

# Catalog 2025-2026

Volume 8 • Effective 03/01/2025- 02/29/2026 • Published 03/01/2025



**ACADEMY**  
OF WORLD EDUCATION

2909 E Arkansas Lane, Suite C Unit 374  
Arlington, TX 76010  
(682) 587-3035

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**Office of the Director**  
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**Arlington, TX 76010**  
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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 eastern Arlington with easy access to the 360 freeway. The facility is a clean and comfortable space with multiple conference rooms and computer workstations.

## OWNERSHIP

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

## FACULTY & STAFF

TITLE	NAME	DEGREE/CERTIFICATION HELD	AREAS OF INSTRUCTION
DIRECTOR	Kathryn Browne	M.B.A University of Texas at Arlington	N/A
STAFF DESIGNEE	Candice Markham	Master of Education University of Texas, Brownsville	N/A
REGISTRATION REPRESENTATIVE	Gloria Monroy	BA Accountancy, CPA University Autónoma de Baja California	N/A
REGISTRATION REPRESENTATIVE	Gabriela Rodriguez	AA Business Capella University, Minneapolis	N/A
REGISTRATION REPRESENTATIVE	Mitch Zaralegui	MA, Leadership & Organizational Studies Azusa Pacific University, Azusa, CA	N/A

INSTRUCTOR

Patrick Rush

High School Diploma  
Arlington High School, TX

Medical Coding

INSTRUCTOR

Jessica Reyna

Medical Assistant,  
Kaplan College, FL

Medical Assistant

# SCHOOL CALENDAR

January 1st – December 31st

Open enrollment, Asynchronous Distant Education

## HOLIDAYS TO BE OBSERVED

New Year's Day  
Martin Luther King Jr. Day  
President's Day  
Good Friday  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Columbus Day  
Thanksgiving Break  
Winter Break

*\*Note: The holidays above are staff-observed holidays. Course access will remain available 24/7/365.*

## 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 click 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 18 years of age
- 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 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. Exceptions include those students that fall into the Refund Policy for Students Called to Active Military Duty. Approved refunds will be calculated using the terms below.

## 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**

1. 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.

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

## **PROGRAMS**



# 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
<b>Total Cost:</b>	<b>\$3,495.00</b>

Course #	Course Title	Course Time Hours Lecture/Lab/Externship	Total Hours	Lessons
AoWE-HF-1	Healthcare Fundamentals	10/0/0	10	4
AoWE-CH-1	Communication in Healthcare	10/0/0	10	4
AoWE-MD-1	Medical Documentation and Record-Keeping: HIPAA	10/0/0	10	4
AoWE-MT-1	Medical Terminology	75/0/0	75	4
AoWE-AP-1	Anatomy and Physiology	48/0/0	48	7
HF-BMC-WE508	Being a Medical Coder	10/0/0	10	3
WE-HF-23X10	ICD-10 Coding	150/0/0	150	5
WE-HF-230541	Medical Coding: Current Procedural Terminology (CPT)	210/0/0	210	21
WE-HF-23XCPMC9	Evaluation and Management coding	107/0/0	107	8
<b>Total</b>			<b>630 Hours</b>	<b>60 Lessons</b>

## **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**

### **AoWE-HF-1 Healthcare Fundamentals**

**Subject Hours:** 10 course time hours

**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 healthcare 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 course time hours

**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 course time hours

**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-MT-1                      Medical Terminology**

**Subject Hours:** 75 course time hours

**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 course time hours

**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.

**HF-BMC-WE508                      Being a Medical Coder**

**Subject Hours:** 10 course time hours

**Prerequisites:** None

**Subject Description:**

Medical Coding is one of the most desired fields, offering the freedom to work at your own pace in your choice of environments. Medical coders review patient notes, evaluate physician's codes, and often research to assign accurate codes. As an invaluable part of any healthcare team, medical coders essentially ensure that physicians and healthcare facilities are compensated for their services. This course will provide an in depth look at the world of being a medical coder. The course will explore two of the largest industry certification providers, AHIMA and AAPC, and take a look at the different certifications available.

**WE-HF-23X10                      ICD-10 Coding**

**Subject Hours:** 150 course time hours

**Prerequisites:** Medical Terminology (AoWE-MT-1) & Anatomy and Physiology (AoWE-AP-1)

**Subject Description:**

Medical coding is a growing career path with a high demand for skilled, certified professionals. ICD-10 Coding is a vital part of successfully coding in the healthcare industry. The International Classification of Diseases (ICD), 10th Revision, Clinical Modification (CM) was designed to classify patient morbidity or sickness and mortality or death information to index health records. Accurate coding using the ICD system is vital to successfully reporting and maintaining health records as well as billing for reimbursement for services rendered. ICD coding is also used by governments and medical personnel to gather data and statistics that assist with medical research and disease tracking. In this course, we are going to provide an overview of ICD-10-CM codes and their use when coding. We will explore the current coding and reporting guidelines for ICD-10 coding as well as the specific guidelines for each chapter of the ICD-10-CM coding manual.

**WE-HF-230541                      Medical Coding: Current Procedural Terminology (CPT)**

**Subject Hours:** 210 course time hours

**Prerequisites:** Medical Terminology (AoWE-MT-1) & Anatomy and Physiology (AoWE-AP-1)

**Subject Description:**

Our Medical Coding: Current Procedural Terminology (CPT) course breaks down the CPT coding manual by sections allowing learners to master each of the coding areas. The CPT coding manual includes the six body systems: Integumentary, Musculoskeletal, Respiratory, Cardiovascular, Digestive, and Endocrine systems, evaluation and management procedures, medicine coding, coding modifiers, the Healthcare Common Procedure Coding System, and anesthesia, pathology, and radiology procedures. This course will discuss the guidelines for using each of these sections and the proper procedures for accurate coding.

**WE-HF-23XCPMC9                      Evaluation and Management coding**

**Subject Hours:** 107 course time hours

**Prerequisites:** Medical Terminology (AoWE-MT-1) & Anatomy and Physiology (AoWE-AP-1) & Medical Coding: Current Procedural Terminology (CPT)- (WE-HF-230541)

**Subject Description:**

Evaluation and Management (E/M) codes are at the core of most family physician practices. E/M services represent a category of Current Procedural Terminology (CPT) codes used for billing purposes. Most patient visits require an E/M code. There are different levels of E/M codes, which are determined by the complexity of a patient visit and documentation requirements. This course will teach you all you need to know about performing and documenting E/M services. This curriculum includes the 2021 and 2022 E/M Coding updates for new and established office patients, plus coverage of the most common other outpatient and inpatient encounters using the 1995 and 1997 guidelines.

# CLINICAL MEDICAL ASSISTANT ASSOCIATE

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 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 Associate Fees, tuitions and/or special charges***

Tuition	\$1,790.00
Registration	\$100.00
Books	\$105.00
<b>Total Cost:</b>	<b>\$1,995.00</b>

## **Required Courses**

Course #	Course Title	Course Time Hours Lecture/Lab/Externship	Total Hours	Lessons
AoWE-HF-1	Healthcare Fundamentals	10/0/0	10	4
AoWE-CH-1	Communication in Healthcare	10/0/0	10	4
AoWE-MD-1	Medical Documentation and Record-Keeping: HIPAA	10/0/0	10	4
AoWE-OSHA-1	OSHA Infection Control Compliance	10/0/0	10	10
AoWE-MT-1	Medical Terminology	75/0/0	75	4
AoWE-AP-1	Anatomy and Physiology	48/0/0	48	7
AoWE-AR-1	Administrative Responsibilities	10/0/0	10	4
AoWE-BR-1	Billing and Reimbursement	20/0/0	20	4
AoWE-BCP-1	Basic Clinical Procedures	30/0/0	30	3
AoWE-ACP-1	Advanced Clinical Procedures	32/0/0	32	4
AoWE-CS-1	Cardiovascular System	12/0/0	12	3
AoWE-ESE-1	EKG Supplies and Equipment	28/0/5	28	3

AoWE-EP-1	EKG Procedures	50/0/30	50	5
AoWE-ET-1	EKG Testing	20/0/15	20	7
AoWE-VES-1	Venipuncture Equipment and Safety	10/0/5	10	6
AoWE-V-1	Venipuncture	10/0/20	10	5
AoWE-CP-1	Capillary Puncture	8/0/25	8	2
AoWE-SH-1	Specimen Handling	17/0/20	17	5
	Total	410/0/120	410	84
<b>Program Total with Elective</b>		<b>420/0/120</b>	<b>420</b>	<b>86-89</b>

## Elective Courses

*Students must select one specialization course from the list below upon enrollment.*

Course #	Course Title	Course Time Hours Lecture/Lab/Externship	Total Hours	Lessons
AoWE-AM-E1	Alternative Medicine	10/0/0	10	2
AoWE-G-E2	Geriatrics	10/0/0	10	3
AoWE-O-E3	Oncology	10/0/0	10	3
AoWE-MH-E4	Mental Health	10/0/0	10	4
AoWE-N-E5	Neurology	10/0/0	10	4
AoWE-OPT-E6	Orthopedics and Physical Therapy	10/0/0	10	4
AoWE-GN-E7	Gastroenterology and Nutrition	10/0/0	10	5
AoWE-EC-E8	Emergency Care	10/0/0	10	4
AoWE-E-E9	Endocrinology	10/0/0	10	4
AoWE-D-E10	Dermatology	10/0/0	10	4
AoWE-IA-E11	Immunology and Allergies	10/0/0	10	3
AoWE-ENT-E12	EENT	10/0/0	10	4
AoWE-OG-E13	OB/GYN	10/0/0	10	5
AoWE-P-E14	Pediatrics	10/0/0	10	4

### 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 Associate 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 healthcare 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 healthcare 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 healthcare 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 environmental 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 properly 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 ECG) 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.

