Tri-County Regional Vocational Technical School

Spring 2021

Adult Education

Course Listing

Table of Contents

General Information

OUR MISSION

Through a rigorous, holistic and comprehensive program of vocational/technical and academic preparation, as well as a progressive system of individual support and guidance, we strive to maximize the potential of each student for successful transition to full-time employment, to the pursuing of higher education and to a personal commitment of lifelong learning.

BOOKS AND SUPPLIES

Students may be required to purchase a textbook or supplies/equipment at an additional fee. Instructors will advise.
*Registration received less
than one week before class cannot guarantee books/supplies for class.

ONLINE CAREER COURSE REFUND POLICY

Students who register for a training course occasionally change their mind for one reason or another. Regardless of the reason, we believe there should be a definite refund policy for students who decide not to take the course. Refunds for online courses are only given under the following circumstances:

- The student/user did not access any portion of the online course **AND** the student/user requests a refund, in writing via email, within three business days from the date of the registration (email notification sent). There will be no refunds for any online courses (or curricula) once a course has been accessed in any manner.
- A full refund will be issued less an administrative fee of $125.
- All shipped course materials (books, study guides, CDs, Self-Study Kits, Videos, etc.) are returned, unopened/unused at your own expense if you accept delivery of the

package. There are no refunds for Kindle books or e-books.
- Additional restocking and shipping costs may apply to returned books.
- The student/user did not access any portion of the online course AND the student/user requests a refund, in writing via email within 72 hours of enrolling in the course.
- A refund will be issued less the materials fee for the course.
- Online Enrichment Course Refund Policy ($99 Class

Please understand that with the enrollment and accessing of your online course, you have read and agree to the aforementioned refund policy. There are no extensions granted for your course. If you do not complete your course by the end-date on your welcome letter, there will be additional fees for extended access.

DISTANCE LEARNING

Our Distance Learning programs allow you access from the comfort of your home and to work at your own pace. These programs span a wide variety of interests and intensity levels that encompass everything from workplace skills building to photography to container gardening. These programs are instructor led and open enrollment based, so you can start at any time.

DISCLAIMER

Every effort has been made to ensure accuracy within this publication as of the publishing date. All policies, procedures, tuition fees, and curriculum, however, are subject to change.at any time by the appropriate action of the instructor or the administration of the Tri-County Adult Education program. This publication is not intended to be a contract, explicit or implied, and the school reserves the right to make changes regarding the information contained herein.

The Pros of Online Learning

- ➢ *Increased Flexibility*
- ➢ *Self-Paced*
- ➢ *Ease of Access*
- ➢ *More Affordable*
- ➢ *Better Time Management*

Business & Management-Online Learning

Accounting for the Non-Accountant

Understanding the basic concepts of accounting is essential to success in business. An accountant's job is to provide information needed to run a business efficiently, while keeping expenses low and increasing profits. Our Accounting for the Non-Accountant course provides an introduction into the field of accounting geared specifically for the beginner. This course covers the basics of financial statements, fiscal analysis, budgeting and much more.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1739-DL $99.00

Alternative Energy Specialist

Become an Alternative Energy Specialist and learn ways to help conserve, reduce, reuse, recycle, and thus minimize our impact on the planet. Through this entry-level green course you will learn that even small changes make a difference and that going green is good for our health, the planet, and even our budgets. In this Alternative Energy Specialist course, we will examine the history of sustainability practices and challenges we currently face. You'll be introduced to the underlying components, installation, and implementation of solar energy, wind energy, photovoltaic systems, and geothermal systems.
Prerequisite(s): None
105-DL $1,250.00

Balanced Leadership for Women

Learn how to use your strengths, optimism, and sense of belonging, power and energy to prevail in service of a purpose in our Balanced Leadership for Women course. Listen to stories told by amazing women leaders and learn from their failures and success. Discover techniques for balancing work and life through centered leadership with tools for connecting, engaging, and energizing yourself and others. This course starts with you and helps you build your path for success.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1409-DL $99.00

Become a Multiplying Manager

There are leaders who inspire and motivate employees to reach beyond their wildest expectations. Multiplying Managers are those who get more done with fewer resources, develop and cultivate new talent and ideas and bring the energy necessary to lead to organizational change, growth and the fostering of innovation.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1281-DL $99.00

Becoming a First Time Manager

First time managers have their work cut out for them, many new skills to learn, having to deal with different personalities, and greater responsibilities to accomplish. The "Becoming a First Time Manager" course provides a new, friendly approach for those charged with the task of management. This course encourages managers to take on the challenges of supervision and provides fast, powerful lessons to help increase productivity, unlock hidden talent, work with different types of people, communicate effectively, and diagnose problems. This course will assist the next generation of managers to succeed with flying colors, right from the start.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1285-DL $99.00

Customer Service Survival Skills

In our Customer Service Survival Skills course, students will learn how to get to the heart of customer service; a challenging but not impossible achievement. Customers expect quality service and in return will provide loyalty. Businesses today understand that customer service loyalty contributes to the success and growth of a business. This is why it is important understand the importance in learning, developing and improving the skills needed to communicate effectively in a professional manner with customers.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1501-DL $99.00

Introduction to Lean Six Sigma

Our Introduction to Lean Six Sigma course details the process for improving business operations using the integration of Six Sigma and Lean methodologies. This course will take you through each phase of the Six Sigma process, introducing tools and providing methods for successful process management. Lean Six Sigma emphasizes a culture of quality where businesses fully understand their internal processes, their customers' expectations, and future needs. Learn Lean Six Sigma methods for developing the best strategies for success.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1765-DL $99.00

Virtual Assistant

As an office professional, you only have to do one thing: everything! And there never seems to be enough time to do it all, much less learn how. But if you really want to ramp up your job performance – and add value to your employer – you need to take this Administrative Assistant course. This course offers an almost endless supply of savvy advice, great tips, proven tools, and powerful strategies for dealing with both everyday job responsibilities and requirements.

So whether you're brushing up your skills, keeping up with new developments in business, increasing your own marketability, or just starting a challenging and rewarding career, this comprehensive course is just the right thing to move your career forward!.

Prerequisite: None

* You have 4 weeks to complete this course from date of your enrollment.
**Course Subject to Change.
2398-DL $1,340.00

Wedding Consultant

Weddings are a joyous occasion: the Bride is glowing with joy, the Groom is +and family are delighted with the occasion. Planning wedding events takes a lot of organization and vision. Many couples get overwhelmed with wedding planning and often rely on a trained wedding planner to help them make their important day as special as possible. The duties of a wedding consultant can vary, but often include helping the happy couple with their wedding ceremony and reception by helping to choose wedding cakes, reception sites, flowers, invitations, and much more!

Prerequisite(s): None

82-DL $1,000.00

College Readiness-Online Learning

Algebra Helper

Our Algebra Helper course will prepare our students to study Algebra II by helping them build a solid foundation of Algebra. Focusing on topics that Algebra students traditionally struggle with, our course aims to build the confidence necessary to further our students' education in mathematics. Particular emphasis is placed on breaking down word problems and systematic problem-solving using everyday language.

*You have 4 weeks to complete this course from date of your enrollment.
**Course Subject to Change.
1388-DL4 Online $99.00

Chemistry Helper

Our "Introduction to Chemistry" course will prepare students to continue their education in Chemistry by helping them build a foundational knowledge of atoms and matter: their structure, properties, and interactions. Focusing on topics that students typically struggle with, our course will provide exposure to many types of calculations, as well as step-by-step approaches to solving them. Our students will be equipped with the tools and the confidence to break down problems and apply chemistry concepts to the real world.

*You have 4 weeks to complete this course from date of your enrollment.
**Course Subject to Change.
1407-DL $99.00

Math Helper

Our Math Helper course will prepare our students to successfully learn Algebra by helping them build a solid mathematical foundation. Our course aims to build the confidence necessary to further our students' education in mathematics, with particular emphasis placed on problem-solving skills and good habits.

* You have 4 weeks to complete this course from date of your enrollment.
**Course Subject to Change.
1390-DL $99.00

Computer Applications-Online Learning

Adobe Creative Cloud

Have you ever seen a beautiful, colorful website or a really neat video clip and wondered how it was made? Our Adobe Creative Cloud course will answer those questions and much more! Our course provides a comprehensive overview of Creative Cloud design elements and covers seven programs that all function in unique ways to make design interactive and fun. We provide an overview of how to use InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Flash Professional and Fireworks to create and design stunning images, pages, websites, movie clips and more.

1925-DL $1,250.00

CCTP-Cyber-Security Professional Program

Our Complete Career Training Programs (CCTP) include both the training you need and the skills you will want in order to be prepared for your new career. We have taken online career programs to a whole new level by bundling our Career Training with Personal Enrichment courses to ensure you have a diversified learning experience.

Our mentor-supported career courses focus on the industry standards that prepare you for your chosen career or certification. You will also get our smaller, four-week long, instructor-led personal enrichment courses to further your employment training.

Sign up today for this all-inclusive career training program!

