Catalog
2020-2021

ACADEMY
OF WORLD EDUCATION

6777 Camp Bowie Blvd. Suite 226
Ft. Worth, TX 76116
(682) 587-3035

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ACADEMY
OF WORLD EDUCATION

Office of the Director
6777 Camp Bowie Blvd. #226
Ft. Worth, TX. 76116
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Future Academy of World Education Graduate,

Welcome and thank you for trusting the Academy of World Education to assist you in achieving your academic and professional goals. As you continue your pursuit of educational achievement, we are excited to embark on this journey with you. Our objective is to deliver the highest quality of continuing and work-force education and equipping our learners to pursue and achieve their career goals.

The vision of the Academy of World Education is to create an environment conducive for learning. We believe in creating a positive learning journey by offering our students access to comprehensive continuing and workforce-focused educational content, superior service, and expert academic coaching. The vision of the Academy of World Education is for all students to acquire the education and skills necessary to be competitive candidates, for professional and personal success. Our vision is realized when students complete their training, ready to meet the expectations and challenges of their chosen industry.

Reaching your educational and professional goals will be our shared responsibility. As we both commit to that responsibility, I am confident you will be on your way to fulfilling what you set out to accomplish. We look forward to embarking on this journey with you.

Educationally yours,

Kathryn Browne
School Director

HISTORY

The vision of the Academy of World Education was conceived in 2014 when a group of experienced e-learning and continuing education professionals sought to impact a larger population of learners by offering affordable online training and skill development courses. The objective was to create a positive learning experience through an environment conducive for success. Learners would receive training and be prepared to sit for national certification credentials, while also being guided on how to pursue and utilize those credentials to achieve their career goals. Success would not only be measured by scholastic achievement, but also by learner outcomes.

APPROVALS

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, 101 East 15th Street, Austin, TX 78778-0001. The Academy is not accredited.

DESCRIPTION OF AVAILABLE SPACE, FACILITIES AND EQUIPMENT

Situated in southwest Fort Worth, TX, the Academy of World Education is located in the Quorum Office Building in the Ridglea Hills neighborhood. The facility is a clean and comfortable space with a conference room and multiple computer workstations.

OWNERSHIP

The Academy of World Education is owned by World Education, LLC, which is owned by Laurie Gatlin (member) and Stephen Gatlin, (as a member of Gatlin Holdings, LLC).

ADMINISTRATION

Stephen Gatlin	*CEO*
Candice Markham	*President*
Kathryn Browne	*Vice President of Operations*
Chris Gores	*Vice President of Business Development*
Tom Colvin	*CFO*

FACULTY & STAFF

TITLE	NAME	DEGREE/CERTIFICATION HELD	AREAS OF INSTRUCTION
DIRECTOR	Kathryn Browne	M.B.A University of Texas at Arlington Arlington, TX	N/A
STAFF DESIGNEE	Candice Markham	Master of Education University of Texas, Brownsville	N/A
REGISTRATION REPRESENTATIVE	Scot Pierce	High School Diploma Eastern Hills, Fort Worth, TX	N/A
INSTRUCTOR	Lyndsey Browne	High School Diploma Lawrence D. Bell, Hurst, TX	Medical Coding
INSTRUCTOR	Jessica Reyna	Medical Assistant, Kaplan College Florida	Medical Assistant

SCHOOL CALENDAR

5/1/2020-5/1/2021   Open enrollment, Asynchronous Distant Education

HOLIDAYS TO BE OBSERVED

2020	Day	Holiday
May 25	Monday	Memorial Day
July 3	Friday	Independence Day
August 14	Friday	Teacher In-Service
September 7	Monday	Labor Day
October 12	Thursday	Columbus Day
November 26-27	Thursday/Friday	Thanksgiving
December 24-25	Thursday/Friday	Christmas
December 31,	Thursday	New Year's Eve
January 1, 2021	Friday	New Year's Day
January 18, 2021	Monday	Martin Luther King Jr. Day
February 15, 2021	Monday	Presidents' Day
March 15, 2021	Monday	Teacher In-service
April 2, 2021	Friday	Good Friday

Note: The holidays above are staff-observed holidays.

ENROLLMENT PERIODS

The Academy of World Education operates under an open enrollment period. With our distance education, asynchronous format, students will be able to enroll at their leisure.

OFFICE HOURS

The Academy of World Education operating hours are 8 am – 6 pm CST, Monday through Friday.

INSTRUCTOR (SCHOOL HOURS)

Instructors are available to assist students via email Monday through Friday from 9am to 5pm, CST. In addition to email communication, students may schedule phone or live chat calls with their instructor at a mutually convenient time.

On the student's start date, a welcome email will be sent containing the student's username and password. Within the body of the welcome email is a link to access the program. Students lick the link, enter their credentials, and are directed to the course. From there students may access the lessons and begin their studies.

Students access activities such as lessons, assignments, quizzes, and exams online. Students will access their course through the learning management system and work within that system to complete their course. The instructor monitors student activity (log in time, course sections accessed, activities completed, etc.) through learning management system administration. All graded items are posted, and students are notified of their grade being posted via email.

ADMISSION REQUIREMENTS

To enroll at the Academy of World Education, learners must:
* Interview with a Registration Representative
* Be at least 17 years of age or have written permission of parent or guardian.
* Have a minimum education threshold of a high school diploma, or its equivalent (i.e. – GED, or the home schooling equivalent of a high school diploma)

Students may access the program through a personal computer, laptop, tablet, or smart phone with Internet connection. No other equipment is needed.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

Enrolling students may be granted credit for prior education, training, or experience for up to three subjects in the lecture portion of the program.

To apply for consideration of credit, a written request with documentation of the education/training/experience must be submitted to the school director no later than five business days prior to the first day of classes for the term. Students may be required to pass a qualification test or assessment with a grade of at least 70 to receive the credit.

TRANSFER OF CREDIT

Students should contact all other schools they may be interested in attending to determine if Academy of World Education credits or coursework will transfer to those institutions. The Academy does not guarantee that any coursework will transfer.

CANCELLATION AND REFUND POLICIES

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.

REFUND POLICY

1. Refund computations will be based on the number of lessons in the program.

2. The effective date of termination for refund purposes will be the earliest of the following:

    a) the date of notification to the student if the student is terminated;

    b) the date of receipt of written notice from the student; or

    c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.

