's overall business objectives; using a more encompassing project management solution. In this course Microsoft Project Professional 2003 will be used to create, coordinate, and communicate project information in a consistent and efficient manner within the framework of an Enterprise Project Management (EPM) environment.

**PM103   Microsoft Office Project**      80 Clock Hours

The student will use Microsoft Project 2003 Standard to create and manage projects. Analyze projects, optimize resources, and prioritize work in a way that meets an organization's overall business objectives, utilizing a more encompassing project management solution. In this course, Microsoft Project Professional 2003 is used to create, coordinate, and communicate project information.

**LD101   LEED Certification Prep**      240 Clock Hours

This class provides LEED fundamentals in preparation for the LEED Green Associate exam. All topics are geared towards understanding the core concepts of LEED. Participants will receive training on the concepts that are fundamental to the LEED rating systems and will learn successful green building strategies. The exam is an online exam administered by GBCI (Green Building Certification Institute).

**LD102   HVAC Computerized Controls**      80 Clock Hours

The course provides an introduction to HVAC fundamentals, energy sources, and control principles. Pneumatic, electromechanical, and electronic components and control systems are covered. The course also covers the latest technology in energy efficiency practices, building automation systems, networking, direct digital control, building automation system retrofitting, maintenance management, and troubleshooting principles.

**CT101   Construction Math**      40 Clock Hours

A basic math course designed to assist entry-level building trade workers in understanding the math they will encounter on a daily basis. Various building trades are depicted, using many examples, questions, and problems related to work in the field.

**CT110**        **Fundamentals of Estimating**        80 Clock Hours

This course introduces the basics of estimating. Topics include plan take-offs and manual calculations.

**CT111**        **Precision Estimating Software**        80 Clock Hours

This module introduces Timberline estimating software on the computer. Topics covered include formulas, material and costs, manual take-offs, Timberline software and using RS Means Databases. Note that the prerequisite for this course is Timberline Estimating Fundamentals and Basic Plan reading. Previous experience may satisfy the prerequisite requirement.

**CA112**        **Industrial Maintenance**        240 Clock Hours

Industrial Maintenance is a comprehensive course on fundamental system operation, maintenance, and troubleshooting information.

**BA109**        **OSHA I**        10 Clock Hours

This course uses an Internet based training program to certify the student for 10 hours of OSHA training.

**BA110**        **OSHA II**        30 Clock Hours

This course uses an Internet based training program to certify the student for 30 hours of OSHA training.

**BA111**        **OSHA III**        40 Clock Hours

This course uses an Internet based training program to certify the student for the OSHA 510 or 511 training.

*Web Design Skills*

**WA101**        **Intro to Web Design**        24 Clock Hours

This course is an introduction to web design principles and applications.

**WA102**        **Social Media**        24 Clock Hours

One of the biggest challenges for most business owners is to find a continuous supply of new customers. Over the past decade, some have differentiated themselves by leveraging the Internet and social media to do just that. Whether you consider yourself a social media novice or a seasoned veteran, this course will give you a solid foundation and thorough understanding of what social media is and how you can use it to grow your business.

As you progress through the course, you'll master a simple process for making social media work for you. You'll learn about the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—and study secrets for using them and other social media platforms to promote your business. You'll also see how you can build a social media team and automate your social media activities so that you can leverage the power of social media without adding another full-time job to your plate. And finally, you'll gain techniques for measuring and tracking your social media success.

**WA103**        **Photoshop Basics**        24 Clock Hours

Discover the fastest and most effective ways to use Photoshop. You'll learn how to use Photoshop while accessing it from the Creative Cloud (CC). The course provides detailed, step-by-step instructions that you'll have no trouble following—even if you've never used a computer graphics program before! And you'll have a lot of fun doing it.

**WA104**        **Dream Weaver I**        24 Clock Hours

Students will learn to use Macromedia Dreamweaver UltraDev to develop dynamic Web sites and interactive Web applications. Students will also learn how to create dynamic applications that range from data-driven telephone directories to e-commerce shopping carts.