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### **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 neoplasms, 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, schedule 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 take 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.

# Python Developer

This cornerstone training program is designed for you, if you are determined to become a skilled Python Programmer. It provides you with enough practice and theoretical knowledge to make you job-ready when you graduate. It also teaches you the soft skills employers look for in job applicants. Upon completing the training, you are ready to start a successful new career in Python Programming. Python Programming can't be learned in a few weeks by passively watching video tutorials and then doing some exercises on your own. It is an advanced skill set which can only be mastered with a significant amount of closely supervised practice. NCLab's proven training method is called Instructor-Assisted Learning By Doing. You learn actively from Day 1. After gaining confidence in one topic, you move to the next one. The progression has been improved and tuned for many years, and it is so smooth that you never get lost. And, you are never alone.

Our highly responsive instructional support team composed of professional Python Programmers, college instructors, and former NCLab trainees stands by to promptly assist you with the coursework if needed. The entire Python Programming career training program takes approximately 320 hands-on hours. You are assigned a coach who prepares a personalized roadmap and training timeline for you, and then works with you for the entire duration of the training. Because your training is self-paced and individualized to your schedule, you are able to build a consistent training routine with your coach that does not interfere with your work and family commitments.

## ***Python Developer: Fees, tuitions and/or special charges***

Tuition	\$5,595.00
Registration	\$100.00
<b>Total Cost:</b>	<b>\$5.695.00</b>

## **Required Courses**

Course #	Course Title	Course Time Hours Lecture/Lab/Externship	Total Hours	Lessons
AoWE-PD-1	Computational Literacy 1	30/0/0	30	1
AoWE-PD-2	Introduction to Python	30/0/0	30	1
AoWE-PD-3	Working with Text in Python	20/0/0	20	1
AoWE-PD-4	Plotting and Drawing with Python	10/0/0	10	1
AoWE-PD-5	Software Project 1	10/0/0	10	1
AoWE-PD-6	Working with Files in Python	10/0/0	10	1
AoWE-PD-7	Software Project 2	10/0/0	10	1
AoWE-PD-8	Data Visualization with Python	20/0/0	20	1
AoWE-PD-9	Data Analytics Minimum	10/0/0	10	1
AoWE-PD-10	Computer Science Minimum	20/0/0	20	1
AoWE-PD-11	Intermediate Topics in Python	20/0/0	20	1
AoWE-PD-12	Software Project 3	20/0/0	20	1
AoWE-PD-13	Object Oriented Programming 1	20/0/0	20	1
AoWE-PD-14	Software Project 4	20/0/0	20	1
AoWE-PD-15	Object Oriented Programming 2	20/0/0	20	1
AoWE-PD-16	CompTIA Data+ Exam Prep Course	10/0/0	10	1

AoWE-PD-18	Advanced Topics in Python	40/0/0	40	1
AoWE-PD-19	Event-Driven Programming	40/0/0	40	1
AoWE-PD-20	Python Certified Associate Programmer (PCAP)	20/0/0	20	1
Total		280	280	16

## Elective Courses

AoWE-PD-17	Software Project 5	20/0/0	20	1
AoWE-PD-18	Advanced Topics in Python	40/0/0	40	1
AoWE-PD-19	Event-Driven Programming	40/0/0	40	1
AoWE-PD-20	Python Certified Associate Programmer (PCAP)	20/0/0	20	1
Total		120	120	4

### LENGTH

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

### AWARD

Certificate of Completion in Python Developer will be awarded upon successful completion of all courses.

## Course Descriptions

## Required Courses

### **AoWE-PD-1 Computational Literacy**

**Subject Hours:** 40 course time hours

**Prerequisites:** None

**Subject Description:** This course uses a visual educational programming language suitable for complete beginners to teach logic, algorithmic thinking, computational problem solving, and basic concepts of procedural (imperative) computer programming. Students learn how to design algorithms and type code, identify repeating patterns, use loops to repeat commands and sequences of commands, use Boolean logic, conditional statements, conditional loops, define and use custom commands and functions, break complex problems into simpler ones, and work with random numbers and basic probability

### **AoWE-PD-2 Introduction to Python**

**Subject Hours:** 40 course time hours

**Prerequisites:** None

**Subject Description:** This course provides a comprehensive introduction to the Python programming language. Students learn Python by solving programming problems of gradually increasing complexity, using simple calculations, loops, conditions, local and global variables, functions, and basic exceptions handling. They also become proficient in working with fundamental Python data structures, including tuples, lists, sets, frozen sets, and dictionaries. They also develop a good Python coding style consistent with the PEP 8 - Style Guide for Python Code.



**AoWE-PD-3 Working with Text in Python**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** This course is dedicated to text string operations. Students learn how to create, clean, and format text strings, work with special text characters, use all important text string methods, work with the ASCII table and its Unicode extension, slice, copy and reverse text strings, use regular expressions, and mine data from large text data files.

**AoWE-PD-4 Plotting and Drawing with Python**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** This course is dedicated to Python's prominent library Matplotlib. Students learn how to draw lines and polylines, format Matplotlib plots, draw basic and advanced geometric shapes, change line style, width and color, fill closed areas with color, graph functions and plot parametric curves, and use nested for-loops to work with 2D arrays.

**AoWE-PD-5 Software Project 1**

**Subject Hours:** 10 course time hours

**Prerequisites:** None

**Subject Description:** In this project trainees build an entry-level Graphics Editor (GE) based on Matplotlib. The GE makes it possible to easily create images without having to deal with the technical details of defining lines, arcs, circles, etc. This GE won't be as powerful as other graphics editors and image manipulation programs out there such as Inkscape or Gimp, but those softwares took hundreds of man-years to build. This project's objective is to experience the planning, design, and implementation of a relatively complex software, and to learn some key principles of software design.

**AoWE-PD-6 Working with Files in Python**

**Subject Hours:** 10 course time hours

**Prerequisites:** None

**Subject Description:** This course is dedicated to file operations in Python. Students learn how to open files, read data from files, and write data to files.

**AoWE-PD-7 Software Project 2**

**Subject Hours:** 10 course time hours

**Prerequisites:** None

**Subject Description:** In this project trainees implement image viewers for PBM, PGM and PPM files. These are important bitmap image formats which are used for conversions between other bitmap image formats such as BMP, GIF, JPEG, PNG or TIFF.

**AoWE-PD-8 Data Visualization with Python**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** In this course, students learn how to visualize data in the form of simple graphs, bar charts, pie charts, color maps, surface plots, wireframe plots, and contour plots. They also learn how to visualize structured data on 2D Cartesian grids and unstructured data on triangulations.

**AoWE-PD-9 Data Analytics Minimum**

**Subject Hours:** 10 course time hours

**Prerequisites:** None

**Subject Description:** This course covers a minimum of data analytics that every Python developer should know. Students learn how to work with Pandas data frames, display scatterplots, regression plots and residual plots with Seaborn, make simple predictions using linear regression, read data from CSV files and other types of data files, handle missing values, and clean data.

**AoWE-PD-10 Computer science Minimum**

**Subject Hours:** 20 course time hours

**Prerequisites:** None



**Subject Description:** In this module, students learn how to work with the decimal, binary, octal, and hexadecimal numeral systems in Python, as required by the PCEP exam. Students learn how to count in these numeral systems, add numbers, convert numbers between these numeral systems, work with bitwise operators, and use Boolean logic.

#### **AoWE-PD-11 Intermediate Topics in Python**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** This course covers selected intermediate topics in Python programming as required by the PCEP exam, including variadic functions, anonymous (lambda) functions, built-in functions any(), all(), map(), filter(), reduce(), eval() and exec(), iterables and iterators, and generator functions and generator expressions. Students also gain a deep insight into mutability, shallow and deep copying, and exceptions handling.

#### **AoWE-PD-12 Software Project 3**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:**

#### **AoWE-PD-13 Object-Oriented Programming 1**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** This module introduces students to Object-Oriented Programming (OOP). They learn how object-oriented programming evolved from procedural programming, and the main differences between these two programming styles. Students learn basic concepts of OOP including class, object, attribute, method, instantiation, instance, constructor, etc. They practice creating and instantiating classes in Python.

