

- Describe the benefits of creating positive relationships and meaningful family involvement
- Describe types of effective communication techniques for involving families in early childhood programs
- Explain the role of the early childhood education teacher in connecting families to community resources
- Distinguish necessary communication of school financial issues from required public reporting
- Describe the school financial information that is publicly available to the community
- Describe how a community relations plan promotes understanding of the diversity in the community
- Develop specific communications plans for families with children with special needs
- Describe methods for building positive relationships with families of all students
- Analyze communication methods between schools and families

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Communication Methods – 6.25 hours
 Building Positive Relationships – 6.25 hours
 What is Meaningful Family Involvement? – 6.25 hours
 Families Today – 6.25 hours

9 Seminar Name: Flipped Learning for the Elementary Instruction

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Recall techniques for implementing flipping learning in a classroom
- Recognize ways to effectively plan lessons and how to provide individualized instruction
- Identify ways to flip math, science, social studies, and language arts lessons
- Describe principles behind flipped-mastery, project-based learning, and student-created content

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Implementing Flipped Class 101 – 6.25 hours
 Planning for the Flipped Classroom – 6.25 hours
 Flipping for Elementary Students, Math, and Other Subjects – 6.25 hours
 Flipped Mastery and Projects – 6.25 hours

10 Seminar Name: Fueling Creativity in the Classroom

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Recall ways to support creative thinking
- Identify strategies to use to inspire creativity in children
- List the various proven activities and games to use in the creative classroom
- Identify ways to respect children's imagination and creativity

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Supporting Creative Thinking – 6.25 hours
 Valuing Creative Thinking – 6.25 hours
 Inspiring Creative Thinking: Curiosity – 6.25 hours
 Inspiring Creative Thinking: Arts, Language, and Early Literacy – 6.25 hours

11 Seminar Name: Guidance Strategies in the Early Childhood Classroom

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Explain the guidance strategies that facilitate appropriate behavior in early childhood
- Identify how individual guidance strategies impact specific behaviors in children
- Determine how to use a variety of guidance strategies in the early childhood education classroom
- Promote practices that support the development of self-regulation skills
- Determine the effectiveness of early childhood environments in promoting appropriate behavior and reducing inappropriate behavior of children
- Explain the concept of developmentally appropriate practices
- Explain how DAP considers the age-related developmental characteristics of young children
- Explore how DAP addresses individual differences
- Describe how DAP is responsive to social and cultural contexts
- Apply developmentally appropriate teaching practices to learning in the developmental domains
- Describe how DAP influence the arrangement of the learning environment
- Critique the application of DAP to the early childhood education environment
- Explain the role of play in developmentally appropriate environments

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Guidance Strategies – 6.25 hours

Environments that Promote Appropriate Behaviors – 6.25 hours

Self-Regulation and Executive Functioning – 6.25 hours

What DAP Means – 6.25 hours

12 Seminar Name: Individualized Education Plan for English Language Learners

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Describe components of the multi-tiered system of supports and needs of diverse learners
- Identify academic language processes and creating measurable goals
- Recall the fundamentals of English language development and IEP implementation
- Recognize the basics of transition planning services and IEPs meetings

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Multi-Tiered System of Supports – 6.25 hours

Academic Language and Measurable Goals – 6.25 hours

IEP Services, Progress Monitoring, and Diverse Needs – 6.25 hours

IEPs Meetings and Putting the Pieces Together – 6.25 hours

13 Seminar Name: Instruction for Academically Diverse Classrooms

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Recall what differentiated instruction is
- Recognize the rationale for differentiating instruction

- Identify strategies for managing a differentiated classroom
- List roles of a teacher in a differentiated classroom

Admissions Requirements: high school, or GED

Textbook: Not required

Topics: Understanding Differentiated Classrooms – 6.25 hours
 The Teacher Role and the Learning Environment – 6.25 hours
 Lesson Planning – 6.25 hours
 Differentiated Content, Processes, and Products – 6.25 hours

14 Seminar Name: Instructional Strategies for Academic Success

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Describe how to provide clear learning goals and how to use assessments
- Identify educational strategies, including knowledge application lessons
- Recall how to use engagement strategies and implement rules and procedures
- Recognize how to build relationships and communicate expectations