**WA105**        **Dream Weaver II**        24 Clock Hours

The course focuses on the customization and extensibility of Dreamweaver UltraDev 4 as well as the various application server environments that the application supports.

**WA106**        **Write Effective Web Content**        24 Clock Hours

Is your Web content as effective as it could be? Would you like more visitors—more sales—and better search rankings? In this course, you'll gain tips for crafting content to make your website or blog into an exciting multimedia place for visitors. You'll learn how to develop a website writing style that speaks to your readers' needs and ensures that your content is clear and easy-to-understand. Finally, we'll examine ways to make your online copywriting appear as professional and authoritative as possible. By the end of this course, your content will be well on its way to rising to the top of the billions of pages on the Web!

**WA107          Flash I**                                                                24 Clock Hours

This is a hands-on course that will introduce the student to the basics of creating objects and animating in Macromedia's Flash MX. The student will explore the basics of Flash, including tools and features, and will create different types of animations. Publish material for the Web will be covered.

**WA108          Flash II**                                                               24 Clock Hours

In this course, the student will work with symbols and instances, create extensive Timelines with independent animations, build more complex navigation controls, work with sound, and optimize your movies for viewing by your intended audience.

**WA109          HTML I**                                                                24 Clock Hours

Students will learn HTML code with structured hands-on activities to create Web pages

**WA110          HTML II**                                                               24 Clock Hours

The student will learn to create advanced tables, including nested tables. Size and place graphics, including image maps, in a Web page. Create Web forms. Create forms with advanced input types and attributes. Create and work with framed Web pages. Create documents that automatically display another page and documents that contain interactive JavaScript's and applets. Design Web pages using style sheets.

**WA111          Intro to JavaScript**                                                   24 Clock Hours

This programming language lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your Web pages. The course begins with the basics of JavaScript code and then moves on to more advanced topics. You'll learn how to define what happens when a user clicks a button or presses a key on your pages, and see how JavaScript enables your pages to make "if . . . then . . . else" decisions about what to do based on circumstances. You'll also get a chance to try out loops and timers to create animation effects.

**WA-120          Planning & Creating a Website**                                         24 Clock Hours

The course is task-based, with students learning by doing. Along with covering the basics of Dreamweaver, the course focuses on best practices and design, stressing the importance of usability.

*Business Applications*

**BA100          Customer Service Basics**                                                80 Clock Hours

Customer Service is the fastest growing job category.  Our class covers a review of computer application skills, two weeks of intensive customer service training, and the final week is lab simulation of real world customer service skills and problems solving.

**BA101          Managing Customer Service**                                             24 Clock Hours

This course provides an overview of the basics of customer service. It provides guidelines and best practices for providing excellent customer service that will enable frontline associates and service staff in back-up and support roles to build, maintain, and increase a loyal customer base.

**BA102          Customer Service for the Help Desk Prof**                               40 Clock Hours

This course will teach the student all the skills needed to deliver excellent customer service support at the help desk, including active listening, effective communication, problem solving, handling difficult customer situations, stress-management, team building and more.

**BA103          Fundamentals of Selling**                                               24 Clock Hours

This course provides an overview of the basics of selling with an emphasis on the different stages of the sales cycle. It provides guidelines and best practices for preparing to sell, finding and qualifying prospects, making sales presentations, negotiating the close, and following up after the sale.

**BA104          Time Management**                                                       24 Clock Hours

In this course students will learn how to effectively manage their time by identifying goals, creating daily plans and recognizing obstacles.

**BA105          Appraising Performance**                                                24 Clock Hours

This course provides an overview of the basics of conducting performance appraisals. It provides guidelines and best practices for evaluating and improving the work performance of employees, thereby increasing quality and productivity.

**BA106**             **Business Writing**                                    24 Clock Hours

This course will teach the students to effectively communicate information.