#### **AoWE-PD-14 Software Project 4**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** In this software project students implement their own version of Turtle Graphics. This is a famous Python drawing program where a robotic Turtle draws geometric patterns using a few simple commands. Besides practicing OOP, students discuss the pros and cons of a few different software designs.

#### **AoWE-PD-15 Object-Oriented Programming 2**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** Students learn how to create descendants (subclasses) of existing classes, add new attributes and methods, as well as override methods. They also learn selected advanced concepts of OOP including polymorphism and multiple inheritance.

#### **AoWE-PD-16 PCEP Preparation Module**

**Subject Hours:** 10 course time hours

**Prerequisites:** None

**Subject Description:** This exam prep module provides several Certified Entry-Level Python Programmer (PCEP) practice exams, and prepares students for the PCEP certification by the Python Institute. The PCEP certification is a widely-recognized professional credential that measures one's ability to accomplish coding tasks related to the essentials of programming in the Python programming language. All students are encouraged to obtain it.

## **Elective Courses**

Students may take these courses at their discretion

#### **AoWE-PD-17 Software Project 5**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** In this software project students use advanced techniques of object-oriented programming including polymorphism and multiple inheritance to upgrade their Graphics Editor from Software Project 1 to a clean, object-oriented design.

### **AoWE-PD-18 Advanced Topics in Python**

**Subject Hours:** 40 course time hours

**Prerequisites:** None

**Subject Description:** This module covers selected advanced concepts of the Python programming language, as required by the PCAP certification exam. This includes recursion, working with the Polish prefix notation and binary trees, iterables and iterators, generator functions and generator expressions, maps and filters. Students learn the hierarchy of built-in exceptions, how to define and use custom exceptions, how to work with the default streams stdout, stdin and stderr, how to work with byte strings, byte arrays, and binary files. They also learn about modules and packages, decorators, serialization and deserialization, JSON and XML.

### **AoWE-PD-19 Event-Driven Programming**

**Subject Hours:** 40 course time hours

**Prerequisites:** None

**Subject Description:** In this module students learn event-driven programming and practice a number of advanced Python programming concepts. They also get practical experience planning, implementing, and unit testing a larger software product. Working in Linux gives them an additional important skill set. Students implement a famous board game named Othello (sometimes also called Reversi). The game will be playable either by two players or by one player against the computer. The implementation will be done with the Python PyGame library. The project consists of a series of well-defined Tasks which will allow students to implement and test a relatively complex software in an incremental and systematic way. Students build the software on their own computer.

### **AoWE-PD-20 PCAP Prep Module**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** This exam prep module provides several Python Certified Associate Programmer (PCAP) practice exams, and prepares students for the PCAP certification by the Python Institute. The PCAP certification is a widely-recognized professional credential that measures one's ability to accomplish coding tasks using advanced Python programming techniques.

## **Data Analyst**

This cornerstone training program is designed for you, if you are determined to become a skilled Data Analyst. It provides you with enough practice and theoretical knowledge to make you job-ready when you graduate. It also teaches you the soft skills employers look for in job applicants. Upon completing the training, you are ready to start a successful new career in Data Analytics. Data Analytics can't be learned in a few weeks by passively watching video tutorials and then doing some exercises on your own. It is an advanced skill set which can only be mastered with a significant amount of closely supervised practice. NCLab's proven training method is called Instructor-Assisted Learning By Doing. You learn actively from Day 1. After gaining confidence in one topic, you move to the next one. The progression has been improved and tuned for many years, and it is so smooth that you never get lost. And, you are never alone.

Our highly responsive instructional support team composed of professional Data Analysts, college instructors, and former NCLab trainees stands by to promptly assist you with the coursework if needed. The entire Data Analyst career training program takes approximately 320 hands-on hours. You are assigned a coach who prepares a personalized roadmap and training timeline for you, and then works with you for the entire

duration of the training. Because your training is self-paced and individualized to your schedule, you are able to build a consistent training routine with your coach that does not interfere with your work and family commitments.

**Data Analyst: Fees, tuitions and/or special charges**

Tuition	\$5,595.00
Registration	\$100.00
<b>Total Cost:</b>	<b>\$5.695.00</b>

## Required Courses

Course #	Course Title	Course Time Hours Lecture/Lab/Externship	Total Hours	Lessons
AoWE-DA-1	SQL Fundamentals	20/0/0	20	1
AoWE-DA-2	Data Literacy	40/0/0	40	1
AoWE-DA-3	Data Visualization	20/0/0	20	1
AoWE-DA-4	Data Analysis	20/0/0	20	1
AoWE-DA-5	Advanced Spreadsheets	20/0/0	20	1
AoWE-DA-6	Excel Project	40/0/0	40	1
AoWE-DA-7	Introduction to Dashboards	20/0/0	20	1
AoWE-DA-8	Dashboards in Sheets (10 hours)	10/0/0	10	1
AoWE-DA-9	Dashboards in Tableau (10 hours)	10/0/0	10	1
AoWE-DA-10	Dashboards in Power BI (10 hours)	10/0/0	10	1
AoWE-DA-11	Advanced SQL	50/0/0	50	1
AoWE-DA-12	CompTIA Data+ Exam Prep Course	20/0/0	20	1
<b>Total</b>			<b>235 Hours</b>	<b>11 Lessons</b>

**Program Total with Elective**

**260/0/0**

**260**

## LENGTH

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

## AWARD

Certificate of Completion in Data Analyst will be awarded upon successful completion of all courses.

## Course Descriptions

### AoWE-DA-1 SQL Fundamentals

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** This course covers basic facts about data and databases, the difference between relational and non-relational databases, design and ethics principles in database use, referential integrity, ACID, and the differences between various SQL flavors. Students learn how to make basic queries including the SELECT, ORDER BY, LIMIT and OFFSET clauses. They learn how to use the aggregate functions COUNT, AVG, MIN, MAX and SUM, filter data with the WHERE, WHERE-LIKE, WHERE-BETWEEN and WHERE-IN clauses, and combine multiple conditions using the keywords AND, OR and NOT. Students learn how to group data with the GROUP BY and HAVING clauses, modify the database with ALTER TABLE, and how to define constraints and specify default values. Finally, they learn how to merge tables using the inner join.

#### **AoWE-DA-2 Data Literacy**

**Subject Hours:** 40 course time hours

**Prerequisites:** None

**Subject Description:** In this course students learn fundamental data concepts, and then they use spreadsheets to enter, organize, modify, and work with data. They learn how to enter values manually, perform basic formatting operations, use the menu bar and keyboard shortcuts, work with cell addresses and data ranges, perform copy, cut and paste operations, import data from CSV files and from the web, filter and sort data, use formulas and perform calculations, group columns and rows, use conditional formatting, and how to create and apply data validation rules. Students also learn how to use functions, conditions, conditional aggregate functions, wildcards, arrays, date and time functions, info functions and errors. Finally, they learn in great detail how to process text and how to perform basic lookups.

#### **AoWE-DA-3 Data Visualization**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** In this course students review fundamental data concepts including the classification of data based on its type as quantitative (numeric) and qualitative (categorical). Then they learn the importance of data visualization, and how to select the best visualization technique for the data at hand. They learn in great detail how to create and modify line charts, bar charts, column charts, pie charts, histograms, geo charts, waterfall charts, candlestick charts, radar charts, treemap charts, organizational charts, gauge charts, scorecard charts, Gantt charts, sparklines, and bubble and scatter charts.

#### **AoWE-DA-4 Data Analysis**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** In this course students review and expand their knowledge of fundamental concepts of probability and statistics, and gain practical experience with analyzing data stored in spreadsheets. The emphasis is on simple linear regression, but the course also covers multiple linear regression and logistic regression. The statistical concepts taught include variables, observations, causal relationships, independent (explanatory) and dependent (response) variables, independent observations, data compatibility, measures of central tendency and variability, probability and frequency of discrete random events, difference between discrete and continuous probability, the Probability Density Function (PDF), normal distribution, empirical (68-95-99.7) rule, skewness and kurtosis, correlation of random variables, goodness of fit, and others. Although emphasis is on normally-distributed random variables, students also learn about other data distributions and their applications. A significant part of the course is dedicated to hypothesis testing. This includes the alternative (research) hypothesis H1 and null hypothesis H0, the P-value and significance level alpha, type I and type II errors, one-tailed and two-tailed hypothesis tests, T-test for means of small samples, independent, (dependent) paired, and one-sample T-test, F-test for variances, ANOVA for means of three or more samples, Z-test for means of large samples, and Chi-squared tests for categorical variables.

#### **AoWE-DA-5 Advanced Spreadsheets**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** This course covers selected advanced spreadsheet concepts every data analyst should know, including lookups, named ranges and named functions, pivot tables, slicers, and data cleanup tools. Students learn basic SQL, and gain practical experience with how SQL is used within the spreadsheet environment through the QUERY function. Finally, they learn how to use, create, import, and manage

macros.

