NORTHWEST 

EDUCATIONAL

CENTER

2910 ANTΟΙΝΕ DR, SUITE Β-1ΟΟ

HOUSTON, TEXAS 77092

(713) 680-2929

(713) 680-2610

# CATALOG

VOLUME ΧΧV

EFFECTIVE

JANUARY 1, 2021

## GENERAL INFORMATION

**APPROVALS AND REGULATING AGENCY:**

Northwest Educational Center is approved and regulated by the Texas Workforce Commission (formerly Texas Education Agency), Career Schools and Colleges Department, 101 East 15th Street, Austin, Texas 78778-0001. Northwest Educational Center is Accredited by the Council on Occupational Education, 7840 Roswell Road, Building 300 Suite 325, Atlanta, Georgia 30350, (770) 396-3898. The programs which the Council regulate are the Medical Assistant Program (900 hr.), and the Pharmacy Technician Program (900 hr.).

**MISSION STATEMENT:**

The mission of Northwest Educational Center is to provide high quality training in health care and beauty programs to enhance skills and improve employability in the work force.

Northwest Educational Center firmly believes and promotes the theory that knowledge and work-related skills along with a strong work ethic and sense of professionalism are the tools necessary to enable individuals to become strong, reliable employees.

Northwest Educational Centers primary focus is to provide an educational environment that is the most conducive to learning. Northwest Educational Center maintains an objective-based criterion for completion of all instructional programs with emphasis on learning the principles of the subject and applying the knowledge to the task at hand.

**ADMINISTRATIVE HOURS:**

Office hours for Northwest Educational Center are Monday through Friday from 8:00 AM to 5:00 PM.

**SCHOOL CALENDAR:**

Northwest Educational Center operates classes on a year around basis. Classes begin at various times throughout the year. Applicants should contact the Admissions personnel to discuss exact class start dates.

**OWNERS STATEMENT:**

The information contained in this catalog is true and correct to the best of my knowledge.



**HISTORY OF THE SCHOOL:**

Northwest Educational Center was founded by Pat Engel in 1985. The Center was purchased by Northwest Educational Center, Inc. in March 1987. The President/Director of Northwest Educational Center, Inc. was Ying-Yin Li. The Center received approval from the Texas Education Agency, Division of Proprietary and Veterans Education, now known as Texas Workforce Commission, Career Schools and Colleges Department, in November 1988.

In June 1989, Steve Mares purchased Northwest Educational Center, In March 1990, MY.

Mares incorporated the sole proprietorship to The First Educators, Inc. DBA Northwest Educational Center. In July 1998, Northwest Educational Center received accreditation from the Council on Occupational Education. On January 1, 1999, the Center moved from its original location at 5812 Antoine to 2860 Antoine. On February 1, 2002, the Center moved one half block to the current location at 2910 Antoine, Suite B-100, Houston, Texas 77092.

**FACILITIES:**

Northwest Educational Center is located in the northwest section of Houston between Highway 290 and Hempstead Highway. The Center is easily accessible from a number of major roads including Highway 290, Interstate 10, Loop 610, and Beltway 8. The facility provides convenient student parking and easy access to the Metro Bus. The mailing address for the Center is 2910 Antoine, Suite a-IOC), Houston, Texas 77092. The telephone number is (713) 680-2929 and the fax number is (713) 680-2610.

The facility includes a one-story building with approximately 9000 square feet. The facility has eight classrooms, a placement area with a student library, and a break room. The facility also has the administrative offices, a staff break room, and the reception area. Classrooms #1 and #4 are the Typing and Computer Classrooms. Classrooms #2, #3, and #8 are Academic and Life Skills Classrooms. Classrooms #5 and #7 are the Medical Laboratory Classrooms. Classroom is the Pharmacy Laboratory Classroom. The facility also has a Placement Area to assist with the Job Search and a Media Center to provide students with reference materials and audio-visual information to assist in the training process. The student break room is available for use during break-times and lunches. The Center provides vending machines, a refrigerator, and microwaves for use by students and staff during breaks and lunches. Two Women's Restrooms and one Men's Restroom are provided for student use. A unisex Staff Restroom is provided for staff use.

The facility at Northwest Educational Center meets handicap accessible requirements for the physically challenged or the wheelchair bound.

**WEB SITE: **

The address for Northwest Educational Centers web site is www.nwec.edu.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require the Financial Aid Office to monitor the academic progress of all students seeking to earn a degree or certificate. This monitoring process is called Satisfactory Academic Progress (SAP). Satisfactory Academic Progress is required of ALL financial aid applicants at Northwest Educational Center, including those applicants who have not previously participated in federal aid programs. It is the student’s responsibility to monitor academic progress. Although the Financial Aid Office attempts to send students correspondence informing them of their status, students who do not meet the standards will be ineligible for financial aid even if they do not receive correspondence.

**This policy applies to all new, transfer, continuing and returning students.** Academic progress is evaluated using both qualitative and quantitative requirements:

**PROGRAM CLASSIFICATIONS:**

Northwest Educational Center currently offers both short term and long-term training. For purposes of this catalog, SHORT TERM TRAINING means any 15-hour computer software class or any 24 hour Typing or ID-key class or any combination of 15 hour and 24 hour classes. For purposes of this catalog, LONG TERM TRAINING means any 900-hour program.

**PROGRAM LENGTHS:**

**Short Term Seminars:** Class terms at Northwest Educational Center will be two weeks in duration for all morning, afternoon, and evening 15-hour classes. Day students will attend school for 2 hours per day, Monday - Thursday. Evening students will attend school 2 hours per day, Monday - Thursday. Saturday class terms will consist of three consecutive Saturdays for 5 hours each day.

**Medical Assistant Program (900 hr):** The 900-hour Medical Assistant Program is offered during the Day and Evening hours. The Medical Assistant Program consists of 720 clock hoers of on-campus training and IBO clock hours of externship training. For day classes, students attend 25 - 26 weeks of on-campus training and 4-.6 weeks of externhip training. Day students attend class for 6 hours per day, Monday - Friday during the on-campus portion. Day class times are 8:00 AM - 2:30 PM. A thirty-minute lunch break is provided. Evening students attend class for 45 - 46 weeks of on-campus training. The length of the externship training for evening students is determined by the student's availability and the site's hours of operation. Evening students attend class for 4 hours per evening, Monday - Thursday. Evening class times are 6:00 PM - 10:00 PM. Externship training hours vary.

**Pharmacy Technician Program (900 hr):** The 900-hour Pharmacy Technician Program is offered during the Day and Evening hours. The Pharmacy Technician Program consists of 720 clock hours of on-campus training and IBO clock hours of externship training. For day classes, students attend 25 - 26 weeks of on-campus training and 4 - 6 weeks pf externship training. Day students attend class for 6 hours per day, Monday - Friday during the on-campus portion.

Day class times are 8:00 AM - 2:30 PM. A thirty-minute lunch break is provided. Evening students attend class for 45 - 46 weeks of on-campus training. The length of the externship training for evening students is determined by the student's availability and the site's hours of operation. Evening students attend class for 4 hours per evening, Monday - Thursday. Evening class times are 6:00 PM - 10:00 PM. Externship training hours vary.