1670-DL $2,640.00

Keyboarding Made Easy

Leave hunt-and-peck to the chickens. Effective and efficient keyboarding is more than tapping the correct letter. Our course teaches you to react to letters instead of finding them on the keyboard. This breakthrough guide brims with step-by-step exercises for keyboarding with ease. Develop your digital dexterity with our Keyboarding Basics course.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1298-DL $99.00

Learn Photoshop Elements 2020

Understanding how to take a great photo is just part of the photography equation. Going to the drugstore and getting photos printed is becoming less of a common practice. In order to get the most from your efforts as a photographer, you need to learn how to finish the photo by using software tools like Adobe Photoshop Elements 2020. In our Learn Photoshop Elements 2020 course you will learn image processing as a three-step process: importing and organization, basic and advanced edits, and printing and sharing. NOTE: This course does NOT include the Adobe Photoshop software. Students must check Adobe for the free trial availability or purchase the software prior to registration. Teacher Online

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
2372-DL $99.00

Microsoft Excel® 2016

Microsoft Office Excel® 2016 is a powerful tool you can use to create and format spreadsheets so you can more easily analyze data, share information, and make more informed decisions. Excel 2016 has much of the functionality and features seen in previous versions, but with several new features and enhancements such as new chart types, the ability to import from outside sources, one-click forecasting, 3-D mapping, and more. You will learn how to create rich data visualization, PivotTable views, professional-looking charts, print media, hyperlinks, and worksheet web pages.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1944-DL $99.00

Microsoft Excel® 2019

Microsoft Excel 2019 is a powerful tool you can use to create and format spreadsheets so you can more easily analyze data, share information, and make more informed decisions. With our Microsoft Excel 2019 course, you will learn how to create rich data visualization, PivotTable views, professional-looking charts, print media, hyperlinks, and worksheet web pages.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
2373-DL $99.00

Microsoft PowerPoint® 2016

Microsoft Office PowerPoint® 2016 gives you many ways to create and present your ideas in a visually appealing way. You will learn to create your own professional-looking presentation using custom shapes, animations, Smart Guides, and templates. You will learnto use Presenter View to show a full slide to your audience on one display while you view your slide notes and see upcoming slides on a second screen. You will also learn how to collaborate with colleagues by sharing your presentation electronically, easily managing version histories. This course shows you how to get started in PowerPoint, as well as the many new features found in PowerPoint 2016 like Tell Me, Smart Lookup, Screen Recording, and others.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1943-DL $99.00

Microsoft PowerPoint® 2019

Did you give up on creating appealing presentations long ago? Have you often wished you knew about the tools and tips for creating a professional and engaging presentation? Our Microsoft PowerPoint® 2019 courses shows you many ways to create and present your ideas in a visually appealing way. You will learn to create your own professional-looking presentation using custom shapes, animations, Smart Guides, and templates. This course shows you how to get started in PowerPoint, as well as the many features found in the 2019 version.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
2374-DL $99.00

Microsoft Word® 2016

Microsoft Word 2016 combines a comprehensive set of writing tools to create and share professional-looking, dynamic documents using familiar writing, reviewing, and data integration capabilities. Students will learn how to navigate Microsoft Word 2016 software and use the many design features available in the program. Our Microsoft Word 2016 course will show you how to create and edit professional-looking documents for a variety of purposes and situations, whether at home or on the job.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1942-DL $99.00

Microsoft Outlook 2016
Microsoft Access 2016

Microsoft Office holds more than 90 percent of the market for Windows-based productivity suites. Our MS Office 2016 course makes this technology easy to understand, even for those who are new to computers.

NOTE: This course does NOT include the MS Office programs themselves. Students will need to have Office 2016 already installed on their computers.
1941-DL $750.00

Microsoft Outlook 2019
Microsoft Access 2019
Microsoft Publisher 2019

Microsoft Office holds more than 90 percent of the market for Windows-based productivity suites. Our MS Office 2019 course makes this technology easy to understand, even for those who are new to computers.

NOTE: This course does NOT include the MS Office programs themselves. Students will need to have Office 2019 already installed on their computers.

2311-DL $750.00

OCA: Oracle Database 12c Administrator Certified Associate 1Z0-062

The process of becoming Oracle Database certified broadens your knowledge and skills by exposing you to a wide array of important database features, functions and tasks. Our training course teaches you how to master the skills associated with becoming Oracle (OCA) Certified. You will become more valuable to your current and/or future potential employer. Earning this in demand certification will expand your job opportunities, support job stability, and speed up your career. The Oracle Database 12c Administrator Certification ensures that as database professionals you have a strong foundation and expertise in the industry's most advanced database management system, Oracle 12c.

Our training course prepares you for Oracle's certification exam IZ0-062. Your training will include topics such as how to install and maintain an Oracle database, how to configure the Oracle network environment, managing data and databases, SQL features, backup/recovery techniques, upgrading, and migrating data. Prerequisite(s): Candidates can prepare for the exams by taking this training; no other prerequisites are required by Oracle.

2309-DL $600.00

WordPress

With WordPress, you can create brilliant, highly customizable websites and blogs with just a few clicks. Thousands of plugins and a personal publishing system provide everything you need to create stunning web pages. Our WordPress course provides you with basic knowledge of how the software is structured, how to organize your web page or blog as well as themes for creating the perfect look and feel for your content. Get ready to be introduced to the world's most popular content management system for websites… WordPress!

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1728-DL $99.00

Entrepreneurship- Online Learning

Discover a Career as a Pharmacy Technician

The demand for skilled pharmacy technicians is rapidly growing. If you are interested in a dynamic career in a high paced medical field, this course is for you. This course provides an overview of the history of pharmacology and the day to day responsibilities of a pharmacy technician in hospital and retail pharmacy settings. Common drugs and their uses, as well as how they are administered and possible interactions in the body are described. Patient confidentiality laws, including HIPAA and prescription regulations, such as who can prescribe medication are also discussed.

* You have 4 weeks to complete this course from date of your enrollment.
**Course Subject to Change.
1614-DL $99.00

Start Your Own Bookkeeping Business

Have you ever dreamed of starting your own Bookkeeping business? Many years ago Benjamin Franklin said, "There is nothing certain in life except death and taxes." This is still true today. According to the laws of the Internal Revenue Service, businesses "must keep adequate accounting records." This course will help guide you through the process of starting and growing your business. First we will cover the initial steps to starting your business from choosing a name to selecting the type of entity and more. Marketing your business is key and in this course, you will learn how to utilize social media and important aspects of your branded website. Other topics include developing a clientele list, legal and ethical issues and other resources - all geared to helping you build the successful business of your dreams.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1313-DL $99.00

Start Your Own Business as a Virtual Assistant

What exactly does a virtual assistant to? You may ask, are the tasks the same as an executive or administrative assistant? How do they get clients? Our Virtual Assistant course provides an overview of how to create a life you love and a work atmosphere you will thrive in. We explore techniques for finding your business niche, pricing your services, negotiating with potential clients, and mastering consultations. We discuss ways to successfully market yourself and target your ideal clients, as well as how to network and manage client relationships. Are you ready to get out of your comfort zone and create a business you love? Our Virtual Assistant course provides these steps and more.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
2394-DL $99.00

Start Your Own Day Care Business

Do you love working with children? Have you ever thought about starting your own home day care business? This course provides the steps you will need to plan for, market, and maintain your very own home day care business. Topics include writing your policies and procedures, setting your fees, developing a daily schedule, ways to

solve common problems, and more. This comprehensive course covers everything you will need to succeed in this exciting career opportunity.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1316-DL $99.00

Start Your Own Day Spa Business

Spas provide a wide array of services designed to improve health, beauty and relaxation through treatments such as massage, wraps and facials. Learn what it takes to open and manage a successful spa from business planning to marketing. Discover the latest trends in the spa industry as well as tips on how to set your spa apart from the competition.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1405-DL $99.00

Start Your Own Event Planning Business

Whether a celebration, business conference, industry show or convention, event planners are often an integral part of a successful event. Whatever the occasion, planners can assist in the design of the event, locating an appropriate site, determining food, beverage, as well as decor needs, locating entertainment, managing the invitation process, arranging travel accommodations, hiring and overseeing personnel, supervising the event and so on. With all there is to do, it's no wonder that event planners are in such high demand!
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1317-DL $99.00

Start Your Own Floral Business

Do you love being surrounded by flowers? Do you like to make people feel special with your floral gifts and arrangements? With so many different occasions appropriate for giving flowers, a florist shop is an in-demand business to start. Perfect your floral-arranging skills and customer service skills with a traditional florist shop or use your creativity with the endless possibilities of items to add to your shop! Whether you are considering opening a retail or a wholesale floral business, there are many things to consider when thinking about starting a floral business. Our course will provide you with essential information to get started!
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1447-DL $99.00

Start Your Own Home-Based Pet Grooming Business

Are you an animal person? Do you consider your pet a part of your family? The number of pet-owning households is growing every year. The grooming industry is booming. At last count, there were around 60,000 to 80,000 pet groomers in the U.S. Our "Start Your Own Home-Based Pet Grooming Business" course lays the framework for developing your own pet grooming business. We cover pet services that are in demand, training you need to become a pet groomer, business basic finances, insurance, marketing, and business branding. This course will teach you all the steps necessary for creating a successful home-based pet grooming business.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
2226-DL $99.00

Start Your Own Personal Training Business

Have you ever dreamed of starting your own Personal Training business? As people of all ages become more aware of the importance of living a healthy lifestyle, personal trainers are in high demand. As a personal trainer you have the opportunity to make a difference in people's lives by tailoring your exercise and healthy living training to each individual client. Whether your goal is to provide fitness assessments, individual exercise programs, or train in small or large groups, you will learn how to combine your love of fitness with your entrepreneurial spirit to create a comprehensive business plan for your company.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1323-DL $99.00

Start Your Own Photography Business

Do you love taking photos? Or do you carry your camera everywhere? Our course will help you realize your dream of working from your home at something you enjoy, a home-based photography business. Our students will receive information on every aspect of setting up and running a thriving home-based photography business. You will learn how to estimate your start-up costs, outfit your home studio, market yourself and stay profitable once you are in business. Whether you want to earn your living as a portrait photographer, photojournalist, or product photographer our course will give you the tools you need to prepare for an exciting new career.
* You have 4 weeks to complete this course from date of your enrollment. ** Course Subject to Change.
1406-DL $99.00

Start Your Own Travel Business

Travel agent career professionals help people plan family vacations, corporate trips, cruises, international travel, and specialty tours such as adventure vacations. Travel agents generally have access to important information regarding fares and discounts, and are knowledgeable about particular geographic locations. Start your own travel business and discover success by offering unique opportunities, in both geography and market niche.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1326-DL $99.00

Start Your Own Wedding Consultant Business

Many couples get overwhelmed with wedding planning and often rely on a trained wedding planner to help them make their important day as special as possible. The duties of a wedding consultant can vary, but often include helping the happy couple with their wedding
ceremony and reception by helping to choose wedding cakes, reception sites, flowers, invitations, and much more!
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1327-DL $99.00

Exam Preparation- Online Learning

GED® Math Test Preparation

Get ready to create your own path to GED Math success! Our course will prepare you take the Mathematics portion of the GED exam with a study plan to fit your needs. This GED math review course will provide several resources from strategies, review of materials, test-taking tips, practice exercises, and exams.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1398-DL $99.00