#### **AoWE-DA-6 Excel Project**

**Subject Hours:** 40 course time hours

**Prerequisites:** None

**Subject Description:** This is a comprehensive project that challenges students to apply their knowledge and skills gained by this course to solve real-world problems.

#### **AoWE-DA-7 Introduction to Dashboards**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** This course covers basic principles of creating dashboards. Students learn the difference between static and dynamic dashboards, and use existing dashboards to gather information and identify insights into data. They compare and contrast the four purposes of a dashboard (strategic, analytical, operational, and tactical). Students profile, clean, classify and prepare data using a variety of functions, review sensitive data and the legal protections on data, and use various spreadsheet functions to mask and de-identify sensitive data. They learn in great detail how to create static and dynamic dashboards. Finally, they complete a dashboard project where they apply the concepts learned to generate a unique dynamic dashboard from scratch using a given dataset and guidelines.

#### **AoWE-DA-8 Dashboard in Sheets**

**Subject Hours:** 10 course time hours

**Prerequisites:** None

**Subject Description:** In this module, students practice making dashboards in Google Sheets.

#### **AoWE-DA-9 Dashboards in Tableau**

**Subject Hours:** 10 course time hours

**Prerequisites:** None

**Subject Description:** Students are introduced to Tableau and they learn how to use Tableau to make dashboards.

#### **AoWE-DA-10 Dashboards in Power BI**

**Subject Hours:** 10 course time hours

**Prerequisites:** None

**Subject Description:** Students are introduced to Power BI and they learn how to use Power BI to make dashboards.

#### **AoWE-DA-11 Advanced SQL**

**Subject Hours:** 50 course time hours

**Prerequisites:** None

**Subject Description:** This module covers advanced SQL techniques which are required when working with large, real-world databases. Students learn how to insert conditional expressions into queries using the keyword CASE, simplify filtering values in aggregate functions using the FILTER clause, and how to work with NULL values and the functions NULLIF and COALESCE. They learn how to work with text strings and regular expressions, use the ASCII table and its Unicode extension, perform case sensitive and insensitive text searches, as well as find and replace operations. Students also learn how to work with sets, formulate subqueries, and how to work with advanced joins and functions.

#### **AoWE-DA-12 CompTIA Data+ Exam Prep Course**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** This module includes several realistic CompTia Data+ practice exams.

## **Automation Technician**

This training program provides you must-have technical and soft skills to thrive in the 21st century

workplace. The 160-hour training can be completed in as little as 2 months. There are no lectures or exams. You learn at your own pace, by completing practical mini projects and solving problems rather than by answering quiz questions. Mandatory courses include Workplace Math, Data Literacy, Computational Literacy 1, and Spatial Literacy. Electives include Data Visualization, Computational Literacy 2, Introduction to AI, Reading Blueprints, and Introduction to CNC. By working with your personal coach and the support team, you also acquire essential soft skills that include problem solving, attention to detail, critical and logical thinking, professional communication, time management, perseverance, and adaptability.

#### ***Automation Technician: Fees, tuitions and/or special charges***

Tuition	\$3,695.00
Registration	\$100.00
<b>Total Cost:</b>	<b>\$3,795.00</b>

## **Required Courses**

Course #	Course Title	Course Time Hours Lecture/Lab/Externship	Total Hours	Lessons
AoWE-AT-1	Workplace Math	20/0/0	20	1
AoWE-AT-2	Data Literacy	40/0/0	40	1
AoWE-AT-3	Computational Literacy 1	30/0/0	30	1
AoWE-AT-4	Spatial Literacy	20/0/0	20	1
AoWE-AT-5	Data Visualization	20/0/0	20	1
AoWE-AT-6	Computational Literacy 2	10/0/0	10	1
<b>Total</b>			<b>140 Hours</b>	<b>6 Lessons</b>

### **LENGTH**

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

### **AWARD**

Certificate of Completion in Automation Technician will be awarded upon successful completion of all courses.

### **Course Descriptions**

#### **AoWE-AT-1 Workplace Math**

**Subject Hours:** 20 course time hours

**Prerequisites:** None



**Subject Description:** This 20-hour course is for you if you need a refresher on basic math. It takes away any anxiety you might feel towards math. In small and simple steps, we review how to work with whole and decimal numbers, fractions, percentages, unit conversions, and solve simple tech-related math problems. After completing this course, you are ready to pass the ACT WorkKeys Applied Math exam.

#### **AoWE-AT-2 Data Literacy**

**Subject Hours:** 40 course time hours

**Prerequisites:** None

**Subject Description:** In this 40-hour course, you become proficient with spreadsheets. You learn how to organize, format, and manipulate data, use formulas and functions, perform calculations, use Boolean logic and conditionals, work with conditional aggregate functions, wildcards, and arrays, work with date and time values, use info functions, and interpret errors. You learn how to process text data, perform basic data lookups, import data from external sources, clean data, and prepare it for analytics. After completing this course, you are ready to pass the TOSA Basic Level exam.

#### **AoWE-AT-3 Computational Literacy 1**

**Subject Hours:** 30 course time hours

**Prerequisites:** None

**Subject Description:** In this 30-hour course, you learn how computers think, how they operate, and how they can be used to solve problems. You learn how to design algorithms and type code, identify repeating patterns, and use loops to repeat actions. Upon completing the program, you have acquired the mindset and skills needed to successfully deal with automation and intelligent machines. After completing this course, you are also ready to pass the ACT WorkKeys Workplace Documents exam.

#### **AoWE-AT-4 Spatial Literacy**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** Spatial literacy, often referred to as spatial thinking or spatial reasoning, is the ability to understand and reason about spatial relationships in both two and three dimensions. In this hands-on course, you review basic geometry concepts including 2D and 3D shapes, translations (vectors) and rotations (angles), and then you actively build numerous 3D models. The models are built by typing simple commands, in a similar way that you program a robot or a machine. By doing this, you practice coding, attention to detail, and perseverance which are critical automation-related skills. A good understanding of the 3D space is desirable in many Industry 4.0 related careers including robotics, manufacturing, construction, logistics, healthcare, and others. Finally, the Spatial Literacy course exposes you to 3D printing and you are provided a printed 3D object that you created during your Spatial Literacy capstone.

#### **AoWE-AT-5 Data Visualization**

**Subject Hours:** 20 course time hours

**Prerequisites:** None

**Subject Description:** In this 20-hour course, you learn fundamental data concepts and how to use spreadsheets to visualize both quantitative (numeric) and qualitative (categorical) data. You review basic statistics concepts and are introduced to data analytics. After completing this course, you are ready to pass the TOSA Advanced Level exam and the ACT WorkKeys Graphic Literacy exam. Prerequisites: Data Literacy.

#### **AoWE-AT-6 Computational Literacy 2**

**Subject Hours:** 10 course time hours

**Prerequisites:** None

**Subject Description:** This 10-hour course is designed for you if you've enjoyed Computational Literacy 1 and are interested in learning more programming. You learn about Boolean logic, conditional statements, conditional loops, how to define custom commands and functions, and how to break complex problems into simpler ones. Prerequisites: Computational Literacy 1

# Texas Real Estate License

*\*This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 180 hours

**Cost:** \$995

**Objective:** Whether you're exploring a new career or preparing for another year of market success, get the education you need from a reliable, established real estate school. With our Real Estate course, expect an education partner for life — and nothing less. We're here to guide you, no matter what part of the path you're on. Learn more about Texas's real estate license requirements.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

## 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.

- 1 Seminar Name:** Bullying in Schools  
**Length:** 25 hours/ 4 Lessons  
**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-bullying, 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/ 4 Lessons  
**Cost:** \$195  
**Objective:** Upon successful completion of this seminar, 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/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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/ 8 Lessons

**Cost:** \$195

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

- Describe the various standards that promote recommended practices
- Explain how seminar 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/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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:** Flipped Learning for the Elementary Instruction

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

7

**Seminar Name:** Fueling Creativity in the Classroom

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

8

**Seminar Name:** Individualized Education Plan for English Language Learners

**Length:** 25 hours/ 4 lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

**9 Seminar Name:** Instruction for Academically Diverse Classrooms

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

**10 Seminar Name:** Instructional Strategies for Academic Success

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

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

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

**12 Seminar Name:** Preschool Fun Ideas!

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

**13 Seminar Name:** Project Based Learning Techniques

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

**14 Seminar Name:** Rookie Teacher Survival Guide

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

15

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

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

16

**Seminar Name:** SMARTBoard Training

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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 – 6.25hours

Putting It All Together – 6.25 hours

17

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

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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 seminars 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

hoursIncorporating STEM – 6.25 hours

18

**Seminar Name:** STEM in the Elementary Classroom

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

19

**Seminar Name:** Student Engagement and Learning

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

20

**Seminar Name:** Supporting Students with Autism Spectrum Disorders

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

**21 Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**22 Seminar Name:** Teaching Gifted Learners

**Objective:** Upon successful completion of this seminar, 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

**23 Seminar Name:** Teaching Struggling Readers

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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 Kernelling Reading Strategies – 6.25 hours

**24 Seminar Name:** The Flipped Classroom

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

**25 Seminar Name:** Threat Assessment in Schools

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

**26 Seminar Name:** Using Technology in Your Classroom

**Length:** 25 hours/ 4 Lessons

**Cost:** \$195

**Objective:** Upon successful completion of this seminar, 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

**27 Seminar Name:** Introduction to Online Learning

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 1 lesson

**Cost:** \$195

**Objective:** This course introduces the major models, tools, and techniques for creating and delivering online learning. It reviews the fundamentals of general learning theory and how it can be applied in practice to online design and instruction.