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Learning Goals and Assessments – 6.25 hours
 Lesson Planning Strategies – 6.25 hours
 Engagement Strategies, Rules, and Procedures – 6.25 hours
 High Expectations – 6.25 hours

15 Seminar Name: Learning Disabilities: Practical Information for the Special Education Teacher

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Recall the key principals of the Individuals with Disabilities Act (IDEA)
- Identify ten actions that will provide the foundation of your work as a special education teacher
- List key evidence-based practices in the different content areas
- Recognize strategies for managing the different roles and non-teaching responsibilities

Admission Requirements:

Textbook: Not required

Topics: The Basics – 6.25 hours
 Becoming an Accomplished Educator – 6.25 hours
 Approaching Instruction – 6.25 hours
 Evidence Based Instruction – 6.25 hours

16 Seminar Name: Planning and Implementing Classroom Curriculum

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Critique plans for learning experiences with young children
- Plan appropriate learning topics for young children
- Describe the different elements a teacher must consider when developing curriculum plans
- Analyze the purpose of teacher-led large group instruction
- Analyze the purpose of outdoor learning activities

- Compare the uses of various instructional strategies
- Analyze the purpose of learning centers
- Analyze the purpose of teacher-led small group instruction

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Considerations in Curriculum Planning – 6.25 hours
 Developing Plans for Learning – 6.25 hours
 Instructional Strategies – 6.25 hours
 Individual Learning Centers – 6.25 hours

17 Seminar Name: Preschool Fun Ideas!

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Identify components of an early childhood classroom
- Define the four major learning domains and how they affect learning
- Recognize how to create engaging daily activities for small and whole groups
- Recall the basics for creating lesson plans

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Learning Domains – 6.25 hours
 Daily Activities – 6.25 hours
 Creating a Lesson Plan – 6.25 hours
 The Realities of Preschool: A Look Inside Early Childhood Classrooms – 6.25 hours

18 Seminar Name: Project Based Learning Techniques

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Identify how to establish inquiry, creativity, and collaboration skills
- Recall how to create projects and how to engage students
- Recognize techniques used for assessments and feedback
- Describe ways to effectively teach content and how to reflect on what has been taught

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Risk Taking and Collaboration Skills – 6.25 hours
 Creating Your Project Based Learning Vision – 6.25 hours
 Assessment and Feedback – 6.25 hours
 Guarantee Understanding and Reflection – 6.25 hours

19 Seminar Name: Promoting Children's Nutrition and Wellness

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Analyze the quality and developmental appropriateness of meal time environments for toddlers, preschoolers, and school-age children
- Analyze the quality and developmental appropriateness of meal time environments for infants
- Develop meal plans and snacks that meet children's nutritional needs
- Explain the basics of early childhood nutrition

- Assess healthy practices to prevent the spread of illness in early childhood settings
- Describe the teacher’s role in managing illness and common infectious diseases
- Establish health policies for an early childhood setting, including safe medication administration

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Basics of Early Childhood Nutrition – 6.25 hours

Appropriate Mealtime Environments for Infants and Older Children – 6.25 hours

Health Policies in Early Childhood Settings – 6.25 hours

Managing Illness and Common Infectious Diseases – 6.25 hours

20 Seminar Name: Rookie Teacher Survival Guide

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Identify proper reflective teaching practices
- Define developmentally appropriate practices
- Recognize the fundamentals of creating a properly structured classroom environment
- Recall the importance of building trust and a network with both children and family

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Reflective Teaching – 6.25 hours

Child Development and Developmentally Appropriate Practices – 6.25 hours

Creating the Classroom Environment – 6.25 hours

Family Engagement and Involvement – 6.25 hours

21 Seminar Name: Safe Practices Through Effective Classroom Management

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Develop nutrition education activities for young children
- Develop safety awareness activities for young children
- Develop learning experiences focused on health concepts and activities for young children
- Analyze ways to address children’s varied mental health needs
- Illustrate effective responses to aggressive behavior
- Determine the teacher’s effectiveness in creating a pro-social environment
- Describe the relationship between mental health and child development

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Health Education Activities – 6.25 hours

Creating a Prosocial Environment – 6.25 hours

Responding to Aggressive Behavior – 6.25 hours

Addressing Children’s Varied Mental Health Needs – 6.25 hours

22 Seminar Name: Security and Strategies for Counteracting the Mass Shooter Threat

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Recognize the signs of a possible mass shooter
- Identify the emergency plans for schools, churches, and businesses
- List special security considerations for public buildings and gathering places
- Recall what the Run, Hide, Fight methodology means