**Cosmetology/Barber Program (1000 hr):** The 1000-hour Cosmetology Program is offered during the Day and Evening hours. The 1000-hour Cosmetology Program consists of 1000 clock hours of on-campus training. Day class times are 8:00 AM - 2:30 PM. Evening students attend class for 4 hours per evening, Monday - Friday. Evening students also attend Saturdays from 9:30 PM- 1:30PM.

**GRADING PERIOD:**

**Short Term Seminars:** N01thwest Educational Center defines a grading period for short term seminars as the entire class length.

**Medical Assistant Program (900 hr):** Northwest Educational Center defines a grading period as 8 weeks or 240 clock hours for the day session and 5 weeks or 80 clock hours for the evening session for the Medical Assistant Program. Progress reports are issued at the end of each grading period for all long-term programs.

**Pharmacy Technician Proqram (900 hr):** Northwest Educational Center defines a grading period as 8 weeks or 240 clock hours for the day session and 5 weeks OF 80 clock hours for the evening session for the Pharmacy Technician Program. Progress reports are issued at the end of each grading period for all long-term programs.

**GRADING SYSTEM:**

Students will be graded on a standard 100% scale. Letter grades are a measure of satisfactory performance and will be assigned as follows:

A: 90 - 100 Outstanding

B: 80 - 89 Superior

C: 70 - 79 Satisfactory

D: 60- 69 Failing

**GRADE POINT AVERAGE REQUIREMENT**:

(QUALITATIVE) Students must maintain an acceptable cumulative grade point average (GPA) to maintain good academic standing. If a student’s GPA falls below the minimum requirement at the end of a grading period, the student will be placed on SAP probation for the following grading period.

**COMPLETION RATE REQUIREMENT:**

(QUANTITATIVE) At the completion of the first two evaluation periods students must successfully achieve a passing grade in half (1/2) of courses attempted. From the third evaluation period until completion of the program students must achieve a passing grade in two thirds (2/3) of all courses attempted. Failure to successfully complete this minimum percentage at any evaluation point will result in the student being placed on SAP probation for the following grading period.

**MAXIMUM TIME FRAME:**

All program requirements must be completed within a maximum allowable time frame. In no case will the maximum allowable time frame for program completion exceed one and a half times (150%) the normal length of the program in which they enrolled. For clock hour programs a student must complete the program within one and a half times the program length in weeks. For clock hour programs a student must complete the program within one and a half times the program length in

clock hours. In order to complete the program within the maximum allowable time frame, students must maintain a satisfactory rate of progress. Note that all transfer credits accepted by NWEC will count toward a student's quantitative rate of academic progress. The rate of progress will be reviewed at the end of each grading period and students who are determined to be unable to complete the program within the maximum time frame will be terminated.

**SAP EVALUATION PERIOD:**

Academic progress is evaluated at the end of each grading period.

**SAP PROBATION\*\***

The result for a student who fails to maintain SAP at the end of a SAP evaluation period (Grading Period) will be placed on SAP probation.

**SAP DISMISSAL**

The result for a student on SAP probation who has failed to achieve SAP at the end of the probationary SAP evaluation Period. \*\* SAP probation for programs classified as modular and/or clock hour are in no way related to the Department of Education’s financial aid warning or financial aid probation statuses due to the fact that our policy is more stringent than the Department of Education’s.

**SAP EVALUATION PROCESS FOR PROGRAMS CLASSIFIED AS MODULAR AND/OR CLOCK HOUR**.

The education center weights grades in proper proportion to the number of clocked hours earned. The weighted grade point averages are used in calculating the GPA and determining SAP. Grading period grade point averages and clocked hours are determined at the end of each grading period. If a student fails to successfully complete the minimum percentage of all credits attempted or maintain an acceptable GPA, the student will be placed on SAP probation for the following grading period. A student on SAP probation remains eligible for Title IV Federal Student Financial Assistance during the probationary grading period. Students placed on SAP probation are notified in writing and given a copy of the probationary form. The SAP probation form will outline what is required of the student in terms of academic progress for the probationary period in order to be removed from SAP probation. Students also receive a copy of their grade report, and a schedule of course availability for repeat courses is discussed with the student. A student must repeat and successfully complete all prerequisite courses before advancing. If at the end of the SAP probationary period, the student has brought his/her cumulative GPA to 2.0 or above and has successfully completed two thirds (2/3) of all clocked hours attempted, the student will be removed from SAP probation. If a student’s cumulative GPA at the completion of the probationary grading period is below 2.0, or the student fails to successfully complete two thirds (2/3) of all the clocked hours attempted, he/she will be terminated from the education center (SAP Dismissal).

**SAP EVALUATION FOR ALL PROGRAMS FOR THE PURPOSE OF DETERMINING CONTINUED STUDENT ELIGIBILITY FOR FEDERAL STUDENT FINANCIAL ASSISTANCE PROGRAMS (TITLE IV PROGRAMS)**

To determine students’ continued eligibility for any Federal Student Assistance programs, academic progress is evaluated beyond the end of each payment period for all programs except semester, clock hour programs. The SAP evaluation must come at a time beyond the end of the payment period, as there is no clear academic cutoff that coincides with a payment period for the modular clock hour

programs or the semester clock hour program. The end of a payment period either falls mid module or mid semester. The academic calendar structure of the modular clock hour programs and the semester clock hour program necessitates that SAP evaluation be conducted beyond the end of each payment period, at the end of the module or semester in which the respective payment period ended.

**SAP EVALUATION DURING EXTERNSHIP FOR PROGRAMS WITH A TERMINAL EXTERNSHIP**

To successfully complete a program of study the externship course must be successfully completed, and the student must achieve a general rating of Fair or better for the externship course. If the student achieves a general rating that is less than fair the student will be placed on SAP externship probation. The student will be required to attend remediation in all areas where a lack of clinical competency is identified. The student will be responsible for the cost of the repeated course and will be required to repeat the entire externship course. A student on SAP externship probation, while the initial repeat of externship will be considered to be making SAP and will maintain any eligibility for Title IV Federal Student Financial Assistance. At the completion of the repeated externship grading period a student who fails to successfully complete the externship will be terminated from the education center (SAP Externship Dismissal). The student may be accepted for re-entry by petitioning the Executive Director but will have to wait for a minimum of one grading period before they can re-enter. Students re-entering to repeat a failed externship course due to SAP externship dismissal will be required to repeat the entire externship course and are responsible for the cost of the repeated externship course. Students will not be eligible for Title IV Federal Student Financial Assistance after re-entering from SAP externship dismissal.

**NOTIFICATION OF TERMINATION TO STUDENT NOT MAKING SATISFACTORY ACADEMIC PROGRESS**

If it is determined that a student is not making SAP and must be terminated, the student will be notified by his/her instructor, Executive Director, Operations Manager, Student Services Director , or the Case Manager (if the student was on externship when the determination of unsatisfactory academic progress was made).