The National Institute of Online Learning (NIOL), founded in 2012, seeks to improve the quality and effectiveness of online learning, especially for adult learners, by promoting best practices and innovation in the field.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**28 Seminar Name:** Learning Online

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 1 hour/ 4 lessons

**Cost:** \$20

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

- Identify self-care techniques that can help you maintain a healthy mind for effective online learning.
- Set up a supportive space for learning.
- Create a study schedule and plan for accomplishing your learning goals.
- Practice techniques for boosting the effectiveness of your learning.
- Identify the technology you will need to learn online.
- Build connections with your learning peers and instructors, as well as their larger online learning community.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**29**

**Seminar Name:** Online Learning Accessibility

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 2 hours/ 1 lesson

**Cost:** \$195

**Objective:** This course covers the basics of online learning accessibility and reviews best practices for accessibility.

The National Institute of Online Learning (NIOL), founded in 2012, seeks to improve the quality and effectiveness of online learning, especially for adult learners, by promoting best practices and innovation in the field.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:** Using Technology in the Math Classroom – 6.25 hours Integrating

**30 Seminar Name:** Teaching Online

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 1 lesson

**Cost:** \$195

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

- Discuss some of the benefits of online learning for students and instructors

- Describe differences between online and face-to-face classroom teaching
- Explain the role of an online instructor
- Assess your own practices as an online instructor
- Discuss effective ways to lead online discussion
- Describe the Flipped Classroom and blended learning models
- Outline ways to introduce collaborative learning (discussion forums, videoconferencing, Question of the Day, group projects, etc.) into an online program
- Discuss key challenges in online learning and how to handle them
- Describe methods for evaluating and assessing online instruction
- Apply your understanding to case studies

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

## PEER SUPPORT SEMINARS

### 1 **Seminar Name:** The Importance of the Basics

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 2 hours/ 2 lessons

**Cost:** \$95

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

- The Basics: Sleep, Eat, and Fun
- Explore the importance of sleep and how it impacts someone in crisis
- Discuss how nutrition mediates symptoms of mental health disorders
- Describe how fun keeps life balance

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

### 2 **Seminar Name:** Creating a New Peer Support Team

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 1 hour/ 3 lessons

**Cost:** \$95

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

- Describe policies from a peer support team
- Explore structure for a new peer support team
- Discuss the successes of a newly created team

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**3 Seminar Name:** Debriefing

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 2 hours/ 2 lessons

**Cost:** \$75

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

- Describe the peer support technique: Debriefing
- Discuss the two ways to provide debriefing
- Explore the structure of a debriefing including the participants and location.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**4 Seminar Name:** Defusing

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 1 hour/ 2 lessons

**Cost:** \$75

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

- Define defusing
- Outline the structure of a Defusing
- Experience a real-life support team demonstrate defusing

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**5 Seminar Name:** Meditation

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 2 hours/ 2 lessons

**Cost:** \$75

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

- Discuss the benefits of meditation
- Describe using meditation to decrease stress physically and emotionally
- Experience a meditation walk

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**6 Seminar Name:** One to One

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 2 hours/ 2 lessons

**Cost:** \$75

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

- Describe the peer support tool: One to One
- Exploring attentive listening, being present and relaxed, and the SAFER model

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**7 Seminar Name:** Creating Connections

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 2 hours/ 2 lessons

**Cost:** \$95

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

- Explore how connections facilitate peer support
- Discuss the importance of connections
- Describe empathy and the differences between empathy and sympathy

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**8 Seminar Name:** History of Peer Support

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 2 hours/ 2 lessons

**Cost:** \$75

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

- Discuss statistics of PTSD, suicide, divorce, and substance abuse among law enforcement personnel
- Explore the history of peer support

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**9 Seminar Name:** Post-Traumatic Stress Disorder

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 4 hours/ 2 lessons

**Cost:** \$195

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

- Describe the history of Post-Traumatic Stress Disorder
- Discuss preventing, identifying, and treating PTSD
- Explore the symptoms of PTSD

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

- 10 Seminar Name:** One to One  
**Length:** 2 hours/ 2 lessons  
**Cost:** \$75  
**Objective:** Upon successful completion of this seminar, students will be able to:
- Describe the peer support tool: One to One
  - Exploring attentive listening, being present and relaxed, and the SAFER model
- Admissions Requirements:** High school, or GED  
**Textbook:** Not required  
**Topics:**

## SPANISH SEMINARS

- 1 Seminar Name:** English as a Second Language (ESL) for Spanish Speakers/ Inglés como segundo idioma (ESL) para hispanohablantes

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges. Este seminario no está regulado ni aprobado por la Texas Workforce Commission, Career Schools and Colleges.\**

**Length:** 75 hours/horas

**Lessons:** 8 Lessons

**Cost:** \$695

**Objective:**

Learning English as a second language can be essential for success in your employment. This course is an introduction to the English language for Spanish speakers that includes basic concepts of vocabulary, grammar and conversation skills for people with little or no knowledge of the language. Appropriate ways to structure sentences and hold a conversation are shown. Other topics covered include how to build paragraphs fluently, clarifying some of the most confusing words in the English language, and the rules of use for capital letters. It is presented with a dynamic set of learning tools: electronic textbooks, audios with conversations and dialogues, online videos and a multitude of activities to ensure that students understand what they have learned. At the end of the course, you will have all the skills and knowledge necessary to be successful in an English-speaking job.

**Objetivo de aprendizaje:**

Aprender inglés como segunda lengua puede ser esencial para tener éxito en el mundo laboral. Este curso es una introducción de la lengua inglesa para hispanohablantes donde se incluyen conceptos básicos de vocabulario, gramática y habilidades de conversación para personas con poco o ningún conocimiento del idioma. Se muestran las formas adecuadas para estructurar oraciones y mantener una conversación. Otros temas cubiertos incluyen cómo construir párrafos de forma fluida, aclarar algunas de las palabras más confusas del idioma inglés y las reglas de uso para las letras mayúsculas. Se presenta con un dinámico conjunto de herramientas para el aprendizaje: libros de texto electrónicos, audios con conversaciones y diálogos, videos en línea y multitud de actividades para asegurar que los alumnos comprendan lo aprendido. Al finalizar el curso tendrás todas las habilidades y conocimientos necesarios para tener éxito en cualquier trabajo de habla inglesa.

After successfully completing this course, students should be able to:

- Recall basic English greetings and their correct responses
- Identify correct verb phrases and tenses
- Recognize basic English sentence structure
- Describe how to engage in dialogue scenarios
- Identify parts of speech and how to use them properly
- Identify well-constructed sentences and paragraphs
- Identify and use punctuation and capitalization
- Know the correct way to use numbers when writing
- Identify how to use confusing words and homonyms

Después de completar este curso, los estudiantes deberían ser capaces de:

- Recordar saludos básicos en inglés y sus respuestas correctas
- Identificar frases y tiempos verbales correctos
- Reconocer la estructura básica de frases en inglés
- Describir cómo participar en escenarios de diálogo
- Identificar las partes de hablar en inglés y cómo usarlas correctamente
- Identificar frases y párrafos bien contruidos
- Identificar y utilizar la puntuación y las mayúsculas
- Saber la forma correcta de usar los números al escribir
- Identificar cómo usar palabras confusas y homónimos

**Admissions Requirements:** High school, or GED

**Textbook:**

- Easy English Step-by-Step for ESL Learners: Master English Communication Proficiency--FAST! (Easy Step-by-step)
- Ingles Para Latinos, Level 1 (Barron's Foreign Language Guides) (Spanish Edition)

**Topics:**

- Meeting People, Habits, Customs and Routines – 10 hours
- Food Shopping, Restaurants and Getting Around Town– 10 hours
- Recreation, Hobbies and Making Friends– 10 hours
- Health, Medicine, Shopping and Clothing– 10 hours
- Rules of English Grammar– 10 hours
- Using Punctuation– 10 hours
- Rules of Capitalization– 10 hours
- All the Extras– 5 hours

**Requisitos de admisión:** escuela secundaria o GED

**Libro de texto:**

- Inglés fácil Paso-a-Paso para Estudiantes de ESL: Dominio de la Comunicación en Inglés - ¡RÁPIDO! (Fácil Paso-a-Paso)
- Ingles Para Latinos, Nivel 1 (Guías de Idiomas Extranjeros de Barron) (Edición en Español)