GED® Test Preparation

This course will prepare you take the GED (General Education Development) test. The GED test is broken into five-test sections. The sections included in this course are Language Arts, Writing, Language Arts, Reading, Social Studies, Science, and Math. This online course provides many resources from test-taking tips and strategies, exercises, assignments, and practice test with explanation of answers. The testing format will be explained and broken down to highlight the current testing areas along with the content each of the sections will cover.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1397-DL $99.00

Human Resources Exam Prep (PHR/SPHR)

Our Human Resources Exam Prep course is designed to provide human resource professionals with a fun and engaging opportunity to prepare for the revised Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification exams. The Human Resources Exam Prep course walks you through the process of applying your professional knowledge and skills to the PHR/SPHR exam questions. Mentor Supported Online.
Prerequisite(s): Human Resource Management
492-DL $599.00

LEED Green Associate Exam Preparation

This Leadership in Energy and Environmental Design (LEED) Green Associate exam prep course provides a solid background in green building principles and practices in preparation for the LEED Green Associate credentialing exam. Information on exam policies and procedures, tips for effective studying, and an overview of the LEED credentialing process is also discussed. The LEED Green Associate credential demonstrates basic knowledge of green design, construction, and operations and is used to enhance any number of careers. Students will learn strategies for securing sustainable sites and building materials, forming efficient water and energy systems, combining utility, comfort and quality, reducing waste, and creating innovative designs.
Prerequisite(s): LEED Green Associate Training
94-DL $450.00

Fitness & Health- Online Learning

CCTP-Sport Nutrition & Fitness Professional Program

Our Complete Career Training Programs (CCTP) include both the training you need and the skills you will want in order to be prepared for your new career. We have taken online career programs to a whole new level by bundling our Career Training with Personal Enrichment courses to ensure you have a diversified learning experience.
Our mentor-supported career courses focus on the industry standards that prepare you for your chosen career or certification. You will also get our smaller, four-week long, instructor-led personal enrichment courses to further

your employment training. Sign up today for this all-inclusive career training program!

2230-DL $3,920.00

Discover a Career as a Personal Coach

If you've thinking about becoming a personal coach, you've probably come up with a list of questions. What does it really mean to be a coach? What does the work entail? What's happening in the industry? Our Discover a Career as a Personal Coach course covers everything you need to know. We will talk about what you need to learn to support your clients, how to set yourself up as a profitable business, and how to take care of yourself, both by choosing the right specialty areas from the beginning and by implementing practices that will help you stay focused and effective in your work.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

2312-DL $99.00

Lose Weight & Keep It Off

Have you ever felt like it shouldn't be so hard to lose a little bit of weight? Are you tired of trying diet after diet, trend after trend to not produce any results? Sometimes it takes a little more to get that stubborn fat off. Fat is not a cushion or insulation, but an energy reserve and our Lose Weight and Keep It Off course will help you identify how tap into your store of energy and correct the problem. Our course will examine the basics of metabolism for various body types that you can use immediately in the effort of losing weight and keeping it off. This course is not for those who can lose weight easily, but for those who have a very stubborn metabolism.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1799-DL $99.00

Raising Healthy Children

There are real forces in our lives that trigger our bodies into putting on fat. Stresses cause our bodies to act like human fat storage machines. Turning off our FAT switch is the key to weight loss. This course will examine the basic steps in turning off this switch, allowing our bodies to lose weight easily and automatically. Making subtle changes to feeding children and the psychology with which children are approached regarding healthy diet and lifestyle changes can make all the difference in the world. Our Raising Healthy Children class will look at real causes and real solutions for empowering you and your child to help transform your child's body and life.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1801-DL $99.00

Understanding Nutrition

Have you made the decision to get healthy, but feel like you do not know where to start? While the fields of diet and nutrition are areas of evolving research, there are some basic concepts to keep in mind. Our Understanding Nutrition course explores these basic nutrition tips and will help you be better equipped to sort through nutrition research and dietary advice. Our course is designed to help you take those first steps towards a healthier, happier way of living.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1800-DL $99.00

Wellness Coaching

Wellness coaching is about helping people improve their lifestyle behavior. As the field of Wellness Coaching emerges and the world discovers the value of it, it will continue to define and re-define itself. Wellness coaching applies the principles and processes of professional life coaching in order to help make lifestyle improvements. Having a sound understanding of professional coaching and how to interact with people is a must to be successful in this field. In this course you will be introduced to some fundamental ways of staying emotionally, physically and mentally healthy. We will discuss nutrition, how to manage weight, exercise, stress management and much more.

Prerequisite(s): None

60-DL $1,250.00

Healthcare-Online Learning

Addiction & Recovery: An Introduction

Addiction is a chronic disease responsible for destroying lives, devastating families, and taking lives. There are many types of addiction; substance addictions (such as drugs and alcohol), as well as behavioral addictions (such as gambling, sex and eating). Our addiction recovery course provides a solid background for understanding addiction and equips the student with tools for supporting treatment and recovery. Students will learn the differences between use, abuse, and dependence, the variety of treatment options and the steps that lead toward successful recovery.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1496-DL $99.00

COPD: Understanding and Treatment

Do you or a loved one have Chronic Obstructive Pulmonary Disease (COPD)? COPD is emphysema, chronic bronchitis, or both. About 80 - 90% of COPD diagnoses are caused by

smoking. Once COPD occurs, the disease is not reversible. With practical tools and an effective plan, you will have a good understanding of this lung disease, its treatment options, and coping strategies. Our COPD course will help you be better prepared to cope or care for a loved one with the disease.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1502-DL $99.00

Diabetes: Prevention and Treatment

Do you or a loved one have pre-diabetes? We all know that we need to exercise and watch what we eat, but until something goes wrong, it's sometimes hard to commit to. Understanding diabetes will help you take action to reverse or minimize your risk of developing type 2 diabetes. Our "Diabetes: Prevention and Treatment" course will give you practical tools to empower you to take control of your health and share healthy habits with those you love. With practical tools and an effective plan, you will have an opportunity to prevent or delay the onset of diabetes!

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1299-DL $99.00

Home & Garden Online Learning

Container Gardening

Many people want to eat healthier, which includes lots of fresh fruits and vegetables; but prices at the local market can make this expensive to do. You can always plant a garden, but not everyone has the space for that. The answer to both problems is container gardening. This course gives you the information you need to get started in the satisfying world of gardening. You will learn how

to choose and prepare containers, the basics of plant nutrition and feeding, and how to produce productive plants. You will also learn where to find the right plants for your containers, the various types of plants available, and how to protect them from pests, disease, and the elements.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1963-DL $99.00

Discover a Career as an Interior Designer

Interior design touches the lives of all of us in most aspects of life. At one time or another, almost everyone has been an interior designer or decorator on a limited scale when choosing a painting color or rug, when buying furniture for a new living or work space. Our Discover a Career as an Interior Designer course incorporates concepts used with design, color, textiles, flooring and lighting to give you a broad overview of the fundamental aspects of interior design. After taking this course, you will be able to understand the basic principles of interior design to both improve your life and set you in a new direction for your career!

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1928DL $99.00

DIY Dog Grooming

There are many reasons regularly grooming your dog is important. A few are changing climates, avoiding stinky, matted hair, and flea and tick control. Our DIY Dog Grooming course will explain the proper steps for professionally grooming your pets all from the comfort of your home. You'll be introduced to a number of grooming tools, techniques for bathing and trimming, and cleaning up after common problems, such as dirt and paint. We will also discuss how to use

items from your pantry such as essential oils and making your own dry shampoo and leave-in conditioners. This course will help improve your dog's quality of life by showing you safe, effective, and proper grooming techniques you can easily do from home on your schedule.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

2227-DL $99.00

Farm Animals and Their Health

Many people are returning to their roots these days and venturing into one of the oldest professions - farming - but on a smaller scale. Small scale farming is a viable source of side income as well as a great family food source. This course will provide you with resources and information needed to start raising, caring for and profiting from small animals and cattle. You will gain information about every aspect of raising farm animals, from selecting the right animals to harvesting and butchering.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1611-DL $99.00

Information Technology- Online Learning

Associate (200-301 CCNA) Part 1

This CCNA 200-301 Part 1 course prepares you for the exam associated with the Cisco Certified Network Associate certification.

This course provides the knowledge and skills required to successfully install, operate, and troubleshoot a small to medium size enterprise branch network. This course covers topics such as networking, switch management,

configuring IPv4 and IPv6 networks, LANs, VLANs, and more.

This course includes access to a hands-on Practice-Lab for 200-301, which will allow candidates to have training in the practical application of the course concepts without having to buy any additional software and will prepare them for success on the certification exam.
Prerequisite(s): Students should have keyboarding and computer skills, and be comfortable navigating the internet. Mentor Supported Online.
42-DL $750.00

Associate (CCNA) Interconnecting Networking Devices Part 2

This CCNA 200-105 Interconnecting Cisco Networking Devices Part 2 (ICND2) course prepares for the exam associated with the Cisco Certified Network Associate certification. This course provides the knowledge and skills required to successfully install, operate, and troubleshoot a small to medium size enterprise branch network. This course covers topics LAN Switching Technologies; IP Routing Technologies; WAN Technologies; ACLs; EIGRP for IPv4, and more.
This course includes access to a hands-on Practice-Lab for 200-105, which will allow candidates to have training in the practical application of the course concepts without having to buy any additional software and will prepare them for success on the certification exam.
Prerequisite(s): Cisco Certified Entry Networking Technician (CCENT) Interconnecting Networking Devices Part 1.
121-DL $999.00

Cisco Certified Network Associate (CCNA) Program

The widely respected IT certification programs available through Cisco Certifications bring valuable, measurable rewards to network professionals, their managers, and the organizations that employ them.
Cisco CCNA certification (Cisco Certified Network Associate) is a credential held by IT professionals who possess the ability to install, configure, troubleshoot and operate small to medium networks.
667-DL $1,999.00

CompTIA A+

We offer you the most effective way to earn your CompTIA A+ certification. CompTIA A+ is the starting point for a career in IT. The exam covers maintenance of PCs, mobile devices, laptops, operating systems and printers. Two exams are necessary to be certified: CompTIA A+ Essentials, exam code 220-901; and CompTIA A+ Practical Application, exam code 220-902. CompTIA A+ 220-901 covers the fundamentals of computer technology, installation and configuration of PCs, laptops and related hardware, and basic networking. CompTIA A+ 220-902 covers the skills required to install and configure PC operating systems, as well as configuring common features (e.g. network connectivity and email) for mobile operating systems Android and Apple iOS.