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: History – 6.25 hours

What We've Learned – 6.25 hours

Module 3-Countering the Threat – 6.25 hours

Module 4-Helping the Wounded & Summary – 6.25 hours

23 Seminar Name: SMARTBoard Training

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- After completing this course, you should be able to:
- Recognize the basics of how to use a SMART Board
- Recall how to create and work with notebook pages
- Identify the basic tools of SMART technology
- List the tips and shortcuts for using a SMART notebook

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Getting Started with Your SMART Board Interactive Whiteboard – 6.25 hours

Creating Lessons and Presentations with SMART Notebook Collaborative Learning Software – 6.25 hours

Adding Interactive Tools and Collaborating Activities to Create Lessons or Presentations – 6.25 hours

Putting It All Together – 6.25 hours

24 Seminar Name: STEM for Teachers in Grades 4-8

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Recognize basic STEM concepts for the middle grades and why STEM is important for students
- Recall how to analyze and adapt practical STEM lessons into your curriculum
- Identify the techniques for creating a STEM lesson and its impact on your students
- Describe how to coordinate skilled trades with STEM, as well as how to design effective after school

programs and include girls in STEM lessons

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: STEM Education and Variations – 6.25 hours

Lesson Planning with STEM – 6.25 hours

Lesson Plan Designs and Assessments – 6.25 hours

Incorporating STEM – 6.25 hours

25 Seminar Name: STEM in the Elementary Classroom

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Recognize the need for STEM-infusion and why STEM is critical to children's growth

- Recall learning approaches for integrating STEM concepts
- Identify how to integrate content areas that provide both rigor and relevance to instruction
- Describe how student collaboration and proper leadership help to foster learning

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: STEM Infusing Content Areas – 6.25 hours

Cross-Cutting Concepts and the Standards Alignment – 6.25 hours

Thematic Approaches and Assessing STEM – 6.25 hours

STEM Mindset and Collaboration – 6.25 hours

26 Seminar Name: Student Engagement and Learning

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Recall the impact of teacher quality and the importance of professional development when it comes to formative assessment
- Recognize learning intentions and criteria and how to elicit evidence of learning
- Identify techniques for cooperative learning and ways to move learning forward
- Define applications for student self-assessment and self-testing

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Educational Achievement and Formative Assessment – 6.25 hours

Learning Intentions and Criteria – 6.25 hours

Providing Feedback and Activating Learners – 6.25 hours

Activating Learners as Owners of Their Own Learning – 6.25 hours

27 Seminar Name: Supporting Student Diversity and Special Needs in the Classroom

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Describe early childhood education inclusive practices
- Analyze early childhood education interpersonal environments that are responsive to cultural, linguistic, and individual needs
- Analyze early childhood education physical environments that are responsive to cultural, linguistics, and individual needs
- Explain the terminology in special education
- Determine strategies used by effective principals to eliminate predictable differences in student achievement which persist in schools across the country
- Explain how some students continue to be privileged while others struggle to succeed in American schools
- Compare the impact of using aggregate and disaggregate student performance data to inform decision making
- Describe how achievement gaps reflect differentials of societal power

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Supporting Diverse Learners – 6.25 hours

Access Issues – 6.25 hours

Module 6- Student Performance Data – 6.25 hours

Achievement Gap – 6.25 hours

28 Seminar Name: Supporting Students with Autism Spectrum Disorders

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Recognize the concepts behind autism spectrum disorders and how the disorder has evolved over time
- Recall how to perform behavioral screenings in order to document presence and severity of symptoms
- Identify best practices in assessment, treatment, intervention, and special education
- Describe the future direction for autism research and practice in schools

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Behavioral Screening – 6.25 hours

Best Practice in Assessment – 6.25 hours

Case Examples, Treatment, and Intervention – 6.25 hours

Special Education and Future Directions – 6.25 hours

29 Seminar Name: Surviving an Active Shooter in School

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Recall triggers, indicators, and profiles of potential violence
- Identify stages of alertness and how to examine your school strategically
- Recognize techniques for keeping yourself safe while in a violent situation, such as hiding and using barricades
- Describe how to fight back against an active shooter