**Temas:**

- Conocer Gente, Hábitos, Costumbres y Rutinas – 10 horas
- Compras de alimentos, restaurantes y moverse por la ciudad - 10 horas
- Recreación, Aficiones y Hacer Amigos– 10 horas
- Salud, Medicina, Compras y Ropa– 10 horas

- Reglas de gramática en Inglés– 10 horas
- Uso de puntuación: 10 horas
- Reglas de Capitalización– 10 horas
- Todos los Extras– 5 horas

**2 Seminar Name:** Computer Specialist with Microsoft Office /Especialista en Informática con Microsoft Office

**Length:** 60 hours/horas

**Lessons:** 5 lessons

**Cost:** \$1,895

**Objective:**

Looking to improve your understanding of how to use a computer and quickly get up to speed with the latest version of Microsoft Office? This course offers easy instructions to help you master Office software and gives you the fundamental skills needed to use a computer, whether for professional or personal tasks. In the first part of this course, you will explore the basics of computer use, including choosing the right computer for your needs, determining what equipment you need, exploring the basics of using and configuring the most common web browsers, through setting up a network connection, and customizing your computer using the control panel. Next, you'll move on to the new features and tools to master the 2016 Office suite. Whether you're upgrading from a previous version or using Office applications for the first time, you'll appreciate this streamlined approach. Microsoft Office holds more than 90 percent of the market for Windows-based productivity suites. Our MS Office 2016 training makes this technology easy to understand, even for those who are new to computers. With this course, you'll learn how to create and edit documents with Word, create and manage spreadsheets with Excel, develop presentations with PowerPoint, and manage email and calendars with Outlook. All with easy-to-follow videos that will show you in real time how to use each of these applications. Mastering all these skills will give you the confidence to use these office tools in any professional or personal setting.

**Objetivo de aprendizaje:**

Está buscando mejorar su comprensión de cómo usar una computadora y ponerse al día rápidamente con la versión más reciente de Microsoft Office? Este curso ofrece instrucciones fáciles para ayudarlo a dominar el software de Office y le brinda las habilidades fundamentales necesarias para usar una computadora, ya sea para tareas profesionales o personales. En la primera parte de este curso, explorará los conceptos básicos del uso de la computadora, incluyendo cómo elegir la computadora adecuada para sus necesidades, determinar qué equipo necesita, explorar los conceptos básicos del uso y configuración de los navegadores web más comunes, a través de la configuración de un conexión de red, y personalizando su computadora usando el panel de control. A continuación, pasará a las nuevas funciones y herramientas para dominar la suite Office 2016. Ya sea que esté actualizando desde una versión anterior o con las aplicaciones de Office por primera vez, apreciará este enfoque simplificado. Microsoft Office posee más del 90 por ciento del mercado de suites de productividad basadas en Windows. Nuestra capacitación en MS Office 2016 hace que esta tecnología sea fácil de entender, incluso para aquellos que son nuevos en computadoras. Con este curso, aprenderá a crear y editar documentos con Word, crear y administrar hojas de cálculo con Excel, desarrollar presentaciones con PowerPoint y administrar el correo electrónico y los calendarios con Outlook. Todos con videos fáciles de seguir que le mostrarán en tiempo real cómo usar cada una de estas aplicaciones. Dominar todas estas habilidades le dará la confianza para utilizar estas herramientas de oficina en cualquier entorno profesional o personal.



After successfully completing this course, students should be able to:

- Determine the right computer and equipment to use
- Use and configure web browsers.
- Set up and configure a wired and wireless network connection
- Define an operating system.
- Use the control panel of the computer.
- Create, manage and share Excel worksheets.
- Create, manage and share documents in Word.
- Create, manage and share creative PowerPoint presentations.
- Set up and manage email and calendars in Outlook

Después de completar este curso, los estudiantes deberían ser capaces de:

- Determine la computadora y el equipo adecuado para usar
- Utilizar y configurar navegadores web.
- Configura y configura una conexión de red inalámbrica y por cable
- Definir un sistema operativo.
- Utilizar el panel de control de la computadora.
- Crea, administra y comparte hojas de trabajo en Excel.
- Crea, administra y comparte documentos en Word.
- Crea, gestiona y comparte presentaciones creativas en PowerPoint.
- Configurar y administrar el correo electrónico y los calendarios en Outlook

**Admissions Requirements:** High school, or GED

**Textbook:**

It is recommended that students have access to the Microsoft Office applications covered in this training. The full version is not required, students can simply use the free online version to practice what they learn in the training.

**Topics:**

- Module 1: Computer Fundamentals
- Module 2: Word 2016
- Module 3: PowerPoint 2016
- Module 4: Outlook 2016
- Module 5: Excel 2016

**Requisitos de admisión:** escuela secundaria o GED

**Libro de texto:**

Se recomienda que los estudiantes tengan acceso a las aplicaciones de Microsoft Office cubiertas en esta capacitación. No se requiere la versión completa, los estudiantes pueden simplemente usar la versión gratuita en línea para practicar lo que aprenden en la capacitación.

**Temas:**

- Módulo 1: Fundamentos de Computación
- Módulo 2: Word 2016
- Módulo 3: PowerPoint 2016
- Módulo 4: Outlook 2016
- Módulo 5: Excel 2016

**3 Seminar Name:** Online Learning/Aprendizaje en Línea

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 1 hour/ 4 lessons

**Cost:** \$20

**Objective:** After completing this course, you will be able to:

- Identify self-care techniques that can help you maintain a healthy mind during
- or effective online learning.
- Establish a supportive space for learning.
- Create a study program and plan to achieve your learning goals.
- Practice techniques to increase the effectiveness of your learning.
- Identify the technology you will need to learn online.
- Make connections with your fellow learners and instructors, as well as your broader online Learning community.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

• **Topics:**

**Objetivo:** Después de completar este curso, podrá:

- Identificar técnicas de cuidado personal que pueden ayudarlo a mantener una mente sana durante
- aprendizaje en línea eficaz.
- Establezca un espacio de apoyo para el aprendizaje.
- Cree un programa de estudio y un plan para lograr sus objetivos de aprendizaje.
- Practique técnicas para aumentar la eficacia de su aprendizaje.
- Identifique la tecnología que necesitará aprender en línea.
- Establezca conexiones con sus compañeros de aprendizaje e instructores, así como con su comunidad de aprendizaje en línea más amplia.

**Requisitos de admisión:** escuela secundaria o GED

**Libro de texto:**

**Temas:**

**4 Seminar Name:** Advanced Excel 2016/Excel 2016 Avanzado

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 2 hours/ 5 lessons

**Cost:** \$195

**Objective:** After completing this course, you will be able to:

- Customize Excel 2016
- Work With Sheet Data
- Work With External Data
- Work With Tables And Graphs
- Automate Books

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**Objetivo:** Después de completar este curso, podrá:

- Personalizar Excel 2016
- Trabajar Con Datos De Las Hojas
- Trabajar Con Datos Externos
- Trabajar Con Tablas Y Gráficos
- Automatizar Libros

**Requisitos de admisión:** escuela secundaria o GED

**Libro de texto:**

**5 Seminar Name:** Ergonomics and Personal Hygiene /Ergonomía E Higiene Personal

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges. Este seminario no está regulado ni aprobado por la Texas Workforce Commission, Career Schools and Colleges.\**

**Length:** 2 hours/ 6 lessons

**Cost:** \$199

**Objective: After completing this course, you will be able to:**

- Ergonomics
- Definitions Impact of ergonomic injuries
- Areas of risk factors
- Control risk factors
- Engineering controls
- Elimination
- Substitution
- Administrative controls
- Personal protection equipment
- Making system improvements
- Personal hygiene at work

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**Objetivo:** Después de completar este curso, podrá:

- Ergonomía
- Definiciones Impacto de las lesiones ergonómicas
- Áreas de factores de riesgo
- Controlar los factores de riesgo
- Controles de ingeniería
- Eliminación
- Sustitución
- Controles administrativos
- Equipo de protección personal
- Realización de mejoras en el sistema

- Higiene personal en el trabajo

**Requisitos de admisión:** escuela secundaria o GED

**Libro de texto:**

**6 Seminar Name:** Intermediate Excel 2016/Excel 2016 Intermedio

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges. Este seminario no está regulado ni aprobado por la Texas Workforce Commission, Career Schools and Colleges.\**

**Length:** 3 hours/ 4 lessons

**Cost:** \$195

**Objective: After completing this course, you will be able to:**

- Improve Books
- Work With Data
- Working With Tables And Graphs
- Working With Advanced Features

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**Objetivo:** Después de completar este curso, podrá:

- Mejorar Libros
- Trabajar Con Datos
- Trabajar Con Tablas Y Graficos
- Trabajar Con Funciones Avanzadas