This course includes access to a hands-on Practice-Lab for 220-902, which will allow candidates to have training in the practical application of the course concepts without having to buy any additional software and will prepare them for success on the certification exam.
Prerequisite(s): Students should have basic keyboarding and computer skills, and be comfortable navigating.
137-DL $1,099.00

CompTIA Network +

The CompTIA Network+ certification is the sign of a qualified networking professional. Our course is designed to teach the CompTIA Network+ skills necessary to prepare for the N10-006 certification exam. CompTIA Network+ certification is vendor-neutral, validates technical competency in network technologies, installation and configuration, media and topologies, management, and security. CompTIA Network + is designed to ensure a common level of understanding for IT Professionals.

This course includes access to a hands-on Practice-Lab which will allow candidates to have training in the practical application of the course concepts without having to buy any additional software and will prepare them for success on the certification exam.
Prerequisite(s): We recommend candidates possess CompTIA A+ certification and networking experience. Students should have basic keyboarding and computer skills, and be comfortable navigating the internet.
141-DL $1,000.00

CompTIA Security+

CompTIA Security+ certification designates knowledgeable professionals in the field of security, one of the fastest-growing fields in IT. CompTIA Security+ is an international, vendor-neutral certification that demonstrates competency in Network Security, Compliance and Operational Security, Threats and Vulnerabilities, Application, Data and Host Security, Access Control and Identity Management Cryptography.

This course prepares for the Security+ certification exam SY0-401. Many corporations recommend or require the Security+ certification for their IT employees. Companies like Sun, IBM/Tivoli Software Group, Symantec,

Motorola and Olympus Security Group know the value of a Security+ certification and recommend or require it of their IT employees.

This course includes access to a hands-on Practice-Lab which will allow candidates to have training in the practical application of the course concepts without having to buy any additional software and will prepare them for success on the certification exam. Prerequisite(s): We recommend candidates possess CompTIA Network+ certification and two years of technical networking experience, with an emphasis on security.

144-DL $1,000.00

Cybersecurity

This course provides a comprehensive, trustworthy framework of practices for assuring information security. Students will learn how the various roles and functions within Cybersecurity practice can be combined and leveraged to produce a secure organization. Concepts will not be presented as stagnant theory; instead, they are interwoven in a real world "adventure" story that runs throughout. This approach grabs students' attention and assists them in visualizing the application of the content to real-world issues that they will face in their professional life. The content of the course is based on the Department of Homeland Security's Essential Body of Knowledge (EBK) for IT Security. Prerequisite(s): None

600-DL $999.00

OCA: Oracle Database 12c Administrator Certified Associate

The process of becoming Oracle Database certified broadens your knowledge and skills by exposing you to a wide array of important database features, functions and tasks. Our training course teaches you how to master the skills associated with

becoming Oracle (OCA) Certified. You'll become more valuable to your current and/or future potential employer. Earning this in demand certification will expand your job opportunities, support job stability and speed up your career. The Oracle Database 12c Administrator Certification ensures that as database professionals you have a strong foundation and expertise in the industry's most advanced database management system, Oracle 12c.

Our training course prepares you for Oracle's certification exams, 1Z0-061 and 1Z0-062. Your training will include topics such as how to install and maintain an Oracle database, cloud computing, how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques.

Students will also learn skills required for working with SQL, including how to use the advanced features of SQL in order to query and manipulate data within the database, control privileges at the object and system level, and use advanced querying and reporting techniques. Prerequisite(s): None

189-DL $1,000.00

Web Design

Understanding how to add a picture to a website is just one small component of web design. This comprehensive course introduces you to the basic fundamentals of HTML5 and CSS3 and how to use them to build a website from scratch. By using these powerful tools, you'll be able to control and master every aspect of the webpage. Throughout this course, you will learn how to configure color, text, accessibility structure and mobile viewing features. A variety of concepts are also presented, such as e-commerce,

web promotion strategies and web design elements. If you are new to the field of web design or simply just want to brush up on your skills, our Web Design course will provide you with essential knowledge to become a great Web Designer.

1926-DL $1,250.00

Brand Yourself with Social Media

Are you looking to demonstrate more value to customers or employers? By using today's hottest social media platforms you are able to build the powerful personal brand that gets you what you want.

In this class we will help you use social media to attract new business and grow your readership. From Facebook to Pinterest to video sharing, this class will teach you the techniques and ideas that are practical, easy, and effective for your brand. Networking and social media is a business tool that needs to be utilized, but do you know how to properly use it to fit your brand? We will teach you to choose todays best social media tools for your personal goals, make the most of Facebook, LinkedIn, and Twitter, build a personal brand campaign, and measure the success of your social media branding.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1372-DL $99.00

Social Media Marketing

Social media has created an opportunity for businesses everywhere to promote and grow with just a simple push of a button. Whether you consider yourself a social media novice or a seasoned veteran, this class will give you a solid foundation and understanding of what social media is and how you can use it to grow your business. You'll learn about the most popular social media platforms: Facebook, Twitter, LinkedIn, Pinterest,

and more, and study secrets for using them to promote your business. And finally, we explore techniques for measuring and tracking your social media success.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1374-DL $99.00

Medical Career Courses

Dental Office Assistant Specialist Program

Our Dental Office Assistant Specialist program will introduce students to all the latest information and skill practice needed to succeed in the paperless era while also getting up to speed quickly on Microsoft® Office.
952-DL $2,000.00

Discover a Career as a Dental Office Assistant

Working as a dental office assistant is an ideal method of finding employment in the professional setting of a dental office without spending the time or money to pursue a more in-depth education required of those working in the clinical side of the dental practice. As a dental office assistant, you often single-handedly manage the office side of the operation. Lacking the essential talents of a dental office assistant, a dental office would have to shut down, or at least sputter along at a less than efficient manner. There are several duties performed by a dental office assistant that make this employee so important to the overall operation of a dental clinic. First, the dental office assistant is the one who sets up patients appointments for the dental practice. Without these appointments, the dental office is without an income. The dental office assistant also welcomes patients to the practice and handles all of the paperwork, including dental insurance

forms. With some quality training and good organizational skills, you can easily handle all of these facets of a dental office assistant career. In larger dental facilities, many dental office assistants might be on the payroll, with each one handed a specific job. Hire on with a small general dental practice and your job is varied with several tasks required for your employment. Our course will share the interesting career of a dental office assistant.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1779-DL $99.00

Discover a Career as a Medical Coder

Are you interested in a career in the medical industry? This field is rapidly growing and there is high demand for individuals with knowledge of medical office operations, which includes diagnostic and procedural coding. Our Discover a Career as a Medical Coder provides an overview of essential coding concepts that are relevant in todayâ??s coding systems. We will cover the history of the medical coding profession and provide an introduction to HIPAA, CPT, ICD-9-CM, HCPCS and the transition to ICD-10-CM.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1863-DL $99.00

Discover a Career as a Veterinary Assistant

Becoming a Veterinary Assistant can be a rewarding career in which you have the potential to make a difference in the lives of animals and the people who love them. This course provides an overview of the history of veterinary medicine and the overall day to day operations in a hospital or clinic setting. You will be introduced to basic skills such as maintaining medical records, pet health care such as grooming and dental

practices, and potential diseases that affect animals. The field of veterinary medicine is constantly growing and the job outlook is increasing. By taking our course, you will gain valuable knowledge about the field and its many opportunities!

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1613-DL $99.00

Clinical Medical Assisting

The Clinical Medical Assisting Profession the Clinical Medical Assisting program is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities.

The purpose of the Clinical Medical Assisting program is to prepare students to assist physicians by performing functions related to the clinical aspects of a medical office. This course covers the following key areas and topics:

Clinical responsibilities of the medical office:
* Assisting the physician with patient related care ;
* Preparing patients for examination and treatment, routine procedures and diagnostic testing;
* HIPAA, patient confidentiality, legal aspects of healthcare and regulatory patient care issues;
* Recording and taking of vital signs, blood pressure, and other patient care items related to the physician office visit;

- Review and administration of medications, allergies and other pharmacology related items;
- Laboratory procedures, phlebotomy and the proper techniques required to collect specimens for laboratory analysis;
- Cardiology and the proper placement of leads when taking a 12 lead EKG Education and Certification;
- Clinical Medical Assistants should have or be pursuing a high school diploma or GED;
- Students who complete this comprehensive course would be prepared to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national certification examination.

In addition to facilitating entry-level clinical medical assisting related positions, this course is ideal for students interested in pursuing a future formal Certified Medical Assistant (CMA), Nursing (LPN) or a Nursing (RN) program.

Detailed Course Topics Covered:
Responsibilities of the clinical medical assistant and introduction to healthcare facilities:

- Medical terminology, anatomy and physiology, circulation of the heart and blood vessels;
- Care & safety of patients, medical & legal aspects of care, confidentiality and HIPAA;
- Effective verbal and non-verbal communication, interpersonal skills and human behavior;
- Aseptic techniques, infection prevention, universal precautions, proper use and disposal of biohazards and sharps;
- Documenting patient medical histories, updating patient medical files, vital signs and documentation;
- Appling sterile dressings, preparing patients for x-rays, performing various injections, administering oral medications, instructing patients on the proper usage of medications;

- Phlebotomy, venipunctures and capillary sampling, collecting specimens and point of care testing;
- Performing 12 lead EKGs and EKG strip analysis (P,Q,R,S,T wave form)

Teacher Online
CCI-CMA- $2,499.00

Human Anatomy

Our Human Anatomy course provides necessary background information which is essential for students to assimilate anatomy information. Our course is useful for increasing not only an intellectual understanding of anatomy but also self-awareness of the body in action. For most people, anatomy can be somewhat intimidating, but this beginning level course will help you sort through fascinating facts about the human body in a straightforward, easy to comprehend manner.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1823-DL $99.00

Medical Office Assistant

Would you like to know more about the role of medical assistants? Are you interested in what medical assistant duties involve? Also known as a medical administrative assistant or medical assistants, a medical office assistant performs a wide range of duties that are imperative to the smooth operation of a variety of medical offices. Medical office assistant duties can include updating patient files, filling out insurance forms, coordinating laboratory services, answering phones, ordering and maintaining medical supplies and equipment, and more. As the healthcare industry continues to expand, so does the need for medical office assistants. Many doctor's offices have come to rely on the work of a medical administrative assistant who performs a number of important medical office assistant duties.