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Threat and Prevention – 6.25 hours

Danger, Mindset, and Strategy – 6.25 hours

Under Fire – 6.25 hours

Fighting Back – 6.25 hours

30 Seminar Name: Teaching 21st Century Learners

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Explain how school leaders create a data-informed learning culture
- Describe approaches used by effective school leaders to design standards-aligned instruction that improves teaching and learning for every learner (students and adults)
- Illustrate how systems thinking provides a framework for leaders to build capacity for an organization
- Articulate a process that makes rigorous, research-based instruction accessible for every student within the high stakes' context of accountability
- Describe a variety of ways that diverse students engage with curricular materials to construct meaning
- Describe elements of culturally relevant pedagogy
- Propose a curriculum review process that considers the needs of early childhood, elementary, middle, and high school students; English language learners; and special education and general education students
- Defend the implementation of Response to Intervention as a reform strategy

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Policy Initiatives – 6.25 hours
A Culture of Data – 6.25 hours
Best Instructional Practices – 6.25 hours
Response to Intervention – 6.25 hours

31 Seminar Name: Teaching Adults

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Recall the different types of presentation models used in the adult learning environment
- Recognize the different types of lecturing methods
- Define experiential methods of teaching
- Identify effective questioning techniques

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Teaching Methods and Managing Diversity – 6.25 hours
The Lecture and Case Study Methods of Teaching – 6.25 hours
The Teaching Interview and Experiential Methods of Teaching – 6.25 hours
Questions, Feedback, and Inspiring Confidence – 6.25 hours

32 Seminar Name: Teaching Gifted Learners

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Recognize how to identify gifted learners and how to prepare a differentiated classroom
- Identify how to create a challenging classroom environment for students and how to differentiate content
- Recall the three components of differentiation
- Describe how to encourage creativity for gifted learners

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Preparing a Differentiated Classroom for Gifted Learners – 6.25 hours
Curriculum Compacting and Differentiating Content – 6.25 hours
Differentiating Processes and Products – 6.25 hours
Creativity for Gifted Learners – 6.25 hours

33 Seminar Name: Teaching Struggling Readers

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Recognize the struggling reader and determine what works
- Identify approaches to help readers improve their comprehension
- Recall strategies that help readers improve their logic skills
- Define multiple learning strategies for the struggling reader

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Balancing Language to Support the Meaning of Print – 6.25 hours

Nicknaming, Scattered Clues and Paraphrasing – 6.25 hours
Nonsense and Pronoun Referent Reading Strategies – 6.25 hours
Unraveling and Kerneling Reading Strategies – 6.25 hours

34 Seminar Name: The Flipped Classroom

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Define the history and concepts of the flipped classroom
- Recall several rationales as to why the flipped classroom is an effective teaching method
- Recognize strategies to use with individual children
- Identify how to implement the flipped classroom

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: History and Basic Concepts – 6.25 hours
Justification to Make the Flip – 6.25 hours
Mastery Learning – 6.25 hours
Implementation Day – 6.25 hours

35 Seminar Name: Threat Assessment in Schools

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Recognize types of potential threats in the classroom
- Identify systems, team dynamics, and applications of student threat assessments
- Recall types of violence, security, and behavioral issues on school campuses
- Describe aspects of expansive system implementation

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Brief History of Salem-Keizer System Threat Model – 6.25 hours
System, Team Dynamics, and Applications – 6.25 hours
Threat Assessments, Types of Violence, and Security – 6.25 hours
Expansive System Implementation, Adult Threats, and Targeted Violence – 6.25 hours

36 Seminar Name: Using Technology in Your Classroom

Length: 25 hours

Cost: \$195

Objective: Upon successful completion of this program, students will be able to:

- Recognize how to use technology in the classroom
- Recall the differences between the traditional and cognitive tool approaches
- List how to use blogs, wikis, and digital media for literacy learning
- Identify how to integrate technology into lessons

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Using Technology in the Math Classroom – 6.25 hours
Integrating Technology into Science Instruction – 6.25 hours
Integrating Technology into the Literacy Classroom – 6.25 hours
The Intersections of Technology in the Social Studies – 6.25 hours

HEALTHCARE SEMINARS

1 Seminar Name: HIPAA Applying Rules to Privacy

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Understand the Health Insurance Portability and Accountability Act (HIPAA) and its purpose
- Describe Personal Health Information (PHI) and its importance
- Describe the Hitech Act and its relevance

Admissions Requirements: High school, or GED

Textbook: Not required

2 Seminar Name: Effective Communication in Healthcare

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Understand the purpose and importance of effectively communicating within a health-care setting
- Obtain skills for effective communication

Admissions Requirements: High school, or GED

Textbook: Not required.