**BA107**             **Finance Essentials**                                  24 Clock Hours

This course provides an overview of the basics of finance in business. It will cover financial roles and responsibilities in business organizations, discuss the purpose of financial reports and documents as well as how to read them, and examine money in business and the role of the federal government in regulating financial concerns. Finally, this course will cover financial management and financial ethics.

**BA 108**            **Introduction to Business Analysis**                   24 Clock Hours

This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions. The days of making critical business decisions by instinct or coin toss are long gone. If you are planning a career in business, you cannot afford to miss this course!

**BA 114**            **Effective Selling**                                   24 Clock Hours

The goal of Effective Selling is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential customer into a long term asset. Effective Selling will help you lay the groundwork for repeat business and your future success. In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques, and the understanding of human nature that you will gain from this course, your sales will grow as if by magic.

**BA 115**            **Professional Sales Skills**                           24 Clock Hours

Today, there are no shortages of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. If you've always dreamed of becoming successful in sales, this course is exactly what you need. You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more!

**BA 116**            **Call Center Techniques**                              40 Clock Hours

When working as a call center agent, it's important to understand how to respond to a variety of customer issues, problems or complaints. The importance of offering customer-centric service is the foundation of your job responsibilities. In this course, we'll offer students a brief introduction to the responsibilities of a call center agent, whether you work from home, a customer service department, or an independently based call center. We'll explain some of the basic dos and don'ts of telephone etiquette, how to answer calls, and the impact your own tone and attitude can have on callers. We'll also introduce problem-solving techniques to help you provide quality and excellent services to customers. Students will learn the importance of call center standards and focus on continually changing responsibilities and positions of call center agents. Finally, we'll conclude the course with tips and suggestions for dealing with some of the stress you may encounter in your job.

**BA 117**            **Mastery of Business Fundamentals**                    24 Clock Hours

You'll learn about various organizational structures and determine how to use leadership, motivation, and control for maximum impact. You'll understand how successful organizations use performance measurements to stay on track. You'll also master the fundamentals of accounting and increase your knowledge about key financial terms, cash flow management, financial statements, and cost control. You'll learn the difference between financial and cost accounting. You'll discover various financial investment models and you'll learn the basics of financial planning and budgeting methods. You'll even gain an understanding of the basic principles of business law, contracts, and the principal-agency relationship. And you'll explore the forms of business organization and learn about ethics and organizational politics.

**BA150**             **Comprehensive Business Grammar**                      24 Clock Hours

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. Become aware of the conscious and unconscious codes of meaning we send when communicating with others. 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.

**BA160**             **English for ESL**                                     240 Clock Hours

English for ESL is a six-level, standards-based ESL series for adult education. Ventures features an integrated-skills approach that teaches practical communication in an educational, workplace, family, or community setting. The flexibility of this series ensures ease of use in open-enrollment, managed-enrollment, and traditional programs.

**BHR101          Understanding the Human Resources Function          24 Clock Hours**

This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered.

**BHR102          Employment Law Fundamentals          24 Clock Hours**

Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. Learn the difference between an employee and independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules.

**BHR103          Achieving Success with Difficult People          24 Clock Hours**

Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity.

**BHR104          Fundamentals of Supervision and Management          24 Clock Hours**

You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance.

**BHR105          Workers' Compensation          24 Clock  Hours**

Knowing the ins and outs of workers' compensation is an absolutely essential skill for any paralegal. Having a solid foundation in this field of law is also a great way to land a job with a private law firm or local, state, or federal governments.

**BHR106          HIPAA Compliance          20 Clock Hours**

In this course, we'll demystify the compliance process. We'll focus specifically on the Administrative Simplification portion of HIPAA, ARRA, and HITECH, starting by defining the lingo of HIPAA, ARRA, and HITECH and identifying the important players. Then we'll cover transactions, code sets, and identifiers, which are all key elements in electronic health care transmissions.

**BHR107          Diversity Training          24 Clock Hours**

Diversity training is not a new concept, but one that many organizations have been implementing into their training programs. The idea is that when employees are exposed to a variety of different cultures, individuals with different sexual preferences and people with various personalities, conflict may occur. Diversity training is designed to assist people in dealing with these various situations so that civil rights violations do not occur.