**STUDENT RIGHT TO APPEAL THE DETERMINATION OF UNSATISFACTORY ACADEMIC PROGRESS**

If a student wishes to appeal the determination of unsatisfactory academic progress, he/she must petition the Executive Director, Operations Manager, Student Services Director , or the Case Manager in writing within five days of the notification to the student of unsatisfactory academic progress. The written request for appeal must state the reason for the appeal and must be well documented. Such documentation might include such items as a doctor’s statement, accident report, police report, or death certificate. Once the request for appeal and supporting documentation has been received, they will be reviewed by the Appeal Committee. The student will be informed of their decision within seven calendar days of receipt of the request for appeal. The decision arrived at by the above-mentioned school personnel is final. A student who successfully appeals their unsatisfactory academic progress termination will be able to resume their education after sitting out one grading period. On return the student will be placed on SAP appeal probation for their initial grading period. The student will not be eligible for Title IV Federal Student Financial Assistance during this probationary grading period, with the exception of students in semester, clock hour classified programs who will remain eligible for Title IV Federal Student Financial Assistance during the probationary grading period also known as the financial aid probationary period. If the student

maintains SAP throughout the initial grading period, he/she will be removed from SAP probation and financial aid probation and will become or remain eligible to apply for Title IV Federal Student Financial Assistance. If however the student does not maintain SAP throughout the initial grading period, he/she will be terminated by the education center.

**RE-ENTERING STUDENTS:** Any student re-entering the education center after being terminated for unsatisfactory academic progress (SAP Dismissal) or having unsatisfactory academic progress at termination/withdrawal from the education center, will be placed on SAP re-entry probation for the initial re-entry grading period. The student will not be eligible for Title IV Federal Student Financial Assistance during this probationary grading period. If the student attains satisfactory academic progress by the end of the initial grading period, he/she will be removed from academic probation and will become eligible to apply for Title IV Federal Student Financial Assistance. If however the student does not attain SAP at the end of the initial re-entry grading period, he/she will be terminated by the education center.

**INCOMPLETE GRADE** An incomplete grade will not be counted in determining SAP. However, students who receive an incomplete on a progress report have two weeks to complete the material and receive a grade for that subject. Students who do not receive a grade within the two-week period will receive an Incomplete for that subject and will have to retake the class again to achieve a satisfactory grade. Students may not graduate with an Incomplete Grade in any subject area.

**MAKE-UP WORK:**

Northwest Educational Center will allow students to make-up work when the following requirements are met. No more than 5% of the total clock hours for a program may be made up. All make-up work must be completed within two weeks of the end of the grading period during which the absence occurred. All make up work must be supervised by an instructor approved for the subject being made up.

All make up work must be documented as being completed including recording the date, time, duration of the make-up session, and the name of the supervising instructor. The make-up records must also be signed and dated by the student acknowledging the make-up session. All students completing make-up work must demonstrate the same level of knowledge and competence expected of a student who attended the scheduled class session.

**WITHDRAWAL**:

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12 month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

**REPEATED COURSE GRADES** A student must complete and pass all required core course work with a grade of “C” or better and a “D” or better for all degree program general education courses, for completion of a program. Students will be required to repeat each unsuccessfully completed course (grade of I, W, D (core), and F) within the program prior to beginning externship. Online students failing a class for the first time may be rescheduled back into that class during the first week of the new module. Students are responsible for the cost of all repeat courses, except as otherwise indicated by school policy. Students will be allowed one repeat of an unsuccessfully completed

course without an appeal. A student who requests additional attempts to successfully complete a course must appeal in writing to the Executive Director and may receive approval based on the circumstances in the appeal. The failing grades for the course as well as the repeat grade will be recorded in the permanent student record. The higher grade will replace the lower grade when calculating the student’s GPA. However, both course attempts will count toward a student’s quantitative measure of academic progress.

## ADMISSIONS INFORMATION

**ADMISSIONS POLICIES:**

Northwest Educational Center's students are admitted, trained, and referred for employment without regard to race, color, creed, sex, age, or national origin.

**REGISTRATION DATES:**

Northwest Educational Center's classes begin on various schedules for each course depending on the demand for the class. Therefore, it is necessary to see a representative for exact class start dates. Registrations are accepted prior to the anticipated start of classes.

**ADMISSIONS INTERVIEW:**

The Centers representative conducts a personal interview with each prospective applicant before any decision is made to enroll the applicant. During the interview, the representative discusses the Centers programs in relationship to the applicant's career preferences, training needs, and individual motivations.

Each application, along with other information, is reviewed by the School Director. If the application is rejected, the applicant is notified immediately, and all fees paid are refunded.

**ADMISSIONS REQUIREMENTS:**

Entry requirements for eligible students interested in attending classes at Northwest Educational Center are as follows:

* General Requirements for Ali Programs: Al applicants must be beyond the age of compulsory education. All applicants must be a minimum of 17 years of age.
* Medical Assistant Program (900 hr): All applicants to this program must have a high school diploma or a GED. All applicants must also score a minimum of 15 on the Wonderlic Scholastic Level Exam (T71 or T51).
* Pharmacy Technician Program (900 hr): Al applicants to this program must have a high school diploma or a GED. All applicants must also score a minimum of 15 on the Wonderlic Scholastic Level Exam (T710 or T51). All applicants to this program must undergo a criminal background check which includes submitting fingerprints. All enrollees are required to register with the Texas State Board of Pharmacy as a pharmacy technician trainee. Currently, the fee for registration as a pharmacy technician trainee is $53.00 and the fee for fingerprint imaging is $44.20. Within two years, enrollees are required to register as a pharmacy

technician. Graduates must take and pass the Pharmacy Technician Certification Board's National Certification Examination in order to register as a pharmacy technician. The fee for the National Certification Examination is $129.00 and the fee to register for 2 years as a pharmacy technician is $83.00. These fees are not included in the cost of the program. Students are responsible for payment of all of these fees. The fees are set by Texas State Board of Pharmacy and can change at any time.

* Short Term Seminars: Applicants to these seminars must have a high school diploma, a GED, or demonstrate Ability to Benefit from the class. Ability to Benefit from the course is determined by scoring a minimum of 18 on the Wonderlic Scholastic Level Exam (T71 or T51).

**ABILITY TO BENEFIT:**

Ability to benefit from the program is determined by achieving a passing score on an entrance examination. Students who do not have ä high school diploma or a GED are required to show ability to benefit from the program by passing an entrance exam. Students may enroll in the Short- Term Seminars by showing Ability to Benefit. To determine Ability to Benefit, students enrolling in short term training will be tested by the Wonderlic Scholastic Level Exam (T71 or

**ENTRANCE EXAMINATION:**

Northwest Educational Center currently tests students with the Wonderlic Scholastic Level Exam (171 or T51).