**Requisitos de admisión:** escuela secundaria o GED

**Libro de texto:**

**7 Seminar Name:** Basic Excel 2016/Excel 2016 BASICO

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges. Este seminario no está regulado ni aprobado por la Texas Workforce Commission, Career Schools and Colleges.\**

**Length:** 5 hours/ 3 lessons

**Cost:** \$195

**Objective: After completing this course, you will be able to:**

- Creating And Editing Spreadsheets
- Formatting Data In A Spreadsheet
- Using Diagrams And Graphs

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**Objetivo:** Después de completar este curso, podrá:

- Creacion Y Edicion De Hojas De Calculo
- Aplicacion De Formato A Los Datos De Una Hoja De Calculo
- Uso De Diagramas Y Graficos

**Requisitos de admisión:** escuela secundaria o GED

**Libro de texto:**

**8 Seminar Name:** Advanced Outlook 2016/Outlook 2016 Avanzado

**Length:** 5 hours/ 3 lessons

**Cost:** \$99

**Objective: After completing this course, you will be able to:**

- Set up and manage email and calendars in Outlook
- Set up and configure email accounts in Outlook
- Customize settings in Outlook

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**Objetivo:** Después de completar este curso, podrá:

- Configurar y administrar el correo electrónico y los calendarios en Outlook
- Configurar y configurar cuentas de correo electrónico en Outlook
- Personalizar la configuración en Outlook

**Requisitos de admisión:** escuela secundaria o GED

**Libro de texto:**

**9 Seminar Name:** Advanced Power Point 2016/Power Point 2016 Avanzado

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges. Este seminario no está regulado ni aprobado por la Texas Workforce Commission, Career Schools and Colleges.\**

**Length:** 5 hours/ 2 lessons

**Cost:** \$99

**Objective: After completing this course, you will be able to:**

- Create, manage and share creative PowerPoint presentations.
- Create presentations using Power Point.
- Understand the tools and settings within Power Point.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**Objetivo:** Después de completar este curso, podrá:

- Crea, gestiona y comparte presentaciones creativas en PowerPoint.
- Crea presentaciones usando Power Point.
- Comprenda las herramientas y configuraciones dentro de Power Point.

**Requisitos de admisión:** escuela secundaria o GED

**Libro de texto:**

**10 Seminar Name:** Advanced Word 2016/Word 2016 Avanzado

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and*

Colleges.

**Length:** 5 hours/ 4 lessons

**Cost:** \$99

**Objective:** After completing this course, you will be able to:

- Create, manage and share documents in Word.
- Work on Word documents and use tools within Word

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**Objetivo:** Después de completar este curso, podrá:

- Cree, administre y comparta documentos en Word.
- Trabajar en documentos de Word y usar las herramientas dentro de Word

**Requisitos de admisión:** escuela secundaria o GED

**Libro de texto:**

## BUSINESS AND PROFESSIONAL SEMINARS

1

**Seminar Name:** Managing Remote Employees

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 3 hours/ 7 lessons

**Cost:** \$79

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

- Identify the reasons why people choose to work remotely
- Examine current attitudes toward remote work
- Consider some of the myths surrounding remote work
- List the benefits and drawbacks of remote work arrangements
- Assess whether their company is well-suited for remote work arrangements
- Identify the top challenges when it comes to leading remote employees
- Discuss best practices for hiring and onboarding remote employees
- Explore ways to develop remote workers
- Consider how to effectively communicate with remote employees
- Develop strategies for providing feedback to remote workers
- Identify ways to motivate and connect with remote employees

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

2

**Seminar Name:** Personal Finance

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and*

*Colleges.*

**Length:** 5 hours/ 3 lessons

**Cost:** \$89

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

- Manage your personal finances confidently
- Explain what a budget is
- Understand why budgeting is important
- Set financial goals
- Create a budget
- Identify how to eliminate needless expenses
- Monitor and adjust your budget as necessary
- Have a grasp of what credit is and how to improve yours
- Utilize different methods for saving money and covering expenses
- Understand the investment options available to you

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

3

**Seminar Name:** Emotional Intelligence for Managers

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 5 lessons

**Cost:** \$195

**Objective:** Emotional intelligence (EI) is our ability to identify and control our emotions to achieve positive outcomes in our relationships. Managers with high EI are better equipped to deal with subordinates, colleagues, and company executives, and they can do a better job of handling and resolving conflicts. This course reviews the underlying concepts of emotional intelligence and explores how managers can improve and make use of their emotional intelligence.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

4

**Seminar Name:** Introduction to Search Engine Optimization

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 5 lessons

**Cost:** \$195

**Objective:** Search Engine Optimization (SEO) encompasses the practices and metrics of trying to increase a web site's ranking with search engines. This course will engage learners through a variety of assignments that span the history and technology of the World Wide Web. Students will learn how to leverage both content and technical features in order to increase ranking while also learning about the latest tools to measure performance. These aspects are then incorporated into real-world scenarios that challenge students to apply what they have learned.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

5

**Seminar Name:** Finding Purpose in Your Career

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*



**Length:** 5 hours/ 8 lessons

**Cost:** \$99

**Objective:** Whether you're just starting out in the workforce or changing careers, it is important to understand how the job you perform contributes to your sense of fulfillment in life. This course prompts you to examine various job settings and functions, comparing each against your own preferences, values, and expectations, in order to determine the best job fit for you.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

6

**Seminar Name:** Communicating Collaboratively

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 7 lessons

**Cost:** \$195

**Objective:** Communicating effectively with team members and groups has become more important as organizations have relied on collaborative work to advance their goals. This course, Communicating Collaboratively, will help you improve your collaborative communication by providing best practices and effective tips and techniques.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

7

**Seminar Name:** Effective Emails, Memos, and Letters

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 5 lessons

**Cost:** \$99

**Objective:** Communicating clearly and concisely in written formats like email, memos, and letters is very important in a workplace setting. This course, Effective Emails, Memos, and Letters, will help you improve your use of these common business communication vehicles by providing best practices and effective tips and techniques.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

8

**Seminar Name:** Understanding and Managing Budgets

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 8 lessons

**Cost:** \$99

**Objective:** This course covers budgets and how they are used in organizational settings. You will gain an understanding of the uses and functions of master budgets, operating budgets, sales, production and cost of goods sold budgets, and cash budgets. You will also learn how organizations are using different budgeting techniques to deal with operating challenges.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

## Topics:

9

**Seminar Name:** Strategy in a Nonprofit Organization

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 7 lessons

**Cost:** \$99

**Objective:** We hear a lot about for-profit companies, such as Apple Computer or Wal-Mart, and the successful strategies they have developed. Even though nonprofit organizations are not concerned with profit maximization, they too can benefit from following a strategy. A nonprofit's strategy constitutes its decisions about what it will do and how it will do it. Managers are critical to successfully implementing strategy since they are responsible for carrying out the actions that will support it. By understanding a nonprofit's strategy and how it helps the organization fulfill its mission, a manager can do a better job implementing the strategy.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

10

**Seminar Name:** Social Media for Nonprofits

**Length:** 5 hours/ 9 lessons

**Cost:** \$99

**Objective:** This course introduces learners to the use of social media in communicating, marketing, public relations, and fundraising for nonprofits. It explores the major social media platforms (Facebook, LinkedIn, Twitter, YouTube, Pinterest) as vehicles for nonprofits to reach their members, volunteers, and donors.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

11

**Seminar Name:** Social Media for Nonprofits

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 9 lessons

**Cost:** \$99

**Objective:** This course introduces learners to the use of social media in communicating, marketing, public relations, and fundraising for nonprofits. It explores the major social media platforms (Facebook, LinkedIn, Twitter, YouTube, Pinterest) as vehicles for nonprofits to reach their members, volunteers, and donors.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

12

**Seminar Name:** Principles of Marketing for Nonprofit Organizations

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 8 lessons

**Cost:** \$99

**Objective:** When we think of marketing, we typically think of the activities that a for-profit company engages in. However, marketing is an important function for nonprofit organizations as well. Marketing is the way that nonprofits determine the needs of their clients and their donors. As in the for-profit world, nonprofit marketing includes advertising, promotion, public relations, and customer relationship management. This course examines how nonprofits use marketing to publicize their mission and to gather contributions of time and money. The course also discusses marketing planning in the nonprofit organization.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

13

**Seminar Name:** Principles of Marketing for Nonprofit Organizations

**Length:** 5 hours/ 9 lessons

**Cost:** \$99

**Objective:** This course addresses the key issues surrounding leadership in a team. Why is it important? What does it require for a team leader to lead his team effectively? Based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, a text used at Harvard Business School, this course considers how team leaders must account for the special and unique circumstances of working in a team, where responsibility, accountability, communication, and leadership are shared.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

14

**Seminar Name:** Leading and Managing Change

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 8 lessons

**Cost:** \$99

**Objective:** Whether adopting new technology or adapting to a drastic shift in an organization's core focus, managers play a fundamental role in effecting changes. Based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, a text used at Harvard Business School, this course addresses the key issues managers face in a dynamic environment. By understanding the steps in effecting change and how to overcome resistance, a manager can successfully lead change at various levels of an organization.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