**BHR108          Human Resources Management 101          24 Clock  Hours**

This course will give you a clear overview of how a successful HR department and a HR manager will operate.

**BHR109          Computer Skills for the Workplace          24 Clock Hours**

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We'll focus on practical application for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization.

**BHR110          Keys to Effective Communication          24 Clock Hours**

Although there are many sides to communication (including verbal interactions, nonverbal cues, and even using technology to maximize impact), there are a few basic fundamentals that span across the nation and around the globe. By understanding the way you communicate and increasing your knowledge of conflict resolution and negotiation, you can increase your probability for success with others.

**BHR111          Interpersonal Communication          24 Clock Hours**

This course will show you how to manage the conscious and unconscious codes of meaning we send to each other and to respond with appropriate codes in turn. This course explains and explores concepts of verbal and nonverbal expression including personal style, listening, relationship dynamics, self-esteem, conflict management, and cultural and gender communication differences. Examples, graphics, and theoretical models help clarify communication topics and simplify the process for effective communication in family, personal, and professional situations.

**BEP101**          **Wow, What a Great Event!**                              24 Clock Hours

Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. This course reveals proven tips, tools, techniques, and procedures used by experts and master event planners to help you avoid embarrassing and costly planning errors or production mistakes.

**BEP102**          **Secrets of the Caterer**                              24 Clock Hours

Learn the fundamentals of the catering business, how to cook for large crowds, organize your kitchen, manage your time, and work with clients. The course focuses on cooking skills every caterer needs, with an introduction to the business side of catering.

**BEP103**          **Introduction to Nonprofit Management**                              24 Clock Hours

In this course, you will learn skills and develop strategies that will take your organization to new heights of prosperity and productivity. You'll gain a full understanding the role of the executive director and the board of directors, special event and meeting management, public relation strategies, and how to find a position in this fascinating and rewarding field of work.

**BEP104**          **A to Z Grant Writing**                              24 Clock Hours

his course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It's also an excellent primer for individuals wishing to become grant-writing consultants or community grant-writing volunteers.

**BEP105**          **Nonprofit Fundraising Essentials**                              24 Clock Hours

Along the way, you'll view real-life examples of writing projects, from gift acknowledgment letters to proposals, and you'll hone your own writing skills. In addition, you'll explore fundraising software tools you can use to track your efforts and enhance your results.

**BEP106**          **Floral Arrangement 101**                              24 Clock Hours

In this course you will learn the elements and principles of design, how to use the flowers and foliage available to you in your area, and the mechanics of arranging flowers in vases, in floral foam arrangements, and as hand-held bouquets. You will learn how to create the classic flat bouquet and hand-tied posies, as well as bouquets that are arranged in a variety of containers, such as baskets, boxes, and bags.

**BEP107**          **Party Planning**                              24 Clock Hours

This Party Planning course is a helpful tool for you to learn what you need to know to get started in one of today's most popular and lucrative businesses. For those who enjoy creating the life of the party, this course takes you through setting up and running a business, finding clients and planning everything from social events to major corporate events.

**BEP108**          **Business Contracts**                              24 Clock Hours

In this course we will begin by examining contract basics by explaining what a contract is and the various contract types. Key elements to most contracts are covered , along with an explanation of how US law governs contractual activity. We'll discuss enforcement and dispute resolution options, and the three critical requirements of a contract – offer, consideration and acceptance.

**BEP109**          **Wedding Planning**                              24 Clock Hours

This eleven-lesson course teaches you all that you need to know to become a well-paid, successful wedding planner – starting the day after you finish this course.

**BEP110**          **Special Event Planning**                              24 Clock Hours

This course will illustrate in great detail the qualities you must possess to be a successful special event planner and exactly what the job entails. This is one of the most versatile jobs in the hospitality field, and people with drastically different backgrounds will find that they have the perfect experience to step into their new role as a Special Event Planner. This course is designed to assist both the seasoned and novice Event Planner become better organized, save both time and money, and enjoy the entire process.