Short Term Seminars: Students who can provide proof of a High School Diploma or

Equivalent are not required to take the entrance exam. The Wonderlic Examination Scholastic Level Exam (T71 or T51) is used for entrance into short term classes if proof of graduation from high school is not available. This is a 50-question test with a time limit of 12 minutes. To be considered to have the ability to benefit from the course, a student must achieve a minimum score on this examination of 18. A student who fails to achieve a minimum score of 18 on the Wonderlic Examination is allowed another opportunity to test. The applicant may take a second test on the same day provided a different version of the test is used.

Medical Assistant Program (900 hr): Students must have a High School Diploma or

Equivalent and pass the required entrance exam. The Wonderlic Examination Scholastic Level Exam (T71 or T51) is used for entrance into the Medical Assistant Program. This is a 50-question test with a time limit of 12 minutes. To be considered to have passed, students must achieve a minimum score on this examination of 15. A student who fails to achieve a minimum score of -15 on the Wonderlic Examination is allowed another opportunity to test. The applicant may take a second test on the same day provided a different version of the test is used.

Pharmacy Technician Program (900 hr): Students must have a High School Diploma or

Equivalent and pass the required entrance exam. The Wonderlic Examination Scholastic Level Exam (T71 or T51) is used for entrance into the Pharmacy Technician Program. This is a 50-question test with a time limit of 12 minutes. To be considered to have passed, students must achieve a minimum

score on this examination of 15. A student who fails to achieve a minimum score of 15 on the Wonderlic Examination is allowed another opportunity to test. The applicant may take a second test on the same day provided a different version of the test is used.

## ACADEMIC INFORMATION

**PROGRAM DEFINITIONS:**

Northwest Educational Center currently offers both short term and long-term training. For purposes of this catalog, SHORT TERM TRAINING means any 15-hour computer software class or any 24 hours Typing or ID-key class or any combination of 15 hour and 24 hour classes. For purposes of this catalog, LONG TERM TRAINING means any 900-hour program.

**PROGRAM LENGTHS:**

**Short Term Seminars:** Class terms at Northwest Educational Center will be two weeks in duration for all morning, afternoon, and evening 15-hour classes. Day students will attend school for 2 hours per day, Monday - Thursday. Evening students will attend school 2 hours per day, Monday - Thursday. Saturday class terms will consist of three consecutive Saturdays for 5 hours each day.

**Medical Assistant Program (900 hr):** The 900-hour Medical Assistant Program is offered during the Day and Evening hours. The Medical Assistant Program consists of 720 clock hoers of on-campus training and IBO clock hours of externship training. For day classes, students attend 25 - 26 weeks of on-campus training and 4-.6 weeks of externhip training. Day students attend class for 6 hours per day, Monday - Friday during the on-campus portion. Day class times are 8:00 AM - 2:30 PM. A thirty-minute lunch break is provided. Evening students attend class for 45 - 46 weeks of on-campus training. The length of the externship training for evening students is determined by the student's availability and the site's hours of operation. Evening students attend class for 4 hours per evening, Monday - Thursday. Evening class times are 6:00 PM - 10:00 PM. Externship training hours vary.

**Pharmacy Technician Program (900 hr):** The 900-hour Pharmacy Technician Program is offered during the Day and Evening hours. The Pharmacy Technician Program consists of 720 clock hours of on-campus training and IBO clock hours of externship training. For day classes, students attend 25 - 26 weeks of on-campus training and 4 - 6 weeks pf externship training. Day students attend class for 6 hours per day, Monday - Friday during the on-campus portion.

Day class times are 8:00 AM - 2:30 PM. A thirty-minute lunch break is provided. Evening students attend class for 45 - 46 weeks of on-campus training. The length of the externhip training for evening students is determined by the student's availability and the site's hours of operation. Evening students attend class for 4 hours per evening, Monday - Thursday. Evening class times are 6:00 PM - 10:00 PM. Externship training hours vary.

**SATISFACTORY PROGRESS**

Northwest Educational Center defines a student as having satisfactory progress when the student maintains a cumulative attendance level or at least 67% or higher of the scheduled hours indicated on the enrollment agreement at the end of each evaluated period. Academically, students must maintain a cumulative grade average of 70% or higher at the end of each evaluated period to be defined as having satisfactory progress. Students must complete the program of enrollment within 150% of the published length of the designated program.

**ATTENDANCE POLICY:**

Attendance is recorded on an hourly basis for all classes conducted at Northwest Educational Center. School holidays and approved Leave of Absences are not considered as days of absence.

**ATTENDANCE RECORDKEEPING SYSTEM:**

Northwest Educational Center requires that all students use the Student Sign-in Attendance Sheet to record their attendance. Attendance is recorded based on the number of hours attended per session. The Center records attendance in quarter hour increments.

**ATTENDANCE REQUIREMENTS/PROBATION:**

**Short Term Seminars:** All students enrolled in the 15-hour computer classes or the 24 hour Typing or 10-key classes must maintain 75% attendance to remain in school. Students absent in excess of 25% of the total clock hours of the course will be terminated. Due to the short length of these classes, attendance probation does not apply. Northwest Educational Center strongly recommends that students attend all class hours in the short-term classes.

**900 Hour Programs:** All students enrolled in the Medical Assistant Program (900 hr) and the Pharmacy Technician Program (900 hr) must maintain 80% attendance to remain in school. Students who are absent in excess of 20% of the total course hours will be terminated from school. Students absent for 10 consecutive class days wilt be terminated.

Any student who has been dropped for unsatisfactory attendance may not reenter before the start of the next grading period.

**MAXIMUM TIME TO COMPLETE:**

Northwest Educational Center requires that all students complete their course of study within a maximum of 1.5 times the normal class length.

**GRADING PERIOD:**

**Short Term Seminars:** N01thwest Educational Center defines a grading period for short term seminars as the entire class length.

**Medical Assistant Program (900 hr):** Northwest Educational Center defines a grading period as 8 weeks or 240 clock hours for the day session and 5 weeks or 80 clock hours for the evening session for the Medical Assistant Program. Progress reports are issued at the end of each grading period for all long-term programs.

**Pharmacy Technician Proqram (900 hr):** Northwest Educational Center defines a grading period as 8 weeks or 240 clock hours for the day session and 5 weeks OF 80 clock hours for the evening session for the Pharmacy Technician Program. Progress reports are issued at the end of each grading period for all long-term programs.

**GRADING SYSTEM:**

Students will be graded on a standard 100% scale. Letter grades are a measure of satisfactory performance and will be assigned as follows:

A: 90 - 100 Outstanding

B: 80 - 89 Superior

C: 70 - 79 Satisfactory

D: 60- 69 Failing

**ACADEMIC STANDARDS:**

**Short Term Seminars:** Northwest Educational Center tests students at the end of the short-term class to determine if the student has sufficient knowledge to warrant a Certificate of

Completion. Final grades will be maintained for short term classes.

**Long Term Classes:** Northwest Educational Center tests students at a minimum of every two-week period. At the end of each grading period, progress reports are issued for classes taken during that grading period. Progress reports reflect the averaged grade for each subject as well as an overall average for the grading period. At the end of the program, a final transcript will be issued. The final transcript will provide the averaged grade for each subject area, an overall grade for the program, and the total hours attended. Students must receive a passing grade in each subject to receive a Certificate of Completion.