3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than $50 shall be retained by the school.

4. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain $50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.

5. A full refund of all tuition and fees is due in each of the following cases:

    a) an enrollee is not accepted by the school

    b) if the program of instruction is discontinued by the school, and this prevents the student from completing the program; or

    c) if the student's enrollment was procured because of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY DUTY

6. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
1) satisfactorily completed at least 90 percent of the required coursework for the program; and
2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

PROGRAM

PROFESSIONAL MEDICAL CODER

This course is designed to equip learners with the skills necessary to pursue a career in the healthcare field. The skills are comprised of: providing students with the principles and methods of quality improvement, HIPAA, communication in healthcare field, understanding the elements of professionalism in the work place, Medical Terminology, Current Procedural Terminology (CPT) Coding, and International Classification of Diseases (ICD-10) Coding. Students will demonstrate competency in coding for surgical procedures, radiology, pathology, and laboratory services; prefix, suffix, and root words to understand medical terminology; and administrative skills such as record keeping.

Employment opportunities learners may be prepared to obtain include Medical Billing and Coding Specialist, Medical Records and Health Information Technician, Medical Transcriptionists, and Medical Assistants. Course graduates may seek employment at locations such as state, local, and/or private hospitals, private practice physician offices, nursing care facilities, and outpatient care centers.

Professional Medical Coder: Fees, tuitions and/or special charges

Tuition	$3,163.17
Registration	$100.00
Books	$231.83
Total **Cost:**	$3,495.00

Course #	Course Title	Course Time Hours Lecture/Lab/Externship	Total
WE-HF-2301011	Medical Terminology – Introduction	04 / 0 / 0	4
WE-HF-2301012	Medical Terminology – Word Analysis, Suffix, and Prefix	20 / 0 / 0	20
WE-HF-2301013	Medical Terminology – Organization of The Body and Body Systems	20 / 0 / 0	20
WE-HF-2301014	Medical Terminology – Diagnostic Tests and Procedures	20 / 0 / 0	20
WE-HF-2301015	Medical Terminology – Summary	10 / 0 / 0	10
WE-HF-23	Medical Terminology	10/ 0 /0	10
WE-HF-2301016	Medical Terminology -- Final	01/ 0 /0	1
WE-HF-2301017	Introduction to Anatomy and Physiology	80 / 0 / 0	80
WE-HF-2301018	Healthcare Fundamentals	10 / 0 / 0	10
WE-HF-2301019	Communication in Healthcare	10 / 0 / 0	10

Course #	Course Title	Course Time Hours Lecture/Lab/Externship	Total
WE-HF-23010110	Medical Documentation and Record Keeping: HIPAA	10 / 0 / 0	10
WE-HF-23010111	Being a Medical Coder: Introduction, Lessons, and Summary	08 / 0 / 0	8
WE-HF-23010112	Being a Medical Coder: Offline Study	01 / 0 / 0	1
WE-HF-23010113	Being a Medical Coder: Final Assessment	01 / 0 / 0	1
WE-HF-23010114	Medical Coding CPT – Integumentary, Musculoskeletal, Respiratory Systems	65 / 0 / 0	65
WE-HF-23010115	Medical Coding CPT - Cardiovascular, Digestive, Endocrine, Nervous Systems	65 / 0 / 0	65
WE-HF-23010116	Medical Coding CPT - Evaluation Management, Medicine, HCPCS Modifiers	65 / 0 / 0	65
WE-HF-23010117	Medical Coding CPT - Anesthesia, Pathology, Radiology	65 / 0 / 0	65
WE-HF-23010118	ICD – 10 Coding	150 / 0 / 0	150
WE-HF-23010119	The Evolution of CPT and ICD - Intro	01 / 0 / 0	1
WE-HF-23-1-120	The Evolution of CPT and ICD – Module 1	03 / 0 / 0	3
WE-HF-23010121	The Evolution of CPT and ICD - Module 2	03 / 0 / 0	3
WE-HF-23010122	The Evolution of CPT and ICD - Module 3	03 / 0 / 0	3
WE-HF-23010123	The Evolution of CPT and ICD - Summary	02 / 0 / 0	2
WE-HF-23010124	The Evolution of CPT and ICD - Offline Study & Quiz	03 / 0 / 0	3
WE-HF-23010125	The Evolution of CPT and ICD - Final Exam	01 / 0 / 0	1
WE-HF-23010126	Accurate Medical Coding and Insurance Forms	03 / 0 / 0	3
WE-HF-23010127	Medical Regulations Governing Legal and Ethical Standards	03 / 0 / 0	3
WE-HF- 23010128	Applying Medico-Legal Principles to PHI	03 / 0 / 0	3
	Total Hours for Program Completion	**630/0/0**	**630**

LENGTH

Students are expected to complete the program within 26 weeks from their start date.After 26 weeks, students will be required to re-enroll with a new enrollment agreement.

AWARD

Certificate of Completion in Professional Medical Coder will be awarded upon successful completion of all courses.

COURSE DESCRIPTIONS

WE-HF-2301011 – Medical Terminology: Introduction

Subject Hours: 4 course time hours
Prerequisites: None
Subject Description: The Medical Terminology Introduction course sets the framework for students to understand the foundation of medical terminology. This lesson focuses on the elements of Medical Terminology, and upon completion of this subject, students will: 1) know and understand the importance of medical terms, 2) understand the effect of affixes, 3) understand the effect of incorrectly using affixes and terms.

WE-HF-2301012 – Medical Terminology: Word Analysis, Suffix, and Prefix

Subject Hours: 20 course time hours
Prerequisites: None
Subject Description: In the Medical Terminology Lesson #1 Word Analysis, Suffix and Prefix lesson students will begin the journey of mastering medical terms. Upon completion of this subject, students will: 1) demonstrate an understanding of the various parts of a term, 2) describe the root and definition of terms 3) demonstrate an understanding the eponyms and acronyms of words.

WE-HF-2301013 – Medical Terminology: Organization of The Body, and Body Systems

Subject Hours: 20 course time hours
Prerequisites: None
Subject Description: Medical Terminology: Organization of The Body, and Body Systems is a lesson that discusses what creates a body system, what body parts make up each system, and the major functions of the systems. Upon completion of this subject, students will: 1) identify and understand the elements that create body systems, 2) know that three planes to divide the body, 3) name body structure root words, suffixes, and bodily functions.