*Accounting and Bookkeeper Skills*

**BA120**          **Intro to Business Accounting**                              80 Clock Hours

This course will introduce students to accounting, including T-charts and journals. It is designed for the non-accounting major who needs to understand the basics of accounting principles.

**BA122        Bookkeeping Fundamentals**                                    120 Clock Hours

Bookkeeper Fundamentals gives a student a foundation of practical applications in bookkeeping. Topics covered include:
Accounting: The Language of Business
Analyzing Business Transactions
Analyzing Business Transactions Using T Accounts
The General Journal and the General Ledger
Adjustments and the Worksheet
Closing Entries and the Post Closing Trial Balance
Accounting for Sales and Accounts Receivable, and Cash Receipts
Accounting for Purchases, Accounts Payable, and Cash Payments
Cash
Payroll Computations, Records, and Payment
Payroll Taxes, Deposits, and Reports
Accruals, Deferrals, and the Worksheet
Financial Statements and Closing Procedures

**BA123        Advanced Bookkeeping**                                        160 Clock Hours

This course introduces more advanced topics in accounting and is designed for the student who wants to enter the accounting career field.

**BA124        Bookkeeper Certification Prep**                               40 Clock Hours

The Certification prep class prepares the student to take the National Bookkeeper exam and reviews the following topics:
Accounting: The Language of Business
Analyzing Business Transactions
Analyzing Business Transactions Using T Accounts
The General Journal and the General Ledger
Adjustments and the Worksheet
Closing Entries and the Postclosing Trial Balance
Accounting for Sales and Accounts Receivable, and Cash Receipts
Accounting for Purchases, Accounts Payable, and Cash Payments
Cash
Payroll Computations, Records, and Payment
Payroll Taxes, Deposits, and Reports
Accruals, Deferrals, and the Worksheet
Financial Statements and Closing Procedures

**BA127        QuickBooks Comprehensive**                                    80 Clock Hours

This course is designed to take the student through setting up the company and maintaining accounting files. The students will use QuickBooks to maintain company information and run reports pertaining to the day-to-day tasks of a company including month-end statements and financial reports

**BA128        QuickBooks I**                                                40 Clock Hours

This introduces the student to QuickBooks. Topics covered include setting up a company, entering information, payroll, and creating reports.

**BA129        QuickBooks II**                                               40 Clock Hours

In this course, the student will create customized templates, modify existing ones, and print invoices using templates. Work with credit card accounts, asset accounts, and liability accounts, and explore equity accounts. Use QuickBooks graphing capabilities to display company data in bar graphs and pie charts, and to identify trends. Apply sales tax automatically to specific sales transactions and to track the taxes collected from each customer. Utilize built-in payroll function to process the payroll of each employee. Create a job estimate for an existing customer and create an invoice from that estimate. Track time spent on a repair job, transfer the hours from that time sheet to an invoice, and also track job profitability. Using QuickBooks Write Letters wizard, prepare a Collection Letter and view the various options that QuickBooks provides for designing a letter. Prepare Microsoft Outlook or ACT! for synchronization and also synchronize data in one direction from Outlook to QuickBooks

**BA130        QuickBooks Payroll**                                          80 Clock Hours

This course is designed to take the student through setting up and disbursing a company payroll using the QuickBooks payroll system.

**BA131**        **QuickBooks Taxes**                                     80 Clock Hours
This course is designed to take the student through setting up and disbursing a company's taxes using QuickBooks software.

*Medical Business Applications*

**MB101**        **Medical Terminology and Anatomy**                 60 Clock Hours
This course is designed to progress the student through a step-by-step method of learning medical terms. Students will be able to break words into various parts and, using those parts, be able to build other words. An emphasis on correct spelling and definition of medical terms will be enforced.