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**ACADEMIC REQUIREMENTS/PROBATION:**



**Short Term Seminars:** Students who receive a failing grade on the final exam will not be eligible to receive a Certificate of Completion.

**Long Term Classes:** Students who receive a failing subject grade on a progress report will be placed on academic probation for the next grading period. Students will be counseled concerning the specific terms of the probation and the length of time of the probation period. Students who do not achieve satisfactory progress at the end of the probation period, will be terminated. If a student on probation achieves satisfactory progress for the next grading period but has not achieved overall satisfactory progress, the probation period may be extended for one additional grading period. If the student fails to achieve satisfactory progress at the end of the two successive periods, the student will be terminated.

Students terminated for unsatisfactory progress may re-enter into school after a minimum of one grading period. A student who returns after being terminated for unsatisfactory progress will be placed on probation for the next grading period. Counseling wilt be performed to discuss the terms of this probation period. If a student does not maintain satisfactory progress, the student will be terminated.

**INCOMPLETE GRADES:**

Students who receive an incomplete on a progress report have two weeks to complete the material and receive a grade for that subject. Students who do not receive a grade within the two-week period will receive an Incomplete for that subject and will have to retake the class again to achieve a satisfactory grade. Students may not graduate with an Incomplete Grade in any subject area.

**MAKE-UP WORK:**

Northwest Educational Center will allow students to make-up work when the following requirements are met. No more than 5% of the total clock hours for a program may be made up. All make-up work must be completed within two weeks of the end of the grading period during which the absence occurred. All make up work must be supervised by an instructor approved for the subject being made up.

All make up work must be documented as being completed including recording the date, time, duration of the make-up session, and the name of the supervising instructor. The make-up records must also be signed and dated by the student acknowledging the make-up session. All students completing make-up work must demonstrate the same level of knowledge and competence expected of a student who attended the scheduled class session.

**LEAVE OF ABSENCE:**

In a 12-month calendar period, a student may have no more than two leaves of absences. For long term programs, students may be on a leave of absence for a total of 60 calendar days. Students requesting a leave must complete and sign the Leave of Absence Request Form which indicates the reason for the leave of absence and the specific dates of the leave of absence. Request Forms are submitted to the director for approval. If a student fails to return from a scheduled leave, the student will automatically be terminated. Leaves of absences are not granted for short term seminars.

**PREVIOUS EDUCATION OR TRAINING CREDIT:**

Credit will be given to any student who has had previous education or training that is covered in the curriculum. Students who wish to apply for credit should notify the School Director prior to class start date.

**TUTORIALS AND LABORATORY PRACTICE:**

Northwest Educational Center offers tutoring and laboratory practice sessions in the afternoons to all current and previous students. Students are encouraged to utilize the tutoring and laboratory sessions to enhance their learning abilities and to practice the skills learned during class.

**CERTIFICATES OF COMPLETION:**

Students who successfully complete a program or seminar at Northwest Educational Center will receive a Certificate of Completion.

**WITHDRAWALS/TERMINATIONS:**

Students who wish to withdraw from school should contact the School's Director immediately. The Center will terminate a student's enrollment for failure to meet probation standards, excessive absenteeism, or disruptive behavior.

**RE-ADMISSION POLICY:**

Any student who has been dropped for disruptive behavior will not be re-admitted to school. Any student who has been dropped for unsatisfactory progress may be re-admitted to school after one grading period. Any student who withdraws for reasons other than disruptive behavior or unsatisfactory progress will be re-admitted after evaluation by the School’s Director.

**TRANSFER POLICY:**

Due to the restrictions of the long-term funding sources, students are not allowed to transfer either between programs or to or from another institution. Credit can be given in certain circumstances for prior education. See the Center for additional information.

**CLASS SCHEDULES:**

**900 HOUR PROGRAMS:**

**Day Class Schedule – Early Lunch:**

8:00 AM – 2:30 PM Break 9:25 AM – 9:35 AM

\*Early Lunch 11:00 AM – 11:30 AM

Break 12:55 PM – 1:05 PM

**Day Class Schedule – Late Lunch:**

8:00 AM – 2:30 PM Break 9:25 AM – 9:35 AM

Break 10:55 AM – 11:05 AM

\*Late Lunch 12:35 PM – 1:05 PM

**Evening Class Schedule:**

6:00 PM – 10:00 PM Break 7:10 PM – 7:20 PM

\* Students will be assigned one of the lunch times listed above per grading period.

**SHORT TERM SEMINARS:**

Morning Class Schedule (A): Morning Class Schedule (B):

8:00 AM - 10:00 AM 10:00 AM - 12:00 PM

Afternoon Class Schedule (A): Afternoon Class Schedule (B):

12:00 PM – 2:00 PM 2:00 PM – 4:00 PM

Evening Class Schedule (A): Evening Class Schedule (B):

6:00 PM – 8:00 PM 8:00 PM – 10:00 PM

Saturday Class Schedule:

9:00 AM – 2:00 PM

Lunch 11:00 AM – 11:20 AM

## **STUDENT SERVICES**

**EQUIPMENT:**

Northwest Educational Center uses modem, up to date equipment in all programs. These include up to date computers and software and modern medical and pharmacy equipment. The Center uses IBM compatible computers with Classroom #4 having access to the Internet for teaching e-mail and web-based training. The Medical Laboratory uses medical equipment and supplies commonly found in a medical facility. The Pharmacy Laboratory uses pharmacy equipment and supplies commonly found in a pharmacy.

**SCHOOL HOLIDAYS:**

The following holidays will be observed by Northwest Educational Center.

|  |  |
| --- | --- |
| New Year Day | Good Friday |
| Memorial Day | Independence Day |
| Labor Day | Thanksgiving Day |

Christmas Day

**LICENSING OF PROFESSION:**

The Medical Assistant occupation does not require licensing for employment as a medical assistant. However, Northwest Educational Center does provide medical assistant graduates with the opportunity to take the examination to become a Nationally Certified Medical Assistant. There is a $90.00 fee for this exam within the first 90 days after graduation. Northwest

Educational Center's pharmacy technician program requires graduates to take and pass the Pharmacy Technician Certification Board's National Certification Examination in order to register and work as a pharmacy technician upon expiration of the 2-year Pharmacy Technician in Training period. The fees associated with the national examinations are not included in the cost of the programs and are the responsibility of the student.

**PLACEMENT ASSISTANCE:**

While no school can guarantee placement of its students, the staff at Northwest Educational Center works closely to assist all students in securing employment in their chosen field. Job placement for most students is a crucial phase in their training experience. Our experienced staff are available and ready to assist students in their job search. Northwest Educational Center maintains an area where students can use the computer equipment, internet, fax machine, and telephone lines to search for employment, Northwest Educational Center also maintains a network of contacts with local employers to enhance awareness of job openings.

Northwest Educational Center encourages all students to complete their training program and stresses that job placement is dependent on current skill levels. However, Northwest Educational Center will provide job search assistance based on current skills to alt students, withdrawals as well as graduates.