WE-HF-2301014 – Medical Terminology: Diagnostic Tests and Procedures

Subject Hours: 20 course time hours
Prerequisites: None
Subject Description: Medical Terminology: Diagnostic Tests and Procedures covers: 1) Examples of diagnostic exams, as well as techniques to diagnose and treat, 2) Nuclear medicine, and nuclear medicine procedures 3) Clinical procedures

WE-HF-2301015 – Medical Terminology--Summary

Subject Hours: 10 course time hours
Prerequisites: WE-HF-2301011-WE-HF-2301014
Subject Description: The Medical Terminology Summary reviews items covered within the introduction, as well as the first three lessons.

WE-HF-2301016 – Medical Terminology--Final Assessment

Subject Hours: 1 course time hour
Prerequisites: WE-HF2301015
Subject Description: The Medical Terminology Final Assessment covers the introduction, and lessons 1, 2, and 3. This is the graded exam for the items mentioned.

WE-HF-2301017 – Introduction to Anatomy and Physiology

Subject Hours: 80 course time hours
Prerequisites: WE-HF-2301016
Subject Description: Introduction to Anatomy and Physiology: 1) provides an overview of the anatomical structures and physiology of the human body, 2) discusses each body system in terms of the major anatomical structures and functions, and explains how each system participates in homeostasis of the body, 3) reviews selected major pathologies, including disease definitions and causes, signs and symptoms, diagnostic procedures, and possible treatments, 4) covers common issues and changes that occur in each body system throughout the life span.

WE-HF-2301018 – Healthcare Fundamentals

Subject Hours: 10 course time hours
Prerequisites: None
Subject Description: Healthcare Fundamentals covers: 1) the history of medicine and its origins. Medicine within the prehistoric, Mesopotamian, Greek, 9th Century, and modern era are discussed in this lesson.

WE-HF-2301019 – Communication in Healthcare

Subject Hours: 10 course time hours
Prerequisites: None
Subject Description: The Communication in Healthcare course covers: 1) recognizing the need to foster commitment within an organization, and implement effective communication techniques, 2) developing codes of conduct, and identifying various forms of communication

WE-HF-23010110 – Medical Documentation and Record Keeping: HIPAA

Subject Hours: 10 course time hours
Prerequisites: None
Subject Description: The Medical Documentation and Record Keeping: HIPPA course covers: 1) a historical overview of the Health Insurance Portability and Accountability Act (HIPAA), 2) discussing the Privacy rule, how HIPAA rules may be applied in different healthcare settings, and how to implement them, 3) gaining knowledge of the importance of complying with the Privacy Rule, and what it entails, and identifying situations in which there have been violations.

WE-HF- 23010111 – Being a Medical Coder: Introduction, Lessons, and Summary

Subject Hours: 8 course time hours
Prerequisites: None
Subject Description: Being a Medical Coder: Introduction, Lessons, and Summary covers: 1) The importance of medical coding within the Healthcare field, and Medical Coders' tasks, 2) Identifying recognized Medical Coding organizations, and understanding Medical Coding credentials, ethical principles, and requirements to maintain those credentials.

WE-HF-23010112 – Being a Medical Coder: Offline Study

Subject Hours: 1 course time hours
Prerequisites: None
Subject Description: Quiz.

WE-HF-23010113 – Being a Medical Coder: Final Assessment

Subject Hours: 1 course time hour
Prerequisites: WE-HF-23010112
Subject Description: Exam.

WE-HF-23010114 – Medical Coding CPT – Integumentary, Musculoskeletal, Respiratory Systems

Subject Hours: 65 course time hours
Prerequisites: None
Subject Description: The Medical Coding CPT--Integumentary, Musculoskeletal, Respiratory Systems course covers: 1) an introduction to Current Procedural Terminology (CPT) coding categories for the Integumentary, Musculoskeletal and Respiratory systems, 2) Categories I, II, and III codes and basic rules for CPT coding, 3) reviewing organ systems, and symbols in the CPT Codebook

WE-HF-23010115 – Medical Coding CPT– Cardiovascular, Digestive Endocrine, Nervous Systems

Subject Hours: 65 course time hours
Prerequisites: None
Subject Description: This course covers: 1) an introduction to Current Procedural Terminology (CPT) coding for the Cardiovascular, Digestive, Endocrine, and Nervous Systems, 2) Categories I, II, and III codes and, 3) reviewing organ systems, and symbols in the CPT Codebook

WE-HF-23010116 – Medical Coding CPT– Evaluation Management, Medicine, HCPCS Modifiers

Subject Hours: 65 course time hours
Prerequisites: None
Subject Description: In this course topics include: 1) how to determine the level of service for evaluation, and management of the information received, 2) learning the elements of reporting visits to medical providers, for evaluation and treatment, 3) reviewing medication administration, and accurately notating that information

WE-HF-23010117 – Medical Coding CPT – Anesthesia, Pathology, Radiology

Subject Hours: 65 course time hours
Prerequisites: None
Subject Description: In this course, we will review: 1) an overview of anesthesia, including anesthesia versus sedation, modifiers, and qualifying circumstances for the use of anesthesia, 2) radiology overview, 3) pathology/lab overview

WE-HF-23010118 – ICD-10 Coding

Subject Hours: 150 course time hours
Prerequisites: None
Subject Description: During the ICD-10 Coding course, the topics include: 1) distinguishing the between ICD-9-CM coding and ICD-10-CM coding, 2) discussing the challenges and benefits of the ICD-10-CM Coding System, 3) explaining the ICD-10-CM coding guidelines for determining the first-listed diagnosis, 4) following ICD-10-CM coding guidelines to code diseases, disorders, and undiagnosed conditions, 5) explaining the ICD-10-CM organization and general coding procedures.

WE-HF-23010119 – The Evolution of CPT and ICD-Intro

Subject Hours: 1 course time hour
Prerequisites: WE-HF-23010113 and WE-HF-23010118
Subject Description: In this course students: 1) recognize the Current Procedural Terminology (CPT), 2) identify updates, and important changes that impact primary care coding, 3) define the International Classification of Diseases, and answer common questions about the diagnostic coding system.

WE-HF-23010120 – The Evolution of CPT and ICD-Module 1

Subject Hours: 3 course time hours
Prerequisites: WE-HF-23010119
Subject Description: This course covers: 1) the role and purpose of the Relative Value Scale Update Committee (RUC), 2) CPT coding changes, and the implications of those changes.