3 Seminar Name: Serving as a Healthcare Liaison

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Understand how to successfully serve as a liaison between physicians and others.
- Determine differences between administrative and clinical duties assigned to liaisons, and how a medical assistant is a perfect example of a liaison.
- Understand the duties of being a health coach.

Admissions Requirements: High school, or GED

Textbook: Not required

4 Seminar Name: Patient Education

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Understand office policies and procedures and educate patients on those details.
- Understand the duties surrounding the medical assistant role, and the skills necessary to be a successful healthcare professional.

Admissions Requirements: No admissions requirements; this Seminar is informational and does not lead to a job or vocation.

Textbook: Not required

- 5 Seminar Name:** HIPAA Applying Legislation in Operational Management
Length: 1 hour
Cost: \$25
Objective: Upon successful completion of the seminar, students will be able to:
- Describe medical law and understand the requirements for complying with medical law.
 - Successfully apply legislation in operational management.
- Admissions Requirements:** High school, or GED
Textbook: Not required
- 6 Seminar Name:** Managing Practice Finances
Length: 1 hour
Cost: \$25
Objective: Upon successful completion of the seminar, students will be able to:
- Understand how to manage a healthcare practice's finances.
 - Obtain and implement financial and billing skills required to manage a practice's finances.
- Admissions Requirements:** High school, or GED
Textbook: Not required
- 7 Seminar Name:** Common Calculations
Length: 1 hour
Cost: \$25
Objective: Upon successful completion of the seminar, students will be able to:
- Understand the different calculations involved in a healthcare office or hospital.
 - Comprehend calculations needed in a healthcare setting, including mathematical calculations and medicine dosages.
- Admissions Requirements:** High school, or GED
Textbook: Not required
- 8 Seminar Name:** Interpersonal Communication
Length: 1 hour
Cost: \$25
Objective: Upon successful completion of the seminar, students will be able to:
- Understand the required interpersonal skills to be successful in a healthcare setting.
 - Describe different communication and interpersonal skills necessary to work in a health-care setting.
- Admissions Requirements:** High school, or GED
Textbook: Not required
- 9 Seminar Name:** Popular Healthcare Software
Length: 1 hour
Cost: \$25
Objective: Upon successful completion of the seminar, students will be able to:
- Understand the different software that are utilized in a healthcare setting.
 - Learn details of the three most common software types used in the healthcare field.
- Admissions Requirements:** High school, or GED
Textbook: Not required
- 10 Seminar Name:** Problem Solving in a Medical Environment
Length: 1 hour
Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Identify the problems that arise in a healthcare setting.
- Learn the skills to solve problems presented with a healthcare environment.

Admissions Requirements: High school, or GED

Textbook: Not required

11 Seminar Name: Risk Management in Healthcare

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Understand Occupational Safety and Health Administration (OSHA) standards, as well as learn and execute cleaning techniques.
- Perform daily maintenance duties in a safe manor, minimizing risk.

Admissions Requirements: High school, or GED

Textbook: Not required

12 Seminar Name: Ethics and Professionalism

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Display professionalism through ethical and responsible behavior.
- Understand ethical standards within a professional setting.

Admissions Requirements: High school, or GED

Textbook: Not required.

13 Seminar Name: Phlebotomist Duties

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Obtain an overview of what a Phlebotomist is.
- Understand the daily duties and responsibilities of a Phlebotomist.

Admissions Requirements: High school, or GED

Textbook: Not required

14 Seminar Name: Legal issues in Phlebotomy

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Understand the legal issues related to Phlebotomy.
- Express the rules, regulations, and standards a phlebotomist must adhere to.

Admissions Requirements: High school, or GED

Textbook: Not required

15 Seminar Name: Universal Precautions

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Understand precautions set forth by the Center for Disease Control and Prevention (CDC).
- Comprehend the universal precautions and infection prevention guidelines

Admissions Requirements: High school, or GED.