**MB102**        **ICD-CM Diagnostic Coding**                       60 Clock Hours
This course will stress the importance of correct diagnostic codes in billing insurance companies. Instruction will be given in classification codes and symbols.

**MB103**        **CPT Procedure Coding**                              40 Clock Hours
Students will learn how to use the appropriate level of coding for all procedures and services using the most current editions of CPT and HCPCS. Extra attention is spent on understanding Evaluation and Management Coding. RVS coding and its purpose is touched on. Students will also be taught how to enter all types of payments and provider adjustments.

**MB104**        **Insurance Forms**                                   40 Clock Hours
This course is designed for the prospective Medical and Dental billing student anticipating employment in a private physician's office, clinic or hospital, or those currently employed in Medical or Dental offices wishing to improve their skills. The student will gain experience in identifying the correct use of billing procedures. The student will use up-to-date billing software, insurance claim forms and understand coding. Easily removable sample forms are included for completion practice. Clear, easy-to-follow, step-by-step instruction allows for the option of individualized learning.

**MB105**        **Medical Office Practicum**                        40 Clock Hours
This course is designed to instruct the student on the importance of professionalism and ethical behavior in the medical work environment. The student will also be trained in front office procedures with reference to telephone procedures, reception procedures, scheduling, etc. Information in this course will enable the student to resolve patient and/or customer problems and concerns.

**MB106**        **Patient Billing Using MediSoft**                   40 Clock Hours
This course is designed for the student to acquire the ability to use various types of medical billing software. It simulates situations using MediSoft, a widely used patient accounting software. While progressing through MediSoft's menus, the students learn to input patient information and perform a variety of billing operations. In addition, they produce various lists and reports and learn to handle to insurance claims both on forms and electronically. Students who complete MediSoft training should be able to switch to almost any such software available. This course may be taken as a full ten-week program or it may be taken in weekly modules.

**MB107**        **Medical Front Office Administration**              40 Clock Hours
This course is designed to instruct the student on the importance of professionalism and ethical behavior in the medical work environment. The student will also be trained in front office procedures with reference to telephone procedures, reception procedures, scheduling, etc. Information in this course will enable the student to resolve patient and/or customer problems and concerns.

**MB120**        **Medical Front Office Certification Prep**          120 Clock Hours
This course is designed to prepare the medical office student for the national certification exam in medical front office procedures

**MB200**        **Electronic Records Certification**                  80 Clock Hours
The security, completeness and accuracy of patient data are critical. In the healthcare industry, Electronic Health Records Specialists serve an important role, which is why most employers require a certification. As an Electronic Health Records Specialist, you may perform some or all of the following tasks: Audit patient records for compliance, abstract clinical information for reports, perform basic coding to submit reimbursement claims, process Release of Information requests for medical records, review patient records to ensure completion and accuracy, collect patient demographic and insurance information and discuss patient information with physicians and insurance professionals The CEHRS is a nationally-recognized credential that can set you apart.

**BHR106        HIPAA Compliance**        20 Clock Hours

In this course, we'll demystify the compliance process. We'll focus specifically on the Administrative Simplification portion of HIPAA, ARRA, and HITECH, starting by defining the lingo of HIPAA, ARRA, and HITECH and identifying the important players. Then we'll cover transactions, code sets, and identifiers, which are all key elements in electronic health care transmissions.

*Warehouse and Logistics*

**WL 101      Distribution and Logistics Management**      80 Clock Hours

This course will not only show you how to create and operate a logistics function, but it will also show you how to achieve success through a combination of strategies and tactics. All elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP).

**WL 102      Manufacturing Applications**      40 Clock Hours

Learn to apply the principles and concepts of manufacturing. Discover the nature of strategy and learn how it leads to the development of manufacturing strategy. Understand the purpose of customer demand forecasting and find out what forecasting methods are suitable for which situations. Explore the nature of planning and learn how to effectively use Gantt charts and the precedence diagram method. Determine how purchasing, production and inventory control, and logistics support a manufacturing operation. Discover the basics of lean manufacturing and see how capacity management converts production plans into concrete products. Learn why manufacturing, industrial, and quality engineering are so essential to any firm. Understand the true meaning of productivity and how to improve it.