WE-HF-23010121 – The Evolution of CPT and ICD-Module 2

Subject Hours: 3 course time hours
Prerequisites: WE-HR-23010120
Subject Description: This course covers: 1) identifying and defining findings at general medical examinations, 2) Codes in category R29.7 and Z72, 3) Guidelines for outpatient and office services.

WE-HF-23010122 – The Evolution of CPT and ICD-Module 3

Subject Hours: 3 course time hours
Prerequisites: WE-HF-23010121
Subject Description: This course covers: 1) what is ICD-10 CM, and 2) what is ICD-10 PCS, 3) discussions surrounding the evolution of CPT.

WE-HF-23010123 – The Evolution of CPT and ICD-Summary

Subject Hours: 2 course time hours
Prerequisites: WE-HF-23010122
Subject Description: During this course, topics include: 1) discussion of the historical overview of CPT and ICD coding, and the evolution of practices pertaining to both

WE-HF-23010124 – The Evolution of CPT and ICD – Offline Study & Quiz

Subject Hours: 3 course time hours
Prerequisites: WE-HF-23010123
Subject Description: Quiz.

WE-HF-23010125 – The Evolution of CPT and ICD – Exam

Subject Hours: 1 course time hour
Prerequisites: WE-HF-230124
Subject Description: Exam.

WE-HF-23010126 – Accurate Medical Coding and Insurance Forms

Subject Hours: 3 course time hours
Prerequisites: WE-HF-23010125
Subject Description: This course assists students with: 1) being able to describe how to accurately code diagnoses and procedures for a medical office, and 2) preparing insurance billing forms using the CPT and ICD-10-CM coding systems.

WE-HF-23010127 – Medical Regulations Governing Legal and Ethical Standards

Subject Hours: 3 course time hours
Prerequisites: None
Subject Description: This course covers: 1) identifying and describing some of the main regulations governing the application of legal and ethical standards related to medical professions.

WE-HF-23010128 – Applying Medico-Legal Principles to PHI

Subject Hours: 3 course time hours
Prerequisites: None
Subject Description: This course covers: 1) defining and identify the requirements regarding the application of medico-legal principles when working with protected health information.

PROGRAM

CLINICAL MEDICAL ASSISTANT

Have you thought about working with other professionals providing health care to patients? Are you a good team player? As a Clinical Medical Assistant you will work closely with patients and physicians; take vital signs, interview patients, record patient information, and provide point-of-care testing. Clinical Medical Assistants are projected to be among the fastest growing occupations in the next 5 years. This course, offered by our accredited school partners, will also provide you with the latest HIPAA regulations, the Electronic Health Record, and how to care for special populations.

This program includes a core Clinical Medical Assistant curriculum with an additional elective chosen by the student in one of our specialization tracks. The specialization course will dive deeper into the unique aspects of the field when working in specialized environments.

Employment opportunities learners may be prepared to obtain include: Medical Assistant, Medical Administrative Assistant, Medical Records and Health Information Technician, and Medical Transcriptionists. Course graduates may seek employment at locations such as state, local, and/or private hospitals, private practice physician offices, nursing care facilities, and outpatient care centers.

Upon completing this program students will learn to:

- Define the daily procedures performed by the physician and medical assistant
- Identify the proper guidelines of obtaining vital signs and patient information
- State the methods of the administration of medication and intravenous therapy
- Define the various guidelines for performing phlebotomy and microbiology charges
- Identify the standard guidelines for OSHA, sterilization, and disinfection

Clinical Medical Assistant Fees, tuitions and/or special charges

Tuition	$3,790.00
Registration	$100.00
Books	$105.00
Total **Cost:**	$3,995.00

Required Courses

Course #	Course Title	Course Time Hours Lecture/Lab/Externship	Total
AoWE-HF-1	Healthcare Fundamentals	10/0/0	10
AoWE-CH-1	Communication in Healthcare	10/0/0	10
AoWE-MD-1	Medical Documentation and Record-Keeping: HIPAA	10/0/0	10
AoWE-OSHA-1	OSHA Infection Control Compliance	10/0/0	10
AoWE-MT-1	Medical Terminology	75/0/0	75
AoWE-AP-1	Anatomy and Physiology	48/0/0	48
AoWE-AR-1	Administrative Responsibilities	10/0/0	10
AoWE-BR-1	Billing and Reimbursement	20/0/0	20
AoWE-BCP-1	Basic Clinical Procedures	30/0/0	30
AoWE-ACP-1	Advanced Clinical Procedures	32/0/0	32

Course #	Course Title	Course Time Hours Lecture/Lab/Externship	Total
AoWE-CS-1	Cardiovascular System	12/0/0	12
AoWE-ESE-1	EKG Supplies and Equipment	28/0/0	28
AoWE-EP-1	EKG Procedures	50/0/0	50
AoWE-ET-1	EKG Testing	20/0/0	20
AoWE-VES-1	Venipuncture Equipment and Safety	10/0/0	10
AoWE-V-1	Venipuncture	10/0/0	10
AoWE-CP-1	Capillary Puncture	8/0/0	8
AoWE-SH-1	Specimen Handling	17/0/0	17
	Total	410/0/0	410
	Program Total with Elective	420/0/0	420

Elective Courses

Course #	Course Title	Course Time Hours Lecture/Lab/Externship	Total
AoWE-AM-E1	Alternative Medicine	10/0/0	10
AoWE-G-E2	Geriatrics	10/0/0	10
AoWE-O-E3	Oncology	10/0/0	10
AoWE-MH-E4	Mental Health	10/0/0	10
AoWE-N-E5	Neurology	10/0/0	10
AoWE-OPT-E6	Orthopedics and Physical Therapy	10/0/0	10
AoWE-GN-E7	Gastroenterology and Nutrition	10/0/0	10
AoWE-EC-E8	Emergency Care	10/0/0	10
AoWE-E-E9	Endocrinology	10/0/0	10
AoWE-D-E10	Dermatology	10/0/0	10
AoWE-IA-E11	Immunology and Allergies	10/0/0	10
AoWE-ENT-E12	EENT	10/0/0	10
AoWE-OG-E13	OB/GYN	10/0/0	10
AoWE-P-E14	Pediatrics	10/0/0	10

LENGTH

Students are expected to complete the program within 12 months from their start date. After 52 weeks, students will be required to re-enroll with a new enrollment agreement.