Textbook: Not required

16 Seminar Name: Venous Anatomy

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Understand the venous anatomy, veins, and skin surfaces on which phlebotomy can be performed.
- Comprehend phlebotomy performances, and the anatomy used by phlebotomist.

Admissions Requirements: High school, or GED.

Textbook: Not required

17 Seminar Name: Factors Involved in Venipuncture

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Understand the details involved in venipuncture, and selecting a location on the body for puncturing
- Discuss adequate and inadequate veins for phlebotomy.

Admissions Requirements: High school, or GED

Textbook: Not required

18 Seminar Name: Venipuncture Supplies

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Identify the supplies needed for venipuncture.
- Discuss the supplies and equipment used by phlebotomist including those used to comply with standard precautions.

Admissions Requirements: High school, or GED

Textbook: Not required

19 Seminar Name: Factors and Complications

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- The factors that influence the ability to perform venipuncture successfully and the complications associated with collecting blood
- Understand the factors and complications that are associated with blood collection

Admissions Requirements: High school, or GED

Textbook: Not required

20 Seminar Name: Accurate Specimen Collection

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Practice the correct procedures for specimen collection and documentation.
- Comprehend each of the correct steps for collection specimens and completing documentation procedures.

Admissions Requirements: High school, or GED

Textbook: Not required

21 Seminar Name: Medical Billing and Coding Anatomy & Terminology

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Understand the importance of correlating knowledge of general anatomy and terminology, to perform the tasks for coding and billing in a medical setting.
- Discuss the importance of understanding the language of medicine

Admissions Requirements: High school, or GED

Textbook: Not required

22 Seminar Name: Applying Medico-Legal Principles to PHI

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Explain the requirements for applying medico-legal principles when working with protected health information
- Understand the HIPAA Privacy Rule, patient information, and the different types of records.

Admissions Requirements: High school, or GED

Textbook: Not required

23 Seminar Name: Medical Regulations Governing Legal & Ethical Standards

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Understand the regulations that govern the application of legal and ethical standards related to medical professions.
- Discuss the regulatory framework and complying with legal requirements.

Admissions Requirements: High school, or GED

Textbook: Not required

24 Seminar Name: Accurate Medical Coding and Insurance Forms

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Accurately code diagnoses and procedures for a medical office and prepare insurance billing forms using the CPT and ICD-10-CM coding systems.
- Discuss the translation of medical information into proper codes and the importance of accurate coding.

Admissions Requirements: High school, or GED

Textbook: Not required

25 Seminar Name: Medical Billing and Coding Software

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Understand the different types of software used to perform typical medical office financial activities including billing, administering claims, and medical coding.
- Familiarize themselves with two types of software, Patient Management Software and Medical Accounting Software.

Admissions Requirements: High school, or GED

Textbook: Not required

26 Seminar Name: Patient Accounting Statements

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Explore how to prepare patient account statements using computerized patient accounting software.
- Discuss the steps for preparing patient account statements, including the information required during the patient's office visit.

Admissions Requirements: High school, or GED

Textbook: Not required

27 Seminar Name: Critical Thinking Skills in Healthcare

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Demonstrate how critical thinking skills can be used in healthcare settings.
- Understand what a critical thinker is, and how it is a tool in the healthcare field.

Admissions Requirements: High school, or GED

Textbook: Not required

28 Seminar Name: Teamwork & Patient Service in Healthcare

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Explore the understanding and practice of human relations, teamwork, and patient service skills.
- Discuss the importance of teamwork and the skills necessary to provide the best patient service.

Admissions Requirements: High school, or GED

Textbook: Not required

29 Seminar Name: Heart Talk

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Comprehend cardiovascular disease and identify the related risk factors.
- Discuss the definition of cardiovascular disease, the types of heart diseases, and the related risk factors.

Admissions Requirements: High school, or GED

Textbook: Not required

30 Seminar Name: Heart Anatomy

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Understand the anatomy of the heart including the major cardiac veins and arteries, heart chambers, valves, cardiac muscle, and coronary blood supply.

Admissions Requirements: High school, or GED

Textbook: Not required

31 Seminar Name: ECG Electrode Placement

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Explore how to locate and determine the heart position to accurately place electrodes for an ECG.
- Discuss the heart location, chest and peripheral leads and their correct placement when performing an ECG.