Prerequisite(s): None
167-DL $1,500.00

Medical Terminology

Medical terms can be complex, confusing and difficult to memorize. By understanding the origins of the words and their building blocks - such as roots, prefixes and suffixes, the terminology will make sense and be easier to use in everyday settings such as doctor's offices, labs, pharmacies, hospitals and clinics. This course is structured to help you break down commonly used terms and understand how medical terminology relates to body parts, diseases and procedures.

Quickly master the basics of medical terminology and begin speaking and writing terms almost immediately! This course omits time-consuming, nonessential information and helps you build a working medical vocabulary of the most frequently encountered suffixes, prefixes, and word roots. Medical terms are introduced in the context of human anatomy and physiology to help you understand exactly what they mean, and case studies, vignettes, and activities demonstrate how medical terms are used in practice.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
Prerequisite(s): None
168-DL $900.00

Veterinary Assistant

Veterinary Assistant training can help you make a difference in the lives of animals and the people who love them. Our course prepares you for a rewarding career working as a veterinary assistant in a veterinary hospital, animal shelter, zoo, university or other environment that requires a background in animal sciences. This course provides a well-rounded, complete approach to learning the skills required in the field of veterinary assisting. The course begins with basic skills such as veterinary medical terminology and office procedures, and progresses to more advanced skills such as nursing care and

radiology. There are sections covering companion animals, large animals, and exotic animals. Clinical scenarios are provided in this course to help demonstrate application of the skills to real world practice.
NOTE: This program DOES NOT License, Certify, or Register Veterinary Technicians in any state through the Board of Veterinary Medical Examiners.
Prerequisite(s): None

197-DL $1,400.00

Veterinary Medical Terminology

Veterinary Medical Terminology provides a visual approach to learning medical terms and understanding the basics of veterinary medicine. A systematic process of breaking down medical terms into their component parts allows readers to comprehend the root medical concepts and apply critical thinking skills when faced with new and unfamiliar medical terminology. Case studies exemplify how medical terminology would be experienced in an actual veterinary practice. The software provided with this course makes review of the concepts fun through the use of interactive games and audio pronunciation of the terms.
Prerequisite(s): None
198-DL $1,200.00

Veterinary Office Assistant

Are you ready to make a difference in the lives of animals and the people who love them while working as a Veterinary Office Assistant in a veterinary hospital, animal shelter, zoo or university? The Veterinary Office Assistant handles daily administrative duties of the veterinary team. This course outlines step-by-step instructions for completing daily tasks such as scheduling appointments, billing and accounting, communicating effectively and compassionately with clients, managing medical records, budgeting, marketing, managing

inventory and using outside diagnostic laboratory services.
NOTE: This program DOES NOT License, Certify, or Register Veterinary Technicians in any state through the Board of Veterinary Medical Examiners.
Prerequisite(s): None

199-DL $1,000.00

Personal Development-Online learning

Basic Survival Skills

Are you prepared for nuclear missiles, new weather patterns, a breakdown in government, and the unknown? What will you do if the lights never come back on? What if there is no help coming. . . ever? Are you concerned about how you would keep your family alive and safe after society has collapsed? Our Basic Survival Skills course will give ideas and share secrets to surviving weeks, months, and even years after a disaster.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1802-DL $99.00

Beginning Writers Workshop

If you have always wanted to write a novel but you have no idea how to begin the process, then "Beginning Writers Workshop" is created just for you. In this course, we cover all the basics you need to get started on producing your own book. You will be introduced to the fundamentals of creating the right plot, settings, scenes and developing characters. This course also helps to guide you through the tricky parts of writing: points of view and dialogue. So, if you are ready for the exciting challenge of writing your own novel, turn the page and let's begin our journey!
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1929-DL $99.00

Better Interpersonal Communication

Interpersonal Communication is a very important skill that is needed to develop and maintain personal and professional relationships. Just because you are talking does not mean you are communicating. This course will take you through the steps involved in understanding the importance of interpersonal communication and the effect on our daily interactions.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1286-DL $99.00

Creativity Training for Writers

Have you ever faced writers block? Transforming your visions onto paper doesn't have to be difficult. Our "Creativity Training for Writers" course gives you the knowledge and tools to help unleash your creative side. We will discuss ways for breaking through writer's block and methods for jumpstarting creativity. The basics of writing essays, memoirs, short stories and books and ways to get your name out there to publishers, magazines, and writers groups are covered. Whether you are hoping to write a short story or a novel, "Creativity Training for Writers" will help you live the creative life you crave through the medium of writing.
Teacher Online
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1907-DL $99.00

Effective Business Writing

Writing is performed every day in the business world but, unfortunately, not everyone is good at business writing. Throughout this course, you will discover simple solutions to your

business writing dilemmas. Business communication needs to be simple and direct. The same should be true for business writing. Effective Business Writing reviews simple layout ideas, elements of basic sentence structure and common grammar and spelling mistakes. These lessons will explore ways to beat the evil procrastination bug and how to hit business deadlines consistently. You will learn how to craft top notch business letters, emails, reports and speeches and you'll explore strategies for keeping up with changes in technology. If you want to get ahead in today's business world, you have to stand out. A good way to place yourself above the rest is to improve your business writing skills and set the pace within your workplace for effectiveness and excellence. Use some of the skills outlined in this book to improve your business writing and you will boost your job performance. Then who knows what possibilities await you. Teacher Online
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1906-DL $99.00

Email Etiquette: Netiquette

E-mail is one of the greatest inventions of our lifetime phenomenally affecting the way we communicate. Reading, writing and managing e-mail is taking up an increasing amount of our time. But are we using it right? This course helps you learn the best way to create and use e-mail. Be it a thank you note, a meeting reminder, a proposal or a sales pitch, a well-written message that looks and sounds professional will make it easier for people to want to do business with you. It will help people feel good about communicating with you and help you achieve the right results.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1287-DL $99.00

Emotional Intelligence in the Workplace

Emotional intelligence provides a road map for us to know whether we are on the right track in our personal and professional lives. Emotional intelligence is our guide for how we relate to others, and it can determine our success in managing conflict and finding our passion in life and work. This course will provide both an overview of emotional intelligence, as well as provide a guide for how to address the issues creating conflict in your personal and professional life and the tools to face those challenges and find success.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1288-DL $99.00

Fundamentals of Technical Writing

If you enjoy writing and love a challenge, technical writing just might be a career for you. Our Fundamentals of Technical Writing course exposes you to all aspects of this form of writing, including how to translate technical documents into everyday language that people will understand. Technical writing requires writing, editing, and rewriting since clear writing is often the product of several revisions. We cover the basics of drafting documents, becoming a master of a particular subject matter, different writing habits, and tools of the trade, including image and publishing software. So get ready to turn the page and starting learning more about the interesting field of technical writing.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1962-DL $99.00

Grant Writing 101

Grant Writing is at the heart of the nonprofit world, and Grant Writers remain in high demand. Philanthropy has remained strong in the United States. From large funders such as Bill and Melinda Gates to small funders, Grant Writers seek to secure funds for individuals. The Grant Writer provides a crucial connection between the person seeking grants and funders. Our course will allow students to gain a full understanding of grant writing from identifying potential grant seekers needing someone to write their grants to finding funders and building your own grant writing business. Basic grant writing is a critical skill for anyone seeking a position in a nonprofit organization or as a freelance grant writer. This course will provide our students with skills they can put to use immediately in their current grant writing position or to build a new career.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1311-DL $99.00

Magazine Writing

Wouldn't you be thrilled to see your name in print on the byline of a magazine article? This course will give your dreams a foundation with suggestions on how to think up, research, create, and sell a magazine article. Students of this course also receive ideas on how to develop the craft of writing articles into a once-in-a-lifetime experience, part-time work, or a full-time occupation, according to the route that best fits your present and future schedule.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1894-DL $99.00

Relaxation and Stress Reduction

Have you ever felt like fear, stress, or anxiety have overcome your life? The first step is to identify what triggers and stressors impact your life and then incorporate steps to stop the self-

defeating behaviors. Our Relaxation and Stress Reduction course will help you identify sources of stress, your associated symptoms, and techniques that will help your specific situation. This course covers relaxation training, such as self-hypnosis, autogenic, meditation, and breathing. We will teach you how to manage your stress to create a healthy work-life balance by using appropriate and effective coping skills. Take control of your life today!

2184-DL $99.00

Security and Strategies for Counteracting the Mass Shooter Threat

Sadly, mass shootings are affecting our country more and more every day. Violence isn't limited to any specific economic area, state or building. Our most sacred places such as schools, churches, and the workplace are targets of violence that we are hearing about too often. This class will look at past tragedies and use what we have learned to discuss topics such as: knowing the signs, special security situations, triage for the wounded, and what to do after.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

2262-DL $99.00

Write Better

Our students taking this course will learn strategies for improving their informational writing, as well as improving upon their creative work. The course provides instruction on writing accurate and clear business letters, memos, and reports. Topics will cover mechanics such as sentence structure, punctuation, and how to avoid wordiness in informational writing. Students will also learn how to enhance their creative writing by building character and plot, among many other things.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1399-DL $99.00

Writing Books for Children

How many children open their closet doors expecting to find Narnia, or The Beasts from Maurice Sendak, Where the Wild Things Are? This course explores a variety of books for children and young adults to identify the cornerstone of the classics good story telling. This course illustrates for aspiring authors what it takes to write, edit, and publish your books for children.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1862-DL $99.00

Writing Essentials

A successful writer once said, "The art of writing is the art of applying the seat of the pants to the seat of the chair." Most likely, you won't be able to find a more accurate description of this discipline. Writers need to write, write, write! They can work on perfecting their creation in the rewriting process. Writing takes time, time essential for researching a topic, getting to know the audience, developing a theme and generating an outline. Time is required to formulate a first draft and vital for editing and rewriting the initial draft into final form. Throughout this course you will discover how to engage in writing that inspires readers and moves others in a meaningful way.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1893-DL $99.00

Sports & Leisure

Jewelry Making and Beading

Learning to make your own beautiful beaded necklaces, earrings, bracelets and rings is fun and easy with our Jewelry Making and Beading course. Jewelry making and beading is a great craft for anyone because it's an easy and inexpensive hobby to explore. All you need are a few basic tools, beading wire, and a handful of pretty beads to create your own handmade jewelry. Our course provides you with an overview of jewelry design concepts and techniques as well as how to properly use jewelry making tools. Who doesn't love a handcrafted piece of jewelry to wear or share?