AWARD

Certificate of Completion in Clinical Medical Assistant will be awarded upon successful completion of all courses.

COURSE DESCRIPTIONS

REQUIRED COURSES:

AoWE-HF-1 - Healthcare Fundamentals
Subject Hours: 10
Prerequisites: None
Subject Description:
As the healthcare industry continues to grow so does the need for workers in administrative and clinical environments who understand the fundamentals of patient care. Healthcare Fundamentals is a course that provides a professional understanding of patient care in a variety of healthcare settings. The course focuses on the theory, principles and methods to provide quality improvement and etiquette when delivering health-care services. A particular focus is on the application of these methods in both clinical and administrative environments.

AoWE-CH-1 - Communication in Healthcare
Subject Hours: 10
Prerequisites: None
Subject Description:
Communication in Healthcare is a course that provides a professional understanding of healthcare communications and the best practices for creating a positive and nurturing environment not only for patients but for co-workers as well. This course begins by giving an overview of how different forms of communication from verbal to body language effect communication in healthcare. It then dives deeper to explain the different types of discipline within a professional environment and how best to communicate these disciplinary actions. Finally, it explains different standardized communication skills and how these skills guarantee precision and an environment where workers feel comfortable expressing their concerns.

AoWE-MD-1 - Medical Documentation and Record-Keeping: HIPAA
Subject Hours: 10
Prerequisites: None
Subject Description:
Medical Documentation and Record-Keeping: HIPAA is a course that provides a professional understanding of the Health Insurance Portability and Accountability Act (HIPAA) and the best practices for medical record keeping and documentation. This course begins by giving an overview of the Health Insurance Portability and Accountability Act ("HIPAA"), the Standards for Privacy of Individually Identifiable Health Information ("Privacy Rule"), covered entities and uses and disclosures of information. It then dives deeper to explain the best practices of medical record keeping and documentation using real life scenarios. Lastly it explains the US HIPAA laws in a healthcare setting and how to implement this act with patients, with 100% accuracy. Learners will then be assessed on how to apply these practices within both clinical and administrative healthcare environments.

AoWE-OSHA-1 - OSHA Infection Control Compliance
Subject Hours: 10
Prerequisites: None
Subject Description:
The Occupational Safety and Health Administration (OSHA) is a government agency inside the United States Department of Labor. The agency was established to enforce safe and healthful working conditions for working professionals by creating and enforcing standards. Our OSHA Compliance Infection Control Training course teaches how to comply with scientifically accepted principles and practices of infection control and to

monitor compliance with OSHA's and the CDC's recommendations concerning disease transmission in health-care settings. Students will learn to differentiate pathways of disease transmission, to create and maintain a safe environment for patient care, to institute post-exposure evaluation and follow-up, and to list the equipment, supplies, engineering standards, and housekeeping practices required for universal precautions.

AoWE-MT-1 - Medical Terminology
Subject Hours: 75
Prerequisites: None
Subject Description:
As the fastest growing industry, pursuing a career in the healthcare field will provide stability, profitability, and satisfaction. All career paths in healthcare require Medical Terminology knowledge and skills. In this course learners will explore the word structure and analysis of medical terms including prefix, root word, and suffix. Next learners will review the organization of the body and body systems in regard to terminology. Lastly, we will discuss diagnostic testing and radiology and how medical terminology is used to determine the proper testing methods. Learners will navigate through the training material before completing several short activities at the end of each lesson to test their retention of the information. After completing each of the lessons, learners will complete a final assessment that will verify they have successfully gained the knowledge and skills covered in the course material. Accompanying the course is a terminology workbook that will give learners the hands-on experience and tools to master the use of medical terminology in any healthcare setting. Alongside the terminology workbook are study materials and resources such as quizzes, games, flash cards, exercises, animations of the different tests, procedures, and terms, and an audio glossary of medical terms that will allow learners to hear the correct pronunciations.

AoWE-AP-1 - Anatomy and Physiology
Subject Hours: 48
Prerequisites: None
Subject Description:
The Anatomy & Physiology course will familiarize students with the structures and functions of the human body. Anatomy describes the structures of the body – their scientific names, location, composition and associated structures – and offers a map of the human body for students. Physiology, on the other hand, studies the function of each structure, individuals and in combination with the other structures. As students examine each part of the body during this course, they will discover how anatomy and physiology always work together and will continually focus on both the structure and function of body. The course provides an overview of common medical terminology and presents the major anatomical structures of the human body systems. It also explores the basic physiological processes of each system, discussing how body systems work together. Finally, the course explores how each system participates in homeostasis of the body. Body systems discussed in this course include the integumentary, skeletal, muscular, nervous, endocrine, male and female reproductive, digestive, respiratory, lymphatic, and urinary systems.

AoWE-AR-1 - Administrative Responsibilities
Subject Hours: 10
Prerequisites: None
Subject Description:
Administrative tasks are completed by many healthcare professionals on a daily basis. These tasks may include working with a patient's health record or scheduling a patient visit. Having a clear understanding of how to complete the common administrative tasks and work with the tools used for these tasks is a key skill for any medical professional.
In this course, we will start by taking a deep look at the health record including the different record formats and the correct procedures for working with health records. We will then take a look at the tools and processes used to schedule patient visits including how to create an appointment schedule matrix and the differences

when scheduling a new patient versus an established patient. Lastly, we will explore the duties of reception including opening and closing a healthcare facility and the daily operations handled at the reception area.

AoWE-BR-1 - Billing and Reimbursement
Subject Hours: 20
Prerequisites: None
Subject Description:
Health insurance is something purchased to help protect against loss or harm. As a healthcare professional it is important to understand the basics of health insurance and what it means to be a participating provider. Medical billing and reimbursement is the lifeline of the healthcare facility. Often times, we forget that health-care facilities are still businesses that require revenue to maintain operations. This is the reason medical billing and reimbursement is so vital to the success of any medical facility. Managing the financial aspect of a healthcare facility is an important part of providing patient services. Every patient encounter generates a financial transaction of some kind. These transactions must be accounted for and accurately processed.