Admissions Requirements: High school, or GED

Textbook: Not required

32 Seminar Name: Heart Functions

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Comprehend the physiological processes governing the cardiovascular system.
- Understand the cardiovascular system including its functions, blood transportation, pathogenic protection, and the regulatory functions.

Admissions Requirements: High school, or GED

Textbook: Not required

33 Seminar Name: ECG Measurements

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Explore the origin of ECG intervals, segments, heart rate, and normal sinus rhythm are measured along with how common they are measured.
- Describe ECG measurements history and the electrical signal.

Admissions Requirements: High school, or GED

Textbook: Not required

34 Seminar Name: Cardiac Medications

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Name the most commonly used cardiac drugs.
- Discuss the commonly used cardiac drugs and their functions.

Admissions Requirements: High school, or GED

Textbook: Not required

35 Seminar Name: ECG Procedures and Processes

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Practice safe and effective ECG testing procedures and processes.
- Discuss the safest and most effective ECG procedures, patient preparation, and processes.

Admissions Requirements: High school, or GED

Textbook: Not required

36 Seminar Name: ECG Leads

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Identify the different leads included in the standard 12 lead ECG.
- Understand ECG leads including the chest and peripheral leads and why they are included in the standard 12 lead ECG.

Admissions Requirements: High school, or GED

Textbook: Not required

37 Seminar Name: ECG Machine

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Understand the electronic concept of twelve-lead, three-channel, and single channel ECG machines, patient and equipment grounding, maintenance, and repair.
- Recognize different ECG channels and equipment.

Admissions Requirements: High school, or GED

Textbook: Not required

38 Seminar Name: Cardiac Arrhythmias

Length: 1 hour

Cost: \$25

Objective: Upon successful completion of the seminar, students will be able to:

- Identify the most common cardiac arrhythmias.
- Describe arrhythmia, and the different types of arrhythmias.

Admissions Requirements: High school, or GED

Textbook: Not required

GRADING AND MARKING SYSTEM USED

All grades will be given in the form of a numeric value. To determine the student's final grade for course completion, all graded items will be averaged, and the sum will be the student's final grade. The numeric and letter grade ranges are as shown below:

Numeric Grade	Letter Grade Equivalent
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
Below 60	F
Incomplete*	I
Withdrawal**	W

*Incomplete: An "I" for Incomplete is assigned when all the work of a lesson cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the twelve-month access term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or tool kit. Failure to complete the work results in an "F" for the course.

**Withdrawal: Under Texas Education Code §132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete. A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the course. A student with a grade of "W" cannot complete the course and will be issued a refund in accordance with the refund policy listed in this catalog.

GRADING PERIODS/ACCESS

Tests and exam grades are posted to the student's portal immediately after completing the test, quiz, or exam. Essay and project work are graded and posted within two weeks. A grading period is six weeks. Students may access their grades on their student portal at any time.

REMEDIAL WORK AND REPEATED COURSES

The Academy of World Education does not offer remedial work. Exams, quizzes, and assignment/lesson retakes/repeats are at the discretion of the Instructor. If an exam, quiz, assignment/lesson is repeated, the higher grade for the repeated item will be considered in the determination of the student's grade average for the course of study. Students will be required to complete a new enrollment agreement for repeated courses.

ATTENDANCE POLICY

Students are expected to access their course regularly. Attendance is defined by login activity. Instructors and staff monitor the record of attendance and will share all activity with the student as required, and/or upon a student's request. If a student fails to login for 30 days, the student will be contacted by the instructor or an advisor to ensure the student is active and progressing. If the student does not login for 30 days, the student may be dismissed. If dismissed, the refund, if any, is calculated and paid to the student according to the policies in this catalog.

LEAVE OF ABSENCE

The Academy of World Education does not grant leaves of absence. If a student must be absent for an extended period, the student must withdraw and re-enter. The student will be subject to the current fee charges upon re-entrance.

MAKE-UP WORK

The Academy of World Education does not monitor, nor prohibit make-up work. Students can access their course 24 hours a day, 7 days a week, and may complete as much of their course within a given log in period as they see fit. Make-up work does not apply to an online program. No more than 5% of the total course time hours may be made up. Make-up work shall be supervised by the approved instructor; student must demonstrate the same level of knowledge or competence as a student who attended the session; must complete the make-up within two weeks of the end of the grading period; must be documented as being completed, recording the date, time, length of the session and name of the instructor; and be signed and dated by the student to acknowledge the make-up session.