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1778-DL $99.00

The Art of Photographing Nature

Learn to see nature in a new way! The "Art of Photographing Nature" course will focus on teaching our students the art of composing beautiful photographs of nature. We will cover classic concepts of composition including isolating the subject, framing, perspective, color, design, and light and advanced creative options like depth of field, shutter speed, and the use of filters that will create more visual interest in your nature photographs.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.

1383-DL $99.00

Unforgettable Digital Photography

Our "Unforgettable Digital Photograph" course does not focus on the technical aspects of becoming a better photographer but instead teaches the student how to see life creatively and to document their daily experiences through beautiful images. For this photography course there is no fancy equipment required, and we will explore the six essential principles of seeing like a photographer as outlined the course textbook:

1) Shoot the Moment, Not the Subject;
2) Keep It Real;
3) Embrace Intimacy;
4) Move Your Eye;
5) See The Light;
6) Feel the Rhythm

You will complete this course with an understanding of what it means to be a visual storyteller and have four series of photographs that will illustrate the beauty in your daily life and inspire you to continue taking meaningful and stunning photographs.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1386-DL $99.00

Teaching &Education- Online Learning

A Parent's Guide to Adolescents
Why do they act that way? That is the question all parents of teenagers have asked themselves at one time or another. Understanding those not children, but not yet adult humans that take over the house is no easy feat. They have bad manners, contempt for authority, disrespect for elders, and spend all their time sleeping and playing video games. This course addresses what modern teens face today and delves into physiological and psychological issues that turn our loving kids into surely teenagers.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1396-DL $99.00

Childhood Language Development
Children with speech, language, or listening problems can look forward to less frustration, self-doubt, and misplaced blame for their limitations if they are properly diagnosed and treated and if their family is informed and supportive. If you suspect or have been told that your child has as a speech, language, or listening problem, our course will give you a deeper understanding of the diagnoses and how to offer help for your child. Armed with knowledge, you are in a better position to help make your child's life more fulfilling and far less challenging.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1389-DL $99.00

Classroom Management Secrets
Taking our Classroom Management Secrets course will give participants practical advice and step-by-step instructions for devising a classroom management plan that motivates their students to want to behave in the classroom. Among many things, topics will cover important information on how to handle difficult students, how to fuel intrinsic motivation, how to teach routines, and how to be a calmer, more effective teacher.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1392-DL $99.00

Creating Safe Classroom Environments
As an educator, you work to make sure your students are in a physically safe classroom environment, but what about socially and emotionally? It is extremely important for students to feel valued, that their social identity and cultures are accepted, and that they are welcomed members of the classroom. Our Creating Safe Classroom Environments course helps educators gain the knowledge for building positive, trustworthy, and challenging curriculum and environments that allow students to flourish. These practices help to empower students to take charge of their own learning and goals.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
2273-DL $99.00

Discover a Career as a Teaching Assistant
Our Discover a Career as a Teaching Assistant courses provides a comprehensive overview of this rewarding career in the education field. Our course covers the various ways paraprofessionals support the overall development of the child and it also introduces effective instructional strategies and behavior management techniques. Understanding ways paraprofessionals support the classroom, academically and emotionally, will help define how vital this profession is.
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1689-DL $99.00

Homeschooling Gifted Children
Are you interested in homeschooling your gifted child? Does homeschooling seem like a daunting task? Unsure of where to begin or what style of learning to follow? Our Homeschooling Gifted Children course dives into every aspect of learning and what it takes to help your child succeed. We discuss how to choose appropriate curriculum, how to individualize instruction, how to properly integrate technology, and how to foster socialization. We provide information, resources, and tools to help foster learning, build confidence, and help you and your child succeed!
* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
2385-DL $99.00

Improve Your Grammar and Punctuation
Feel a little rusty with your grammar skills? Take our Improve Your Grammar and Punctuation course! Students taking this course will benefit from a review of English grammar, punctuation, and capitalization rules. Other topics covered include how to construct sentences and paragraphs that flow gracefully and we will provide clarification to some of the English

language's most confusing and confounding words. The practical nature of this course will provide students of all ages with the skills and knowledge they need to succeed in the workplace or to improve their writing skills for other purposes.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1909-DL $99.00

Rookie Teacher Survival Guide

New teachers in the world of early childhood education can easily become overwhelmed by lesson plans, behavior management, and children's individual needs. This course provides an overview of proper reflective teaching practices, tools to reflect on lesson plan activities, and suggestions for monitoring and encouraging student achievement. Having the right tools as a new teacher provides valuable insight into the world of early education and its many challenges and rewards!

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1606-DL $99.00

Teaching Adults

The way you teach is as important as what you teach. If you are interested in working with adult learners, our course will provide you with a better understanding of what it takes to aid in the education of working professional adult students. Today, teaching requires more creativity and understanding. Instructors need to be aware of the diversity of adult learners and instructors must retain a greater depth of skills than ever before. In this course, you will learn how to use the most current methods in adult learning to give you the confidence you need to succeed and overcome the challenges that accompanies the adult learner.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1393-DL $99.00

Teaching Children with ADHD

Children are all different, with unique strengths and weaknesses. Educators and parents must remember that when working with children with Attention Deficit Hyperactivity Disorder (ADHD). Our Teaching Children with ADHD course discusses the basic structure of ADHD and various executive functions. We describe how to properly communicate with children and how to address challenging behaviors. We also explore how to help children set achievable goals and gain perseverance.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
2387-DL $99.00

Teaching Gifted Learners

To meet the needs of every gifted student, differentiating curriculum is not an option, it's a necessity! Our "Teaching Gifted Learners" course demystifies challenges that teachers may face when creating curriculum for the gifted learner. By taking this course, you'll be able to identify gifted students and recognize how to implement research-supported strategies in the classroom. We will target the three components of differentiation context, process, and product. Not all gifted students are alike and that's why differentiating curriculum is so important.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
2252-DL $99.00

Teaching the Struggling Reader

Everyone who reads written language employs reading strategies. When teaching students to read, you are showing learners the kinds of reading decisions that proficient readers make rapidly and automatically to understand the text. When readers use these strategies often enough in a conscious and deliberate way, at some point, the practices become unconscious skills that they apply automatically whenever they read. This course focuses on practical "how-to" instructions to practice while helping students gain a greater understanding of what they are reading. Our Teaching the Struggling Reader course provides strategies for teachers and parents to use to help give their young readers the confidence they need to gain a love of reading!

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1394-DL $99.00

The Flipped Classroom

Are you ready to flip your classroom? Thinking about using a less than traditional method of teaching in your class? After learning about the history of the flipped classroom, you will look at how the roles and expectations of students and teachers change when using this model. No longer are students using textbooks and sitting in rows with a chalkboard. Today's generation is using the Internet and technology to approach learning. Teachers are facilitators and encourage learning through interacting with the students, not lecturing. "The Flipped Classroom" course will give you strategies and tips to effectively implement the model into your class.

* You have 4 weeks to complete this course from date of your enrollment.
** Course Subject to Change.
1395-DL $99.00

TOEFL Exam Preparation

The TOEFL test gives test takers the opportunity to prove they can communicate ideas effectively and measures how well test takers use English. Our TOEFL Test Preparation course is packed with everything you need to succeed. We show you exactly what to expect on the test, tell you precisely how the test is scored and give you hundreds of authentic test questions for practice. Prerequisite(s): None
95-DL $250.00

Trade & Vocational Skills

Animal Grooming Specialist

This amazing new program is for all animal lovers. Whether you are looking to start a pet grooming business or want to learn to take care of your own furry family members, this program is for you. You will start by learning the correct medical terminology for animals which will allow you to understand animal's anatomy, physiology, and how to best care for pets.
2233-DL $1,620.00

HVAC/R Technician 1: Fundamentals & Refrigeration

Our HVAC/R Technician 1: Fundamentals & Refrigeration course has a clear-cut vision of necessary knowledge to gain employment in the HVAC/R industry. This HVAC/R Technician course provides comprehensive coverage of the fundamentals of the HVAC/R industry and refrigeration systems. Our HVAC/R Technician course delivers fundamental concepts, the most current trends, and practical applications with simple language and skillfully presented concepts. This course is everything a student needs to know to install, service, and maintain HVAC/R systems.
221-DL $1,200.00

HVAC/R Technician 2: Air Conditioning & Heating Systems

Our HVAC/R Technician 2: Air Conditioning & Heating course has a clear-cut vision of necessary knowledge to gain employment in the HVAC/R industry. This HVAC/R Technician course provides comprehensive coverage of air conditioning and heating systems. Our HVAC/R Technician course delivers fundamental concepts, the most current trends, and practical applications with simple language and skillfully presented concepts. This course is everything a student needs to know to install, service, and maintain air conditioning and heating systems.
1985-DL $1,150.00

HVAC/R Technician 3: System Design, Installation, and Maintenance

Our HVAC/R Technician: System Design, Installation, and Maintenance course has a clear-cut vision of necessary knowledge to gain employment in the HVAC/R industry. This HVAC/R Technician course provides comprehensive coverage of HVACR system design, installation, and maintenance. Our HVAC/R Technician course delivers fundamental concepts, the most current trends, and practical applications with simple language and skillfully presented concepts. This course is everything a student needs to know to install, service, and maintain air conditioning, heating, and refrigeration systems.
1986-DL $1,150.00

Medical Career Courses

(provider-Health Ed Today)

Tri-County's Adult Education department currently offers access to several medical career courses in an online format. These classes are offered in conjunction with CCI, a leader in the medical training and online education fields. Classwork is done on your schedule from your computer via the internet. These courses are highly interactive and provide students with an enriched learning experience. Each course was developed to ensure that students gain the necessary skills to excel in a professional healthcare environment. Additionally, these programs include access to an online community with interactive content and robust student services.