AoWE-BCP-1 - Basic Clinical Procedures
Subject Hours: 30
Prerequisites: None
Subject Description:
Clinical procedures make up the core of any clinical healthcare professional daily duties. Whether it is taking a patient's vital signs, completing or assisting with their physical examination, or assisting with minor surgeries, having a strong understanding of the basic clinical procedures you may be asked to perform is vital. Almost every patient who visits the healthcare facility will have some vital signs measured. Medical assistants are often responsible for obtaining these measurements. It is crucial that they have confidence in the theory and practical applications of vital sign measurements. It is also important that medical assistants understand how to accurately prepare for and assist with the patient's physical examination. Individual lifestyles and environ-mental factors can be the cause of disease so they should be considered when information is gathered about the patient's chief complaint.

AoWE-ACP-1 - Advanced Clinical Procedures
Subject Hours: 32
Prerequisites: Basic Clinical Procedures
Subject Description:
Healthcare is changing, and the role of the medical assistant is changing too. Research has shown that many patients are confused after seeing their providers. Patients do not always understand the treatment plan designed to manage their conditions. To solve this problem, ambulatory care facilitates are moving toward coaching and care coordination. This includes coaching on health and wellness, nutrition and the patient's dietary needs or restrictions, and medication administration. It is vital that medical assistants have a strong comprehension and understanding of their part in coaching and care coordination. Lastly, it is important for every assistant to be prepared for medical emergency situations including what type of emergencies are most likely to occur in the healthcare setting, the equipment and supplies for these emergencies, and how to prop-erly handle these situations.

AoWE-CS-1 - Cardiovascular System
Subject Hours: 12
Prerequisites: None
Subject Description:
The cardiovascular system, also called the circulatory system, brings oxygen, nutrients, water, and other substances to the body's cells. It also carries waste products away from the cells to be excreted from the body. This system consists of blood, blood vessels, and the heart-a complex muscular organ whose primary

function is pumping blood around the body. Understanding the terms and structures of this system as well as the diseases and factors impacting this system will provide an invaluable knowledge base for any medical professional.

AoWE-ESE-1 - EKG Supplies and Equipment
Subject Hours: 28
Prerequisites: None
Subject Description:
Heart disease is the leading cause of death in the United States. Medical assistants in primary and specialty areas often care for patients with heart disorders, making it vital that they have a clear knowledge base of the supplies and equipment used to test and monitor heart functions. The heart is a complex organ with electrical impulses moving through it causing the cells to react by contracting. When a provider needs to assess the electrical activity of the heart, an electrocardiogram (EKG or EKG) is commonly ordered. An electrocardiogram provides information about the heart rate and rhythm and shows if there is enlargement of the heart due to high blood pressure or evidence of a previous heart attack. This is an important diagnostic tool used to better diagnosis and treat patients.

AoWE-EP-1 - EKG Procedures
Subject Hours: 50
Prerequisites: EKG Supplies and Equipment
Subject Description:
An electrocardiogram procedure is used to evaluate how a patient's heart is functioning and detect any abnormalities in its performance. Medical assistants in many settings will perform electrocardiograms for providers to read and interpret. Therefore, it is important that they can accurately perform the procedure. It is also important that they have a strong knowledge of how to identify problems during the procedure and take appropriate action. This includes the skills to identify life threatening abnormalities during a procedure such as a myocardial infarction.

AoWE-ET-1 - EKG Testing
Subject Hours: 20
Prerequisites: EKG Equipment and Supplies & EKG Procedure
Subject Description:
In addition to the standard electrocardiogram procedure, there are a number of additional tests including stress tests and cardiac event recordings that are classified as EKG tests. Medical assistants must be familiar with the additional EKG tests they may be asked to perform. We will explore tests such as exercise stress tests that record the EKG while the patient is exercising, nuclear stress tests that show the blood flow into the heart over a 24-48 hour period, a Holter Monitor which is used to monitor a patient's heart over a 24-48 hour period while they go about their normal daily activities, and a cardiac event recorder which is a portable, battery operated EKG device that is activated by the patient when symptoms occur.

AoWE-VES-1 - Venipuncture Equipment and Safety
Subject Hours: 10
Prerequisites: None
Subject Description:
According to the American Society of Clinical Pathologists (ASCP), nearly 80% of providers base at least part of their diagnostic decisions on the results of laboratory tests. The most common specimen used in the laboratory is blood. Phlebotomy involves highly developed skills, procedures, and equipment to ensure the patient's comfort and safety. This course will outline the equipment used in venipuncture and the safety equipment and procedures required to perform a venipuncture. It will also discuss the protocols and process for handling exposure to a needlestick.

AoWE-V-1 - Venipuncture
Subject Hours: 10
Prerequisites: Venipuncture Equipment and Safety
Subject Description:
Venipuncture involves a series of steps that are vital to collecting a good sample. In addition to learning good technique, we also want to be able to make our patients as comfortable as possible. This course will dive into the steps required to successfully complete a venipuncture including preparing the patient, patient verification, the different methods for performing a venipuncture, and the complications involved in venipuncture and the solutions for these complications. Lastly, this course will also discuss the differences in perform a venipuncture on a pediatric patient including both the patient and parent behavior and the guidelines to follow when handling a pediatric patient.

AoWE-CP-1 - Capillary Puncture
Subject Hours: 8
Prerequisites: None
Subject Description:
A capillary puncture is an efficient means of collecting a blood specimen when only a small amount of blood is needed. Capillary punctures are also used when a patient's condition makes venipuncture difficult, such as in a patient undergoing chemotherapy. Also, capillary punctures are performed on infants and some young children. The test requisition may not specify a capillary collection, so it is important that medical assistants are familiar with the advantages, limitations, and appropriate uses of this technique. This course will outline the situations in which this technique should be utilized, the equipment used for a capillary puncture, and finally the process and procedure of successfully performing a capillary puncture.

AoWE-SH-1 - Specimen Handling
Subject Hours: 17
Prerequisites: Venipuncture Equipment and Safety, & Venipuncture, & Capillary Puncture
Subject Description:
The results of laboratory testing are only as good as the specimen sent for testing. Specimens handled improperly after collection may provide incorrect results. They may even compromise the patient's health. By testing specimens as soon as possible, the laboratory tries to provide results that accurately represent the patient's condition at the time of collection. It is vital that medical assistants know the proper process and procedure for collecting, handling, and transporting specimens.