**CONDUCT POLICY:**

The school reserves the right to dismiss any student whose conduct is detrimental to the best interest of the school or other students.

Drugs, alcohol, and weapons are prohibited from the school, all extern sites, and all school related functions. Any student in possession of or under the influence of drugs or alcohol during school or school related activities will -be terminated from school. Any student in possession of a weapon during school or school related activities will be terminated from school.

The school maintains a campus free policy on religious, political, and sexual matters. Students should not display or distribute religious, political, or sexual materials on the campus. Students should not download or access sexually explicit web sites nor engage in chat rooms which have a sexual theme while on the school's campus.

Students terminated for any form of disruptive behavior will not be allowed to re-enter into school.

**SUSPENSIONS:**

Northwest Educational Center reserves the right to suspend students who demonstrate behavior which is in violation of the school's policies but is not severe enough to warrant termination from school. Suspensions can range from 1 day to 4 school weeks. Students will be informed of the length of their suspension and the reason for the suspension at the time of the suspension.

**GRIEVANCE PROCEDURE:**

Northwest Educational Center continually strives to provide the best educational experience to all students. However, if a student has a grievance with the school or its staff, the School Counselor should be notified. If after notifying the counselor, the grievance is not resolved, the student should notify the School Director in writing of the grievance. If the matter is not resolved, the student should continue the grievance process by notifying Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 East 15th Street, Austin, Texas 78778-00011 (512) 936-3100, vvww.texasworkforce.org/careerschools. If the matter is still not resolved, the long-term student should contact the Council on Occupational Education, 7840 Roswell Road Building 300 suite 325, Atlanta, GA 30350, (770) 396-3898.

### **FINANCIAL INFORMATION**

**FINANCIAL AID:**

Northwest Educational Center offers Title IV Financial Aid in the form of Pell Grants to students who qualify. To be eligible, students must be enrolled in the Medical Assistant Program (900 hr) or the Pharmacy Technician Program (900 hr) and meet the income guidelines and other requirements. Northwest Educational Center also offers tuition assistance through other local and state funding sources. Northwest Educational Center decided not to utilize or actively participate in the Federal Loan Program and only accepts Federal Funding in the form of Pell Grants and SEOG Grants. Contact the Center for additional information on applying for Financial Aid or tuition assistance.

**TUITION AND FEES:**

Tuition and fees for classes offered by Northwest Educational Center are as follows:

**MEDICAL ASSISTANT PROGRAM (900 HR):**

Administrative Fee …………..$100.00

Tuition ……………….….…$10,500.00

**Total Charges ……………..$10,600.00**

**PHARMACY TECHNICIAN PROGRAM (900 HR):**

Administrative Fee …………..$100.00

Tuition ……………….……$10,500.00

**Total Charges ………….....$10,600.00**

**COSMETOLOGY PROGRAM (900 HR):**

Administrative Fee …………..$250.00

Tuition ……………….……$17,625.00

**Total Charges ………….....$17,875.00**

**BARBER PROGRAM (900 HR):**

Administrative Fee …………..$250.00

Tuition ……………….……$17,625.00

**Total Charges ………….....$17,875.00**

The fee to register as a Pharmacy Technician Trainee is $53.00 and the fee for fingerprint imaging is $44.20, The fee for the Pharmacy Technician National Certification Examination is $129.00 and the fee to register as a Pharmacy Technician for 2 years is $83.00. These fees are not included in the cost of the program and students are responsible for payment of these fees.

**ALL 15 HOUR COMPUTER SEMINARS:**

Administrative Fee …………..$25.00

Tuition ………………...……$170.00

Total Charges ………..……..$195.00

**24 HOUR TYPING OR 1O-KEY SEMINARS:**

Administrative Fee …………..$25.00

Tuition ………………...…..…$85.00

Total Charges ………..……..$110.00

**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. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100.00 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

**REFUND POLICY:**

1. Refund computations wilt be based on scheduled course time of class attendance through the East date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.



1. The effective date of termination for refund purposes will be the earliest of the following: (a) The last day of attendance, if the student is terminated by the school; (b) The date of receipt of written notice from the student; or (c) Ten school days following the last date of attendance.
2. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hours.cancellation privilege the student does not enter school, not more than $100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course. 
3. If the student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total numbers of hours in the portion of the program for which the student has been charged on the effective date of termination. More simply, the refund is based on the precise number of course hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.
4. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
5. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12 month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
6. A full refund of ail tuition and fees is due and refundable in each of the following cases: (a) An enrollee is not accepted by the school;
   1. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   2. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

1. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE:

A student of the school or college who withdraws from the school or college as a result of the student being caned 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: 

* 1. 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;
  2. 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
  3. 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:

a) satisfactorily completed at least 90 percent of the required coursework for the program; and

b) demonstrated sufficient mastery of the program material to receive credit for completing the program.

1. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

**REFUND POLICY FOR TITLE IV PELL GRANT RECIPIENTS:**

If a student receives Title IV Federal Aid in the form of a Pell Grant, both a Federal and a State Refund Calculation must be completed. The Center will calculate a refund amount based on

Federal guidelines. The Center will then calculate a refund amount based on State guidelines.

The Center will compare the two refund, amounts and will refund the largest of the two calculations.

**SCHOLARSHIPS:**

Northwest Educational Center offers a number of scholarships to students. Eligibility requirements and application information for these scholarships are available through the administrative office.

## FACULTY AND STAFF

THE FIRST EDUCATORS, INC.

President Steve Mares

NORTHWEST EDUCATIONAL CENTER

### FULL TIME

|  |  |  |
| --- | --- | --- |
| Executive Director | Sharla Williams | Bachelor's, University of Reno |
| Operations Manager | Marcus Sims | Bachelor's,' Texas A & M University |
| Student Services Director/Instructor | John Oten | Masters, Texas Southern University |
| Case Manager  Placement Coordinator | Sandey May  Dave A. Jones |  |

Admissions Representative Crystal Brooks

Registrar Leticia Angulo

Instructor Kimberly Taylor St. Louis College of Health Careers

|  |  |  |
| --- | --- | --- |
| Instructor | Deborah Benson | Med Asst., Houston Community College |
| Instructor | Nan Garrett | Masters, Hill University |
| Instructor  Instructor | Dr. Ronald Oliver  Dianna Morton | Ph. D., Kennedy Western University  Pharmacy Tech., United Allied Health |
| Instructor | Vidya Yande | Doctor, UAG School of Medicine |

SPECIFIC AREAS OF INSTRUCTION:

Provided below are specific areas of instruction for teachers at the Center.