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- *24X7 instructor support and course mentoring;*
- *Online healthcare content that supplements each course;*
- *Student and instructor collaboration*
- *Engaging labs, student exercises and course videos;*
- *Additional labs and animated simulations;*
- *Student pre and post assessments and online performance tracking;*
- *National and state certification opportunities;*
- *A secure Student Portal which includes: career guidance, resume writing and other career resources;*
- *Other online tools that will enrich each students experience.* **Note***: The student tuition amount includes all textbooks, workbooks and related course material.*

Clinical Medical Assisting

The Clinical Medical Assisting Profession The Clinical Medical Assisting program is designed to prepare

students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities.

The purpose of the Clinical Medical Assisting program is to prepare students to assist physicians by performing functions related to the clinical aspects of a medical office. This course covers the following key areas and topics:

- Clinical responsibilities of the medical office – assisting the physician with patient related care;
- Preparing patients for examination and treatment, routine procedures and diagnostic testing;
- HIPAA, patient confidentiality, legal aspects of healthcare and regulatory patient care issues;
- Recording and taking of vital signs, blood pressure, and other patient care items related to the physician office visit• Review and administration of medications, allergies and other pharmacology related items;
- Laboratory procedures, phlebotomy and the proper techniques required to collect specimens for laboratory analysis• Cardiology and the proper placement of leads when taking a 12 lead EKG.

Education and Certification

- Clinical Medical Assistants should have or be pursuing a high school diploma or GED;
- Students who complete this comprehensive course would be prepared to sit for the National Healthcareer Association (NHA);
- Certified Clinical Medical Assistant (CCMA) national certification examination.

In addition to facilitating entry-level clinical medical assisting related positions, this course is ideal for students interested in pursuing a future formal Certified Medical Assistant (CMA), Nursing (LPN) or a Nursing (RN) program.

Detailed Course Topics Covered:

- Responsibilities of the clinical medical assistant and introduction to healthcare facilities;
- Medical terminology, anatomy and physiology, circulation of the heart and blood vessels;
- Care & safety of patients, medical & legal aspects of care, confidentiality and HIPAA;
- Effective verbal and non-verbal communication, interpersonal skills and human behavior;
- Aseptic techniques, infection prevention, universal precautions, proper use and disposal of biohazards and sharps;
- Documenting patient medical histories, updating patient medical files, vital signs and documentation;
- Appling sterile dressings, preparing patients for x-rays, performing various injections, administering oral medications, instructing patients on the proper usage of medications• Phlebotomy, venipunctures and capillary sampling, collecting specimens and point of care testing.
- Performing 12 lead EKGs and EKG strip analysis (P,Q,R,S,T wave form).

Teacher Online
CCI-CMA-F15 $2,499

Dialysis Technician Program

As kidney failure continues to be a growing national health problem, kidney disease is driving the growing demand for well-trained dialysis technicians. Dialysis technicians are employed in hospitals, outpatient clinics, and other medical facilities. The number of dialysis technician jobs has the potential to increase by more than 35% by 2018. While most technician training has historically been done "on-the-job", today's healthcare employers are seeking well-trained technicians who possess the necessary knowledge and skills to fill this growing number of positions.

This Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of dialysis technicians.

This course covers the following key areas and topics:

- Specific procedures to operate kidney dialysis machines;
- Preparation of the dialyzer, reprocessing and delivery systems;
- Equipment maintenance• Skills to monitor and record a patient's vital signs;
- The process for a dialysis teams' administration of local anesthetics and drugs as needed;
- Assessment of patients for any complications that occur during a procedure;
- Patient training for at-home dialysis treatment and techniques to provide emotional support patients need for self-care, Education and Certifications.

Dialysis technicians should have or be pursuing a high school diploma or GED. This program is designed to cover the key objectives of the leading dialysis technician certification exams. Although some students do immediately pursue certain certifications, most national exams require job experience for formal dialysis technician certification. Detailed Course Topics Covered:

- Knowledge and use of aseptic techniques and standard precautions;
- Renal physiology and the pathology of renal failure;
- How to perform and record physical measurements including weight and vital signs;
- Principles of hemodialysis and hematological aspects;
- Dialyzer reuse preparation, dialysate, and delivery systems;
- Basic body chemistry including fluid and electrolyte balance;
- Clinical manifestations of end-stage renal disease;
- Routine aspects of hemodialysis;
- Dietary regulation and medication problems relating to dialysis;
- Acute renal failure and dialysis• Kidney transplantation;
- Peritoneal dialysis;

- Diabetes and hemodialysis;
- Pediatric hemodialysis;
- End-stage renal disease in the elderly;
- Composition of dialysate solution;
- Anticoagulation and heparin administration;
- Handling of hazardous materials.

Teacher Online
CCI-DTP-Online $1,299.00

ECG/EKG Course for Nurses

A valuable resource for nurses to learn the fundamentals of reading and interpreting ECGs, this course includes nine instructional modules with quizzes, ten exercises to practice reading and interpreting ECG strips, and a comprehensive course exam. The course covers the following key areas and topics:
- Cardiac anatomy and physiology;• Electrical basis of ECGs;
- Sinus dysrhythmias;
- Atrial dysrhythmias;
- Junctional dysrhythmias;
- Cardiac conduction block dysrhythmias;
- Ventricular dysrhythmias;
- Changes associated with myocardial ischemia and necrosis;
- ECG changes associated with artificial pacemakers.

Teacher Online
CCI-ECG-Online $699.00

EKG Technician Program

The EKG Technician Profession EKG technicians are in demand! EKG technicians work in physician's offices, hospitals, clinics, and other healthcare facilities and organizations. EKG technicians also work for insurance companies to provide data for health and life insurance policies. Similar to other growing healthcare professions, the demand for EKG technicians is expected to continue to grow substantially. Approximately 25% more EKG technician jobs will be available by the year 2018.

This EKG Technician program prepares students to function as EKG technicians.

This course covers the following key areas and topics:
- Detailed anatomy and physiology of the heart;
- Medical disease processes and terminology;
- Medical ethics and legal aspects of patient contact;
- Electrocardiography and echocardiography;
- An introduction to the components, function, and proper use of the EKG machine;
- The normal anatomy of the chest wall for proper lead placement;
- 12-lead placement and other practices Education and Certification;
- EKG Technicians should have or be pursuing a high school diploma or GED.

There are several EKG technician national certification exams that are available to students.

Detailed Course Topics Covered:
- Role of the EKG technician:
- Function of the EKG department in a variety of settings (hospital, clinic, office, mobile service);
- Medical terminology related to electrocardiography;
- Care and safety of patients including medical and legal aspects of patient care;
- Anatomy and physiology of the cardiovascular system;
- Electrophysiology, the conduction system of the heart, and the cardiac cycle;
- Circulation of blood through the heart and vessels;
- Lead placement for 12-lead electrocardiography;
- Basic EKG interpretation of normal rhythms and arrhythmias
- EKG troubleshooting including recognizing artifacts;
- Waves and measurements;
- EKG strip analysis (P,Q,R,S,T wave-form interpretation);
- Identification of rhythms using the 12-lead EKG• Pacemakers;
- Holter monitoring and the echocardiogram.

Teacher Online
CCI-EKG-Online $1,299.00

The Electronic Health Record Management Profession

Access to health information is changing the ways doctors care for patients. With the nation's healthcare system moving to the electronic medical record, numerous employment opportunities exist for medical assistants, health information systems staff, patient registration professionals and other related positions. Healthcare professionals with the ability to understand, update and maintain the electronic health record are in great demand.

The Electronic Health Record (EH R) Management program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record. This course covers the following key areas and topics:
- Importance of the medical record as a legal document;
- The effect of confidential communication laws on the release of medical information and HIPAA;
- Provides a "real life" EH R experience using Medcin software to perform health information tasks;
- Shills required to use and EH R to manage patient visit information including the examination, assessment notes and treatment plans;
- Importance of data accuracy, consistency, completeness, and security of information;
- Basic code set principles and their applications with an emphasis on the ambulatory/outpatient setting and an introduction to inpatient medical records. Education and Certification; Electronic Health Records Management professionals should have or be pursuing a high school diploma or GED.

Students who complete this comprehensive course would be prepared to sit for the National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam.

Detailed Course Topics Covered:

- Overview of various healthcare delivery systems with an emphasis on content and documentation requirements of the health record in various healthcare settings;
- Designed to provide students with "real life" computer experience using Medicine software and performing tasks in health information departments. Tasks include admission procedures, information retention and retrieval, data entry, chart assembly, data collection, abstracting, code sets, and the release of information;
- Structural components of the interactive EH R and how it supports communication and continuity of care including clinical standards such as
- SNOWMED CT, LOINC, and UMLS;
- Perspective on how the EH R impacts work and workflow;
- Importance of the medical record as a legal document and the effect of confidential communication laws on the release of medical information such as protected health information and HIPAA;
- The legal procedures involved in court disclosure of medical records;
- Tasks include admission procedures, information retention and retrieval, data entry, chart assembly, data collection, code sets, and the release of information.

Teacher Online
CCI-EHR-Online $1,299.00

HET Phlebotomy Technician

The phlebotomist is a vital member of the clinical laboratory team, whose main function is to obtain patient's blood specimens by venipuncture and micro collection for testing purposes. Phlebotomists are employed throughout the healthcare system including in hospitals, neighborhood health centers, medical group practices, HMO's, public health facilities, veteran hospitals, insurance carriers, and in other healthcare settings. The demand for phlebotomy technicians has increased substantially with the overall complexity of healthcare services and the risks of infectious disease. Current healthcare industry experts predict a 15% increase in phlebotomy jobs by 2018.

The Phlebotomy Technician Program prepares professionals to collect blood and other specimens from clients for the purpose of laboratory analysis. This course covers the following key areas and topics:

- Process and procedures for collecting blood specimens for laboratory analysis; All aspects of blood collection and related procedures;
- The order of draw;
- Universal precautions;
- Skills to perform venipunctures completely and safely;
- Terminology and related anatomy and physiology Education and Certification;
- Students should have or be pursuing a high school diploma or GED.