ELECTIVES:

AoWE-AM-E1 - Alternative Medicine
Subject Hours: 10
Prerequisites: None
Subject Description:
Conventional medical approaches are often complemented by therapies that are referred to as alternative medicine. Many forms of alternative medicines have found their way into the mainstream of the medical community and are used to treat disorders, relieve symptoms, and improve quality of life, especially through pain management. The National Center for Complementary and Alternative Medicine (NCCAM), a government agency, continues (along with other reputable entities) to conduct scientific studies focusing on the safety and effectiveness of alternative therapies. Healthcare professionals should be aware of the various forms of complementary and alternative medicines and gather information from the patient about any alternative therapies

being used. This course provides an overview of some of the more common complementary and alternative medicines being used today.

AoWE-G-E2 - Geriatrics
Subject Hours: 10
Prerequisites: None
Subject Description:
This course provides an overview of special needs of senior individuals involved with the physical, social, psychological, nutritional, and economic aspects of aging. As a healthcare professional, it is important to be aware of the various changes associated with aging and to assist patients in meeting needs and maintaining a high quality and healthy lifestyle.

AoWE-O-E3 - Oncology
Subject Hours: 10
Prerequisites: None
Subject Description:
This course provides an overview of concepts related to oncology including common types of malignant neo-plasms, routine cancer screening tests performed in the medical office, procedures for diagnosing cancer, and various treatments. It also explains hospice care for patients who are terminally ill. Healthcare professionals should be aware of concepts related to oncology and their role in the oncology office or hospice center.

AoWE-MH-E4 - Mental Health
Subject Hours: 10
Prerequisites: None
Subject Description:
This course provides an overview of psychology and psychiatry, two medical specialties that focus on the treatment of mental health disorders. Additionally, practitioners in all medical specialty areas will interact with patients with mental health disorders. As with other medical specialties, professionals in psychology and psychiatry practices measure patient vitals, assist patients in completing medical information forms, sched-ule appointments, and obtain pre-certification. Professionals may also obtain specimens for testing in some cases. It is essential for medical staff working in mental health specialty areas to have a basic understanding of the related diseases and disorders and diagnostic procedures.

AoWE-N-E5 - Neurology
Subject Hours: 10
Prerequisites: None
Subject Description:
This course provides an overview of the nervous system anatomy and physiology as a foundation for working in the neurology office. Healthcare professionals must understand the fundamentals of the nervous system and the numerous associated diseases and disorders. Professionals working in this specialty area must know how to assist the physician and patient during common diagnostic procedures.

AoWE-OPT-E6 - Orthopedics and Physical Therapy
Subject Hours: 10
Prerequisites: None
Subject Description:
This course provides an overview of the musculoskeletal system including its anatomy, physiology and related diseases and disorders. Professionals working in an orthopedic medical specialty office or a physical therapy facility must know the structure and function of the musculoskeletal system in order to appropriately assist the physician or physical therapist and provide excellent care to the patient.

AoWE-GN-E7 - Gastroenterology and Nutrition

Subject Hours: 10
Prerequisites: None
Subject Description:

This course provides an overview of the digestive system anatomy and physiology and examines several diseases and disorders of the gastrointestinal system. An understanding of basic anatomical and physiological concepts and the needs of patients with gastrointestinal disorders will enable you to assist the physician in diagnostic procedures and in administering medications.

AoWE-EC-E8 - Emergency Care

Subject Hours: 10
Prerequisites: None
Subject Description:

The objective of this course is to introduce learners to the Emergency Department of a hospital. The learner will be exposed to the unique set-up that is prepared to assess any patient regardless of complaint or ability to pay. The learner will also be able to differentiate the care goals in the Emergency Department and the Office setting and Inpatient Setting. The learner will gain a working knowledge of the flow of an Emergency Department to best support the Clinicians who ultimately make the diagnosis and plan treatment for the patients. The learner will also learn the basics of triage, management of patient flow and throughput for an acute and critically ill patient.

AoWE-E-E9 - Endocrinology

Subject Hours: 10
Prerequisites: None
Subject Description:

Healthcare professionals may choose to work in endocrinology offices assisting a specialist in this area, called an endocrinologist. This course provides an overview of the endocrine system glands and hormones as well as some of the common diseases and disorders related to this system. It is important to have a basic understanding of this body system and the related disorders in order to effectively assist the patient and physician.

AoWE-D-E10 - Dermatology

Subject Hours: 10
Prerequisites: None
Subject Description:

Which types of skin disorders and dermatitis are most common? Which skin conditions are infectious? Which are cancerous? The answers to these questions are critical knowledge to the healthcare professionals in a dermatology setting. This course provides an overview of the anatomy and physiology of the integumentary system and several common skin disorders that a healthcare professional may see in a dermatologist office. It is important for professionals to understand basic concepts in order to assist the dermatology specialist in this environment.

AoWE-IA-E11 - Immunology and Allergies

Subject Hours: 10
Prerequisites: None
Subject Description:

This course provides an overview of the anatomy and physiology of the immune system and its common disorders. Most procedures and diagnostic testing takes place in an immunologist's office.

AoWE-ENT-E12 - EENT

Subject Hours: 10
Prerequisites: None
Subject Description:

This course provides an overview of the EENT (Ear, Eye, Nose, and Throat) specialist office and the role of healthcare professionals in related procedures and treatments. Healthcare professionals must understand the anatomy and physiology of the ear, eye, nose, and throat and the common diseases and disorders as well as the diagnostic procedures they may assist with in the office.

AoWE-OG-E13 - OB/GYN

Subject Hours: 10
Prerequisites: None
Subject Description:

OB-GYN professionals are experts in female anatomy, physiology, and common disorders associated with the female reproductive system, pregnancy, and the birthing process. The course starts by exploring the reproductive system, vaginal health, and pregnancy, identifying how to diagnose and prevent diseases related to those particular areas. Then, students will learn how to effectively perform procedural OB-GYN services, such as preventative screenings, pap smears, mammograms, colposcopies, and endometrial and vulvar biopsies. Finally, students will familiarize themselves with the warning signs and symptoms of breast cancer with the goal of being able to diagnose and offer counsel for patients.