15

**Seminar Name:** Leadership in a Nonprofit Organization

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 13 lessons

**Cost:** \$99

**Objective:** This course addresses the key issues surrounding leadership. What is leadership? Why is it important? What does it require to be a leader? How does leadership in a nonprofit environment differ from the private sector? What is visionary leadership? What role should ethics play? This course considers the foundations of leadership and examines how to be a successful and effective leader. The actual work of leadership requires specific qualities and skills. Some of these skills are unique to the

nonprofit sector.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**16 Seminar Name:** Leadership and Work-Life Balance

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 8 lessons

**Cost:** \$99

**Objective:** This course addresses the question of work-life balance, one which is of great importance to leaders in all settings. Based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, a text used at Harvard Business School, this course looks at methods and techniques to reconcile work and family. You will also consider the question of personal fulfillment and the needs and demands of leadership.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

**17 Seminar Name:** Introduction to Human Resource Management

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 10 lessons

**Cost:** \$99

**Objective:** Human Resource Management includes the vital tasks of recruiting, screening, interviewing, training, appraising, disciplining, rewarding, and developing the employee—both for business and non-profit enterprises. Since all managers (especially line managers) have HR responsibilities, it is important that they have an understanding of the key concepts of this increasingly important function, especially since many decisions they make about employees have possible legal ramifications. The course draws on material from Harvard Business School professor D. Quinn Mills' book, *Principles of Human Resource Management*.

**Textbook:** Not required

**Topics:**

**18 Seminar Name:** Introduction to Finance

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 10 lessons

**Cost:** \$99

**Objective:** This course introduces the discipline of finance in an organizational setting. Among the basics covered: responsibilities of financial managers; roles of finance in a typical business organization; legal forms of businesses; agency relationships; and relevant financial markets of interest to financial managers. Further, you will explore the five principles that form the foundation of financial management and you will understand the non-financial manager's impact on, and role in, the finance function.

**Textbook:** Not required

**Topics:**

**19 Seminar Name:** How to Read a Nonprofit Financial Statement

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 8 lessons

**Cost:** \$99

**Objective:** This course will develop your ability to appropriately interpret the major financial accounting statements that are used by nonprofit organizations. Ideally, you will gain an understanding of the types of financial statements that are used by nonprofit organizations, and how they differ from for-profit financial reporting. Also, you should gain an appreciation of both the power and limitations of accounting information in assessing financial performance and decision-making. You will also learn the uses of financial statement analysis, or ratio analysis for nonprofit organizations.

**Textbook:** Not required

**Topics:**

**20 Seminar Name:** How to Read a Financial Statement

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 6 lessons

**Cost:** \$99

**Objective:** This course covers financial reports and their meaning. You will learn the fundamentals and importance of the income statement, balance sheet, and statement of cash flows, and how they can be used to manage a business. You will also be exposed to financial (ratio) analysis.

**Textbook:** Not required

**Topics:**

**21 Seminar Name:** Financial Planning and Control

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 6 lessons

**Cost:** \$99

**Objective:** This course considers practical finance and accounting tools for decision-making within organizations. You will learn about cost benefit analysis, return on investment (ROI), fixed and variable costs, break even and CVP (cost-volume-profit) analysis, tracking and performance measures, and the Balanced Scorecard and its varied uses.

**Textbook:** Not required

**Topics:**

**22 Seminar Name:** Employee Selection

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 4 lessons

**Cost:** \$99

**Objective:** In this course, you will learn about the process of selecting the best candidate from a large, diverse pool of high-quality applicants. Based on D. Quinn Mills' book, Principles of Human Resource Management, the course discusses how to conduct an effective job interview, asking questions that elicit relevant information, and avoiding questions that might be seen as discriminatory. You will also consider how to discover more about a candidate through the use of reference checks, background checks, and testing.

**Textbook:** Not required

**Topics:**

**23 Seminar Name:** Effective Presentations

**Length:** 5 hours/ 13 lessons

**Cost:** \$195

**Objective:** The ability to communicate clearly and effectively is increasingly important in organizational settings. This course helps learners organize, structure, and create effective presentations. Since many organizations use PowerPoint as a way of communicating information, this course offers advice and guidance on the most effective and persuasive uses of PowerPoint.

**Textbook:** Not required

**Topics:**

**24 Seminar Name:** Introduction to Business Statistics

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 10 lessons

**Cost:** \$99

**Objective:** This course will introduce you to the importance of statistics in the business world. Statistics is the science of collecting, organizing, and analyzing data in order to make more effective decisions. Understanding statistical techniques can help any manager responsible for marketing, management, accounting, sales, or other business functions.

**Textbook:** Not required

**Topics:**

**25 Seminar Name:** Effective Negotiations

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 8 lessons

**Cost:** \$99

**Objective:** Experienced negotiators make a conscious decision about what type of strategy to use in a discussion based on factors such as the importance of the relationship and the importance of what is at stake. Key concepts such as the "best alternative to no agreement", reservation price, and the "zone of possible agreement" can help when conducting negotiations. Since power is a fundamental dynamic in negotiations, it is important for negotiators to have a basic understanding of ways they can exert and also gain power in a discussion.

**Textbook:** Not required

**Topics:**

**26 Seminar Name:** Creativity in Teams and Organizations

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 8 lessons

**Cost:** \$195

**Objective:** This course looks at spurring creativity and innovation in teams and organizations. Drawing on the latest academic thinking, it outlines the key factors for creative teams. Further, the course focuses on tools and techniques designed to yield more productive thinking in collective settings. Participants learn about a number of targeted tools (including brainstorming, Discussion 66, Provocation, and others) to generate fresh thinking in smaller group settings and in their organizations.

**Textbook:** Not required

**Topics:**

**27 Seminar Name:** Business Law for Entrepreneurs

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 21 lessons

**Cost:** \$195

**Objective:** This course covers the basics of business law for an entrepreneur. It reviews legal structures for a new venture, intellectual property, employment law, contracts, government regulation, and personal and real property.

**Textbook:** Not required

**Topics:**

**28 Seminar Name:** Budgeting in a Nonprofit Organization

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 8 lessons

**Cost:** \$195

**Objective:** This course covers budgets and how they are used in nonprofit organizational settings. You will gain an understanding of the uses and functions of budgets and the relationship between strategic budgeting and tactical budgeting. You will also learn about the organization-wide budget and different budget systems. The course will continue on to slightly more advanced budgeting topics such as capital budgets, cash flow budgets, and opportunity budgets. You will also learn how nonprofit organizations are using different budgeting techniques to handle operating challenges.

**Textbook:** Not required

**Topics:**

**29 Seminar Name:** An Overview of Marketing

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 6 lessons

**Cost:** \$195

**Objective:** This course provides an introduction to marketing and marketing planning, and addressing the definition of marketing, the marketing mix (the Four Ps), the strategic importance of marketing, and customer values and satisfaction.

**Textbook:** Not required

**Topics:**

**30 Seminar Name:** Accounting and Finance for Entrepreneurs

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 12 lessons

**Cost:** \$195

**Objective:** This course provides an introduction to key topics in accounting and finance for those involved in new ventures. It reviews financial accounting basics, including GAAP Principles and financial statements, and also covers key issues in finance, broadly defined as any financial or monetary activity that involves a company.

**Textbook:** Not required

**Topics:**



# PERSONAL ENRICHMENT

## 1 Seminar Name: Personal Creativity

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 5 lessons

**Cost:** \$99

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

- Describe the basis of personal creativity
- Explain the uses of creative tools
- Distinguish between vertical and lateral thinking
- Employ creative tools like SCAMPER, random input, mind mapping, and DO IT
- Describe the key characteristics of personal creativity
- Assess the issues surrounding measuring creativity

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

## 2 Seminar Name: Leading Teams

*\*This seminar is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Length:** 5 hours/ 8 lessons

**Cost:** \$99

**Objective:** This course addresses the key issues surrounding leadership in a team. Why is it important? What does it require for a team leader to lead his team effectively? Based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, a text used at Harvard Business School, this course considers how team leaders must account for the special and unique circumstances of working in a team, where responsibility, accountability, communication, and leadership are shared.

**Admissions Requirements:** High school, or GED

**Textbook:** Not required

**Topics:**

## 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 feecharges 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 GPA	67% of attempted courses
Third six weeks	2.0 GPA	67% of attempted courses
Fourth six weeks	2.0 GPA	67% of attempted courses
Final two weeks	2.0 GPA	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 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.

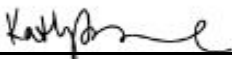
Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable.

Information on filing a complaint with TWC can be found on TWC's website at [www.texasworkforce.org/careerschoolstudents](http://www.texasworkforce.org/careerschoolstudents).

## TRUE AND CORRECT STATEMENT

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

Kathryn Browne



School Director, Kathryn Browne