SATISFACTORY PROGRESS

Satisfactory progress will be determined by student course engagement (log in activity). Students are required and expected to access their course(s) consistently, as expressed and enforced by this catalog, the school, and the Instructor(s). Based on the consistency of a student's log in and out activity, the school will determine and discuss progress with the student every six weeks, sharing progress updates via scheduled/regular contact. A 2.0 CGPA is required throughout the program. Grade reports are posted on the student's portal within 48 hours of completion of a course. Student may review their progress at any time. The period for grading is every six weeks. Grade reports may also be provided to a student's sponsor if applicable (ex: VA, WIA, TAA).

Grading Period	GPA/CGPA	Course Completion
First six weeks	2.0 GPA	67% of attempted courses
Second six weeks	2.0 CGPA	67% of attempted courses
Third six weeks	2.0 CGPA	67% of attempted courses
Fourth six weeks	2.0 CGPA	67% of attempted courses
Final two weeks	2.0 CGPA	100% of all courses

ACADEMIC PROBATION

Students will receive periodic check-ins to discuss progress and any current or foreseeable hinderances to course completion. A student who is in jeopardy of not completing his/her course in the allotted time receive verbal and/or electronic (email) notification that the student is in such jeopardy. At the midpoint of the program (three months), if a student is not at, or near 50% complete, staff and/or the Instructor(s) contact the student urging the student to pick up his/her pace. The Academy of World Education will not terminate a student who is in jeopardy of not completing the program within the six-month time allotted.

TERMINATION

Students may be terminated for conduct (See Conduct Expectations) or for failure to progress academically. If at the end of the normal graduation period (26 weeks) the student does not have a 70 average or has not completed 67% of the assigned material, the student will be terminated for lack of satisfactory progress.

READMITTANCE AFTER DISMISSAL FOR CONDUCT, LACK OF ATTENDANCE, OR SATISFACTORY ACADEMIC PROGRESS

Students who are dismissed for any reason may request readmittance after six months by writing to the School Director and explaining what has changed and how the school can be assured the reason for dismissal will not be repeated. The School Director's decision is final. The dismissed student will receive an answer to his/her request within ten days of receipt of the request for readmittance.

EXTENSIONS

Extensions are not available. Student will be required to re-enroll in the program if the student has not completed the program after 26 weeks. A new enrollment agreement will be required for courses not satisfactorily completed.

STUDENT CONDUCT EXPECTATIONS

Students of the Academy of World Education are expected to communicate with the staff, Instructors, etc. in a respectful and professional manner. Profanity, suggestive language and images, or any verbal or written contact deemed offensive will be addressed with the student. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, probation, dismissal, and/or referral to law enforcement officials. Students placed on probation will be given a written agreement with a required time during which another violation may not occur. Students terminated for conduct are not eligible to reapply.

GRADUATION REQUIREMENTS

Students are expected to complete their program in 26 weeks. There are no extensions available. If a student needs more time to complete, a new enrollment agreement must be completed. Students will be required to re-enroll and complete all courses satisfactorily. A Professional Medical Coder Certificate of Completion will be awarded to each student who completes the course with a minimum grade of 70 and has met his/her financial responsibility.

PLACEMENT SERVICES

Job readiness and placement assistance is available at no additional charge for all students who are awarded the Professional Medical Coder Certificate of Completion. The Academy of World Education outsources full service career prep resources. Students are directed to the outsourced services upon graduation. These resources include:

- a. Resume and cover letter writing
- b. Mock interviewing
- c. Employment etiquette
- d. One-on-one, and group sessions
- e. Placement services
- f. Other placement related services

Note: The Academy of World Education does not guarantee, or otherwise promise placement. The objective of our placement services is to equip graduates with the necessary tools to pursue and obtain employment.

NOTICE: STUDENT COMPLAINT POLICY

Dear Students:

This school has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC-assigned school number is: S5357

The school's programs are approved by TWC.

Student must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable.

Information on filing a complaint with TWC can be found on TWC's website at www.texasworkforce.org/careerschoolstudents.

TRUE AND CORRECT STATEMENT

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

Kathryn Browne

School Director, Kathryn Browne