**WL103      Purchasing Fundamentals**      40 Clock Hours

Discover and master the fundamentals of purchasing by understanding your strategic and tactical roles as a purchasing practitioner. Improve your company's bottom-line profitability by learning and implementing key concepts such as negotiation, supplier sourcing and qualification, outsourcing and make-or-buy analysis. Learn the basics of supplier partnerships, capital budgeting and green buying. You will learn how to define internal customer needs, generate purchase requisitions and purchase orders, expedite, trace and receive supplier deliveries, maintain effective purchasing records and create and manage various purchasing budgets. You will also learn about business law, contracts, leasing, Six Sigma and total quality management (TQM). You will learn how to recruit, select and evaluate purchasing personnel, and learn the importance of business ethics.

**WL104      Six Sigma: Total Quality Fundamentals**      40 Clock Hours

Learn how to effectively apply the fundamentals of total quality. Understand what quality is and learn about the history of the quality movement. Discover the role of customers in quality and determine the major elements of a quality system. Master key concepts such as the cost of non-quality, variation, and total employee involvement (TEI). Increase your valueto your company by learning about various motivational models, leadership, and teamwork. Determine how to effectively apply quality standards by creating and implementing internal and external auditing activities. Learn the ins and outs of ISO 9000, ISO 14000, and the Malcolm Baldrige National Quality Award.

# Moving Forward Learning Centers

### Enrollment Agreement

*Please Print*

Name: _____Social Security No.: _____

Address: _____

City, State, Zip: _____

Phone:_____ Date of Birth: _____

Email Address: _____

Emergency Contact: _____ Phone Number: _____

Last School Attended: _____ City & State: _____

Last Year Attended: _____ Grade: _____

Parent or Guardian Name (If under 18 yrs.): _____

Student's Employer: _____

Employer Address & Phone Number: _____

Occupation: _____ How Long Employed: _____

Financial Party or Person Responsible for Tuition: _____

Total Cost of the Training Program: _____

Full Name of the Training Program: _____

| Course | Course Cost | Payment Due Date | Hours/Credits | Start Date | Courseware Cost |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Job Placement is NOT Guaranteed NOR is there a promise to Graduate.**

**By my signature below I understand that this is a legal contract, I have received a copy of the current catalog and refund policy, and I understand that it is part of the contract. I also understand that a copy of the school catalog and grievance policy can be found on the school website (www.movingforwardschools.com) in the student resources tab.**

Student's Signature:_____Date:_____

Parent or Legal Guardian Signature: _____Date:_____
*(If student is under 18 years of age)*

School Official Signature:_____Date:_____

<p style="text-align: center;">**REFUND POLICY**</p>

**NRS 394.449 Requirements of policy for refunds by postsecondary educational institutions.**

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:

(a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.

(b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or $150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.

(c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or $150, whichever is less.

(d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

(a) Date of cancellation by a student of his or her enrollment;

(b) Date of termination by the institution of the enrollment of a student;

(c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

(d) Last day of attendance of a student,

➥ whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section:

(a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

(b) The period of time for a training program is the period set forth in the enrollment agreement.

(c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

**By my signature below, I acknowledge that I have read and understand the refund policy as stated within the Moving Forward Centers School 2021/2023 catalog effective date of June 30, 2021.**

**Student's Signature:** _____ **Date:** _____

**Parent or Legal Guardian Signature:** _____**Date:**_____

(If student is under 18 years of age)

## Credit for Previous Training

**Moving Forward Centers does not give credit for previous training or experience.**

**By my signature below, I acknowledge that I have read and understand the school's policy of credit for previous training or experience as stated above and within the Moving Forward Centers Catalog:**


**Student's Signature:**_____ **Date:** _____


**Parent or Legal Guardian Signature:** _____ **Date:**_____
*(If student is under 18 years of age)*