KIMBERLY TAYLOR:

Anatomy & Physiology (ANP90), (AlP30), (A2P30)

Medical Terminology (MET60), (MT30), (M2T30)

Medical Law & Ethics (MLE30)

Psychology / Human Relations (PHT30)

Medical Office Procedures I Management (MOP90)

Pharmacology (PHM60), (P1M60). (P2M60), (P3M60), (P4M60)

Pharmacology Lab (P1L60), (P2L60), (P3L30)

Job Readiness (JOB30)

Computer Basics (WIN15)

Word Processing for Windows (WRD15)

Spreadsheets for Windows (EX15), (SPR15)

Database for Windows (ACC15) 

Desktop Publishing/Graphics/Presentation 

(PWR15)

Typing/Keyboarding (TYP30), (TYP24)

Keyboarding/Computer Applications (KCA90)

DEBORAH BENSON:

Anatomy & Physiology (ANP90), (AlP30), (A2P30)

Medical Terminology (MET60), (M1T30), (M2T30)

Medical Law & Ethics (MLE30)

Psychology / Human Relations (PHT30)

Medical Office Procedures I Management (MOP90)

Pharmacology (PHM60), (P1M60),(P2M60), (P3M60), (P4M60) 

Pharmacology Lab (P1L60), (P2L60), (P3L30)

Medical Billing and Coding (MBC60)

Medical Clinical Procedures (MCP90)

Medical Lab Procedures (MLP90)

NAN GARRETT:

Anatomy & Physiology (ANP90), (A1P30), (A2P30) Medical Terminology (MET60), (M1T30), (M2T30)

Medical Law & Ethics (MLE30)

Psychology I Human Relations (PHT30)

Medical Office Procedures I Management (MOP90)

Pharmacology (PHM60), (P1M60), (P2M60), (P3M60) (P4M60)

Pharmacy Calculations (P1C60), (P2C60)

Pharmacology Lab (P1L6O), (P2L60), (P3L30)

Medical Billing and Coding (MBC60)

Job Readiness (JOB30)

Medical Clinical Procedures (MCP90) Medical Lab Procedures (MLP90)

JOHN OTEN: 

Medical Office Procedures/ Management (MOP90)

Pharmacology (P4M60)

Pharmacy Calculations (P1C60, P2C60)

Job Readiness (JOB30)

Typing/Keyboarding (TYP30), (TYP24)

Keyboarding/Computer Applications (KCA90)

10-Key Calculators (KEY24)

DIANNA MORTON:

Computer Basics (WIN15)

Word Processing for Windows (WRD15)

Spreadsheets for Windows (EX15), (SPR15)

Database for Windows (ACC15) 

Desktop Publishing/Graphics/Presentation 

(PWR15)

Typing/Keyboarding (TYP30), (TYP24)

Keyboarding/Computer Applications (KCA90)

Medical Office Procedures / Management (MOP90)

Job Readiness (JOB30)

Pharmacology (PHM60), (P1M60),(P2M60), (P3M60),

(P4M60)

Pharmacy Calculations (P1C60), (P2C60)

Pharmacology Lab (P1L60), (P2L60), (P3L30)

DR. RONALD OLIVER:

Anatomy & Physiology (ANP90), (AlP30), (A2P30) Medical Terminology (MET60). (M1T30), (M2T30)

Psychology / Human Relations (PHT30)

Medical Law & Ethics (MLE30)

Pharmacology (PHM60). (P1M60), (P2M60), (P3M60), (P4M60) 

Pharmacy Calculations (P1C60), (P2C60)

Pharmacology Lab (P1L60), (P2L60), (P3L30)

VIDYA YANDE:

Anatomy & Physiology (ANP90), (AlP30), (A2P30) Medical Terminology (MET60), (M1T30), (M2T30)

Medical Law & Ethics (MLE30) 

Psychology I Human Relations (PHT30)

Medical Office Procedures / Management (MOP9D)

Pharmacology (PHM60), (P1M60), (P2M60), (P3M60), (P4M60)

Pharmacy Calculations (P1C60), (P2C60)

Pharmacology Lab (P1L60), (P2L60), (P3L30) 

Medical Billing and Coding (MBC60)

Job Readiness (JOB30)

Medical Clinical Procedures (MCP90)

Medical Lab Procedures (MLP90)

**PROGRAMS OF INSTRUCTION**

**MEDICAL ASSISTANT PROGRAM**

DAY: On Site Training – 25 -26 weeks, 6 hours per day, Monday – Friday

EVENING: On Site Training – 45 -46 weeks, 4 hours per day, Monday – Thursday

DAY AND EVENING: Externship – 180 hours – Schedules vary

**TUITION:** $10,500.00

**MISSION:** This program’s mission is to train students in the medical and office skills necessary to assist physicians and medical personnel by performing both administrative and clinical procedures as a medical assistant.

**PREREQUISITES:** High School Diploma or GED and score a minimum of 15 on the Scholastic Level Exam.

**OBJECTIVE:** Type 35 or more WPM, have general office skills, be familiar with medical terminology and medical procedures, and be able to perform lab and medical procedures.

**CAREER:** Medical Assistant, Medical Office Administration, Billing and Coding Clerk, Medical and Insurance Claims/Collections, Patient Admitting Assistant, Patient Relations Representative.

**WORK SETTINGS:** Doctor’s Offices, Medical Clinics, Hospitals, Insurance Companies, and any medical related facility.

**DESCRIPTION:** Classes focus on learning to perform both medical office and clinical/laboratory procedures. This program teaches skills in anatomy and physiology, medical terminology, medical law and ethics, pharmacology, medical office procedures, medical billing and coding, and clinical and laboratory procedures. Instruction includes patient preparation and physician assistance with examinations including taking vital signs, giving injections, performing venipuncture, and providing assistance with medical tests and procedures. Instruction also includes medical office procedures and management and computer applications including patient billing software. Upon completion of the on-campus training portion, students will perform an externship where they apply and practice skills in an actual medical facility.

**MEDICAL ASSISTANT PROGRAM COURSE OUTLINE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COURSE | COURSE | LECTURE | LAB | EXTERN | TOTAL |
| NAME | NUMBER | HOURS | HOURS | HOURS | HOURS |
| Anatomy and Physiology | ANP90 | 90 | 0 |  | 90 |
| Medical Terminology | MET60 | 60 | 0 |  | 60 |
| Medical Law & Ethics | MLE30 | 30 | 0 |  | 30 |
| Psychology/Human Relations | PHT30 | 30 | 0 |  | 30 |
| Keyboarding/Computer Applications | KCA90 | 15 | 75 |  | 90 |
| Medical Billing and Coding | MBC60 | 15 | 45 |  | 60 |
| Medical Office Procedures/Management | MOP90 | 60 | 30 |  | 90 |
| Pharmacology | PHM60 | 60 | 0 |  | 60 |
| Job Readiness | JOB30 | 30 | 0 |  | 30 |
| Medical Clinical Procedures | MCP90 | 30 | 60 |  | 90 |
| Medical Lab Procedures | MLP90 | 30 | 60 |  | 90 |
| Externship | EXT180 |  |  | 180 |  |
| **TOTAL** |  | **450** | **270** | **180** | **900** |

**COURSES FOR THE MEDICAL ASSISTANT PROGRAM**

**COURSE NAME COURSE # COURSE LENGTH**

**ANATOMY AND PHYSIOLOGY** ANP90 90 HOURS:90 LECTURE/O LAB

The objective of this course is to provide students with instruction on the structures and functions of the human body. Students will lean how to identify and understand the many complex systems within the human body including the skeletal system, muscular system, circulatory system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system. Upon completion of this course, students will have the ability to identify each system, describe its function, and apply this knowledge in a healthcare profession. Prerequisite: None.