AoWE-P-E14 - Pediatrics

Subject Hours: 10
Prerequisites: None
Subject Description:

Patient care has always been regarded as a complex model. Medical professionals nowadays range from vocational licensed professionals to medical doctors, respiratory therapists, nurses, etc. In this course, we are going to cover the things any healthcare professional working in Pediatrics or with Pediatric patients will need to know…whether it be in a private practice or hospital setting. We will start by exploring the most common diseases found in Pediatric patients. Next, we will discuss communicating with pediatric patients and the barriers that complicate such communication. Lastly, we will breakdown the age-related development factors from birth up to eighteen years.

EDUCATOR SEMINARS

The following courses are approved by:

Texas Education Agency
1701 North Congress Avenue,
Austin, Texas 78701-1494
512-463-9838

At the successful completion of the seminar, the student will be awarded a Certificate of Completion.

Seminars

1 **Seminar Name:** Bullying in Schools
   Length: 25 hours
   Cost: $195
   Objective: Upon successful completion of this seminar, students will be able to:
   - Recall the effects social status and masculinity have on bullying
   - Recognize the signs of violence against girls and the gay community
   - Identify aspects of cyber-bulling, adult bullying, and how bullying influences the economy
   - Describe how to create kinder learning environments and cyberspaces

   Admissions Requirements: High school, or GED
   Textbook: Not required
   Topics: Social Status – 6.25 hours
   Violence Against Girls and Bashing – 6.25 hours
   Cyber Bullying and Adult Bullies – 6.25 hours
   Bully Economy and Cyberspaces – 6.25 hours

2 **Seminar Name:** Classroom Management Secrets
   Length: 25 hours
   Cost: $195
   Objective: Upon successful completion of this program, students will be able to:
   - Identify how to create a positive and warm learning environment through classroom management
   - Recall ways to cope with difficult students and diffuse potential conflicts
   - List the specific strategies that improve intrinsic motivation
   - Recognize classroom management techniques

   Admissions Requirements: High school, GED
   Textbook: Not required
   Topics: Creating a Positive Learning Environment – 6.25 hours
   How to Manage Difficult Students and Conflicts – 6.25 hours
   Improving Intrinsic Motivation – 6.25 hours
   Restarting Your Classroom Management Plan – 6.25 hours

3 **Seminar Name:** Creating Safe Classroom Environment
   Length: 25 hours
   Cost: $195

Objective: Upon successful completion of this program, students will be able to:
- Describe how to create safe learning environments for social and emotional needs
- Recall child centered teaching practices and how to cultivate diversity
- Identify how to foster classroom relationships among educators and students
- Recognize how to develop caring learning environments

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Listening and Teaching for Understanding – 6.25 hours
Child Centered Teaching and Diversity – 6.25 hours
Classroom Relationships – 6.25 hours
Caring Classrooms – 6.25 hours

4 **Seminar Name:** Developmentally Appropriate Practice in the Classroom

Length: 25 hours

Cost: $195

Objective: Upon successful completion of this program, students will be able to:
- Describe the various standards that promote recommended practices
- Explain how program quality standards impact curriculum development
- Explain how the developmental domains and knowledge of content areas relate to curriculum development
- Describe the characteristics of effective curriculum, and explain how teachers plan and implement curriculum
- Explain the three areas of knowledge (age-related expectations, individual differences, and social and cultural contexts) that form the core of developmentally appropriate practice
- Analyze stages of play in relation to developmentally appropriate practice
- Explain the role of active child engagement in developmentally appropriate practice
- Recognize the relationship between developmentally appropriate practices and quality

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Active Child Engagement – 6.25 hours
Elements of Curriculum – 6.25 hours
Developmentally Appropriate Practices – 6.25 hours
Quality Care – 6.25 hours

5 **Seminar Name:** Differentiation for the Elementary Classroom

Length: 25 hours

Cost: $195

Objective: Upon successful completion of this program, students will be able to:
- Define what constitutes a differentiated classroom
- Identify the principles that can be applied to create an engaging classroom
- List the various proven activities to use in the differentiated classroom
- Recognize classroom management techniques and strategies for differentiating lessons

Admissions Requirements: High school, or GED

Textbook: Not required

Topic: Why A Differentiated Classroom? – 6.25 hours
What Makes A Differentiated Classroom? – 6.25 hours
Strategies in a Differentiated Classroom – 6.25 hours
Making the Classroom Work – 6.25 hours

6 **Seminar Name:** Educator's Role in the Prevention and Discipline of Harassment and Bullying

Length: 25 hours

Cost: $195

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

- Describe the legal trends of bullying against various marginalized groups (e.g. LGBT, students with disabilities)
- Identify marginalized groups that may warrant legal protection from bullying
- For a given situation in a public-school setting, determine if school officials may discipline students for off-campus harassment committed using various social media outlets
- Explain the trends in anti-bullying legislation, including the role of state law
- Determine the role Title IX plays in protecting students from peer harassment for a given situation in a public-school setting
- Outline the issues pertinent to search and seizure in public schools (e.g. locker searches, car searches, drug testing) as it relates to the Fourth Amendment
- Identify the legal issues involved in employing academic sanctions as a form of discipline for a given situation
- Describe the legal status of discipline and corporal punishment across the United States
- Describe the legal status of zero-tolerance policies for a given school setting
- Identify the due process procedures for expulsion and suspension for a given school setting

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: Trends and Marginalized Groups – 6.25 hours
Peer Harassment – 6.25 hours
Zero Tolerance Policies – 6.25 hours
Discipline and Corporal Punishment – 6.25 hours

7 **Seminar Name:** Educator's Role in the Prevention of Child Abuse and Neglect

Length: 25 hours

Cost: $195

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

- Explain the early childhood educator's role in the prevention of child abuse and neglect
- Explain the reporting requirements for child abuse and neglect
- Recognize signs of child abuse and neglect
- Describe risk factors for child abuse and neglect
- Identify food safety issues
- Describe effective supervision in early childhood education settings
- Design a safe early childhood outdoor educational environment
- Design a safe early childhood indoor educational environment

Admissions Requirements: High school, or GED

Textbook: Not required

Topics: The Educator's Role in Abuse Prevention – 6.25 hours
Safe Indoor and Outdoor Environments – 6.25 hours
Supervision in Early Childhood Education Settings – 6.25 hours
Food Safety Issues – 6.25 hours

8 **Seminar Name:** Family, School, & Community Structures Challenging Children's Learning

Length: 25 hours

Cost: $195

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

- Describe diverse family structures and impacts on family life that challenge children's learning

- 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

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School Director, Kathryn Browne