Several state and national certification exams exist to test the competency of aspiring phlebotomy technicians.

Detailed Course Topics Covered:

- The history of phlebotomy and the healthcare setting;
- Quality assurance and legal issues Infection control, safety, first aid, and personal wellness;
- Universal precautions including safety protocols and infection control;
- Laboratory operations (e.g. safety, quality control);
- Blood banks and blood typing, lab departments and personnel;
- Medical terminology and laboratory theory;
- Human anatomy and physiology of the circulatory system;
- Specimen collection, processing, and handling;
- Blood collection equipment, additives, and order of draw;
- Venipuncture specimen collection procedures;
- Capillary puncture equipment and procedures;
- Special collections and point-of-care testing•
- Arterial puncture procedures;
- Non-blood specimens and tests;
- Pediatric and geriatric blood collection;
- Blood and blood composition, blood tubes, coagulation, venipuncture protocols, etc.;
- Heel puncture, protocol, practice, and syringe draws;
- Respiratory, pneumonia and TB isolation protocol;
- Laboratory skills and simulated/animated labs

*This is an online course. Please call the Adult Education to learn how to enroll.
CCI-PHL-Online $1,299.00

The Medical Administrative Assistant

Medical administrative assistants primarily work in doctor's offices, clinics, outpatient settings, hospitals, and other healthcare settings. Medical administrative assistants, medical secretaries, and medical records clerks are all positions in great demand. The growth and the complexity of the U.S. healthcare system have resulted in a substantial increase in the need for qualified medical administrative assistants.

Employment of a medical assistant is expected to grow an impressive 34% by 2018.

This program prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. It provides students a well-rounded introduction to medical administration that delivers the skills students require to obtain an administrative medical assistant position or advance within their current healthcare career. This course covers the following key areas and topics:

- History and background of the medical assisting profession;
- Interpersonal skills, medical ethics, and basic medical law;

- Telephone techniques and skills for scheduling appointments;
- Medical terminology;
- Basics of insurance billing and coding;
- Medical records management and management of practice finances;

Education and Certification:
- Medical administrative assistants should have or be pursuing a high school diploma or GED.

Several national certification options are available to student who complete this course. Detailed Course Topics Covered:
- An overview of the healthcare industry and expectations for a healthcare professional.
- Role of the medical administrative assistant;
- History of medicine, medicine and the law, medical malpractice, medical ethics, and medical practice specialties;
- Ethical and legal issues, fraud abuse, and compliance;
- Office and patient communication techniques, appointment scheduling and general office duties;
- Technology in the healthcare environment;
- Basic terminology used in the medical office;
- Medical records management, confidentiality of the medical record, initiating a medical record for a new client and filing reports in the medical record;
- HIPAA review and patient bill of rights and confidentiality;
- Financial and practice management• Health insurance coverage, and billing and coding procedures;
- Professional fees, billing and collecting procedures, accounting systems and credit arrangements;
- Medical accounting, financial statements, cost analysis, and budgets for the medical practice;
- Specimen collection, laboratory safety and federal and state regulations;
- Assisting with medical emergencies;
- Career development.

Teacher Online
CCI-MAA-Online $1,299.00

The Medical Billing & Coding

Medical billing and coding is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. The medical industry will have almost 50% more jobs available by 2018; therefore, a surplus of medical facilities will continue to hire candidates who specialize in medical billing and coding.

This billing and coding program delivers the skills students need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. With the transition to ICD-10, effective as of October 1, 2015, this course will also provide training in:
- ICD-10-CM. This course covers the following key areas and topics: An overview of healthcare & insurance industry;
- The organization and use of the ICD-9-CM, ICD-10-CM, CPT, and HCPCS manuals to identify correct codes;
- Detailed review and practice using the alphabetic index and tabular list of the ICD-9-CM, ICD-10-CM, and practice coding examples within the CPT;
- Basic claims processes for medical insurance and third-party reimbursements;
- Completing common insurance forms, tracing delinquent claims, and appealing denied claims.

ICD-10-CM Overview - Education & Certification
- Students should have or be pursuing a high school diploma or GED.
- Numerous national certification exams are available for students who complete this course including American Academy of Professional Coders (AAPC), American Health Information Association (AHIMA) and others.
- Certain national certification organizations suggest 6 months to 2 years of practical work experience prior to pursuing certain national certification exams.

Detailed Course Topics Covered:
- Intro to International Classification of Diseases, Clinical Modifications & Coding Guidelines;
- Introduction to the organization and use of the ICD-9-CM, ICD-10-CM, and CPT manuals;
- Basics of diagnostic and procedural coding;
- The Health Insurance Claim Form (CMS1500);
- HIPAA and Electronic Data Interchange (EDI);
- Review and practice coding Evaluation and Management (E&M) services;
- Review and practice coding from anesthesia, surgery, radiology, medicine, and the pathology/laboratory sections of the CPT;
- CPT Modifiers, E and V Codes, and Late Effects;
- Coding surgical procedure and medical procedures for the cardiovascular, integumentary, male/female reproductive systems, maternity care and delivery;
- Coding for general surgery, radiology, pathology, diagnostic, therapeutic and laboratory services and the Level II National Codes;
- Tracing delinquent claims & insurance issues;
- Third-party reimbursement issues;
- Development of and Improvements to the ICD-10-CM Coding Manual Examination of the ICD-10-PCS system

Teacher Online
CCI-MBC-Online $1,799.00

Medical Coding ICD-10

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- Detailed review and practice using the alphabetic index and tabular list of the ICD-9-CM, ICD-10-CM, and practice coding examples within the CPT
- Basic claims processes for medical insurance and third-party reimbursements
- Completing common insurance forms, tracing delinquent claims, and appealing denied claims
- ICD-10-CM Overview

Education & Certification
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- Introduction to the organization and use of the ICD-9-CM, ICD-10-CM, and CPT manuals
- Basics of diagnostic and procedural coding
- The Health Insurance Claim Form (CMS 1500)
- HIPAA and Electronic Data Interchange (EDI)
- Review and practice coding Evaluation and Management (E&M) services
- Review and practice coding from anesthesia, surgery, radiology, medicine, and the pathology/laboratory sections of the CPT
- CPT Modifiers, E and V Codes, and Late Effects
- Coding surgical procedure and medical procedures for the cardiovascular, integumentary, male/female reproductive systems, maternity care and delivery
- Coding for general surgery, radiology, pathology, diagnostic, therapeutic and laboratory services and the Level II National Codes
- Tracing delinquent claims & insurance issues
- Third-party reimbursement issues
- Development of and Improvements to the ICD-10-CM Coding Manual
- Examination of the ICD-10-PCS system

ICI-MCI Online $999

Medical Terminology Program

This Medical Terminology course offers a clear and concise introduction to medical terminology with extensive opportunities for student practice. It reviews word components and basic principles for interpreting terms within each of the major medical specialties. The course does not require any previous knowledge of science or biology. The skills students obtain through this course will benefit them in any healthcare field they choose to pursue.

This course covers the following key areas and topics:

- Skills for identifying, spelling, and analyzing medical terms;
- Word structure including root words, prefixes, combining forms, and suffixes • Review of major medical specialties and associated body systems;
- Introductory, anatomy and physiology and common pathologies;
- Major drug classifications, diagnostic tests, and treatment procedures;
- Medical abbreviations and symbols;
- Detailed Course Topics Covered;
- Basic skills for building and analyzing medical terms;
- The use of word roots, combining forms, suffixes, and prefixes;
- Anatomical terminology;
- Introduction to the major medical specialties;
- Anatomy and physiology of body systems;
- Medical terms aligned to the organs and tissues of the body and their function in health and disease;
- Pronunciation of terms;
- Spelling of terms;
- Practice analyzing, pronouncing, and spelling terms related to anatomy and physiology;
- Practice analyzing, pronouncing, and spelling medical terms containing diagnostic and procedural suffixes;
- Practice deciphering medical terminology as written in case reports;
- Major classes of drugs and associated medical terms;
- Diagnostic tests and procedures organized by body system;
- Medical abbreviations and symbols.

Teacher Online
CCI-MTP-Online $499.00

Pharmacy Technician Program

The need for Pharmacy Technicians continues to grow with demand expected to increase substantially through 2014. Technicians work under the supervision of a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies and other healthcare settings. This high demand for pharmacy technicians is the result of a multitude of factors including the constant

availability of new drugs, the national shortage of registered pharmacists, the establishment of certified pharmacy technicians, and the aging population. Approximately 400,000 technicians will be employed by the year 2018 to meet our nation's growing healthcare demands.

This program will prepare students to enter the pharmacy field and to pursue certification including the Pharmacy Technician Certification Board's PTCB exam.

This course covers the following key areas and topics:
• Pharmacy calculations;
• Medical terminology specific to the pharmacy;
• Skills to read and interpret prescriptions;
• Review of the top 200 drugs;
• Skills to identify drugs by generic and brand names;
• Dosage calculations, I.V. flow rates, drug compounding, and dose conversions;
• Dispensing of prescriptions, inventory control, and billing and reimbursement.

Education and Certifications
Students should have or be pursuing a high school diploma or GED.

The Pharmacy Technician Certification Board's (PTCB) is the national certification exam;

Numerous states now require PTCB certification to work as a pharmacy technician.

Certain national and state pharmacy technician certification exams are available.

Detailed Course Topics Covered:
• The history of pharmacy and healthcare;
• Pharmacy technician role and responsibilities;
• Pharmacy technician certification and registration process;

• Types of pharmacies including the hospital pharmacy, retail practice, long-term care practice, mail order pharmacy, home care pharmacies, and others•
• Drug regulation and control;
• Pharmaceutical terminology and related anatomy;
• Parts of the prescription and labeling•
• Pharmacy calculations and math review• Pharmacy measures and abbreviations• Routes and formulations;
• Parenteral and compounding;
• Basic biopharmaceutics;
• Aseptic technique and the handling of sterile products;
• Total Parenteral Nutrition (TPN);
• Basics of IV solutions and calculating 24-hour supply of IV solutions;
• Factors affecting drug activity;
• Information and pharmacy resources;
• Inventory management and financial issues;
• Brand names and generic drugs
Teacher Online
CCI-PTP-Online $1,299.00

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