**MEDICAL TERMINOLOGY** MET60 60 HOURS: 60 LECTURE / 0 LAB

The objective of this course is to provide students with instruction on the component parts of medical terms including prefixes, suffixes, and word roots. Students will learn about the formation, analysis, abbreviations, and reconstruction of terminology as it relates to medical terms. Students will learn operative, diagnostic, therapeutic, and symptomatic terminology of all body systems, as well as endoscopic and surgical terminology. Upon completion of this course, students will have the ability to spell, abbreviate, pronounce, and define medical terms and apply this knowledge in a healthcare profession. Prerequisite: None.

**MEDICAL LAW AND ETHICS** MLE30 30 HOURS: 30 LECTURE / 0 LAB

The objective of this course is to provide students with instruction on the concepts of medical law and ethics for health care practitioners. Students Wii! learn about ethical decisions, medical and ethical issues, and legal terminology as it pertains to a medical practice. Students will also learn about civil and criminal law, licensing, malpractice, and informed consent. Upon completion of this course, students will have the ability to identify and apply ethical practices, confidentiality rules, risk management rules, and medical jurisprudence and apply this knowledge in a healthcare profession. Prerequisite: None. 

**PSYCHOLOGY/ HUMAN RELATIONS** PHT30 30 HOURS: 30 LECTURE/0 LAB

The objective of this course is to provide students with instruction on the principles of psychology as it relates to relationships, communications, and dealing with patients in a health care facility. Students will learn about attitudes, values, conflict management, stress management, and organizational structures.

Students will 'earn about the hereditary, cultural, and environmental influences on behavior standards. Upon completion of this course, students will have the ability to deal with difficult patients, to care for patients with terminal illnesses and special needs, and to understand the developmental stages of the life cycle. Prerequisite: None.

**KEYBOARDING/COMPUTER APPLICATIONS** KCA90 90 HOURS: 15 LECTURE/75 LAB fine objective of this course is to provide students with instruction on keyboarding and computerized systems as they relate to the medical office setting. Students will learn and practice keyboarding and keyboarding techniques using self-paced tutorials. Students will learn and practice how to key documents in the word processing software. Students will also learn and practice transcribing medical correspondence and medical reports. upon completion of this course, students will have the ability to type 35 WPM or more and create and format documents in word processing software. Prerequisite: None.

**Medical Assistant Program continued**

**COURSE NAME COURSE # COURSE LENGTH**

**MEDICAL BILLING AND CODING** MBC60 60 HOURS: 15 LECTURE/45 LAB

The objective of this course is to provide students with instruction on basic medical billing and coding and on the use of the Medisoft patient billing software. Students will learn how to use IDC-9-CM Coding and CPT Coding. Students learn how to follow the recent HIPAA standards for privacy, security, transactions, and code sets. Students will also learn how to use the Medisoft software to handle patient information and billing. Students will learn how to enter patient information, schedule appointments, enter charge and payment transactions, and handle collections. Upon completion of this course, students will have the ability to use Medisoft software to handle patient accounts, schedules, and medical billing and coding.

Prerequisite: None.

**MEDICAL OFFICE PROCEDURES/MANAGEMENT** MOP90 90 HOURS: 60 LECTURE/30 LAB

The objective of this course is to provide students with instruction on basic medical office skills and management. Students will learn telephone techniques, mail handling, travel arrangements, correspondence, and records management. Students will learn to maintain and operate physical facility, inventory and order supplies, and maintain insurance and governing regulations. Upon completion of this course, students will have the ability to efficiently operate a medical office including the implementation and handling of accounts, purchasing, payroll, and office procedures and policies. Prerequisite: None.

**PHARMACOLOGY**  PHM60 60 HOURS: 60 LECTURE/0 LAB

The objective of this course is to provide students -with instruction on the administration of medicine. Students will learn how drugs are classified, how to calculate dosages, and how to administer various types of drugs. Students will learn the government regulations which govern prescribing, dispensing, and administering drugs. Students will learn about medication disposal and how to respond to emergencies and poisonings. Upon

completion of the course, students will have the ability to cite guidelines for medication administration, identify commonly prescribed medications, calculate dosages, and recognize adverse reactions to Medications. Prerequisite: None.

**JOB READINESS** JOB30 30 HOURS:30 LECTURE/0 LAB

The objective of this course is to provide preparation and techniques for success in the Job Search Activity. The class includes emphasis on preparing students for employment through lectures on professional wardrobe, interview etiquette, and resume writing. Instruction focuses on training students how to look for employment, how to deal with rejections, and how to prepare for interviews. Upon completion of this class, students will have a completed resume and cover letter and will be prepared for the job search-activity. Prerequisite: None.

**MEDICAL CLINICAL PROCEDURES** MCP90 90 HOURS: 30 LECTURE/60 LAB

The objective of this course is to provide students with instruction on basic clinical procedures used in the medical assisting field. Students will learn to perform skills including taking vital signs, collecting and processing lab specimens, preparing patients for examinations, and assisting with examinations and office surgeries. Students will learn first aid, CPR, and how to use the electrocardiogram. Students will also learn about physical therapy, radiography, and aseptic techniques. Upon completion of this course, students will have the ability to perform basic clinical skills and procedures while maintaining safety and infection control policies. Prerequisites: None.

**Medical Assistant Program continued**

**COURSE NAME COURSE # COURSE LENGTH**

**MEDICAL LAB PROCEDURES** MLP90 90 HOURS: 30 LECTURE/60 LAB

The objective of this course is to provide students with instruction on the clinical laboratory procedures used in the medical assisting field. Students will learn hematology including punctures, testing, and safety procedures. Students will learn urinalysis including gram stains. Students will learn chemistry testing, immunology testing, microbiology testing, and respiratory testing. Upon completion of this course, students will have the ability to perform specimen collecting and testing while maintaining safety measures. Prerequisites: None.

**EXTERNSHIP**  EXT 180 HOURS: 180 EXTERNSHIP

The objective of this course is to provide students with practical application of the knowledge and skills 'earned in the on-campus portion of the Medical Assisting program, Students are assigned to a specific clinical site for supervised practice of their abilities in the medical assisting field. Prerequisites: ANP6(), MET60, MLE30, PHT30, KCA90, MBC601 MOP90, PHM60, MCP90, MLP90, JOB30.

**PHARMACY TECHNICIAN PROGRAM**

DAY: On Site Training - 25 - 26 weeks, 6 hours per day, Monday - Friday

EVENING: On Site Training - 45 - 46 weeks, 4 hours per day, Monday - Thursday DAY AND EVENING: Externship - 180 hours - Schedules vary

**TUTION:** $10,500.00

**MISSION:** This program's mission is to train students in the skills and knowledge necessary to perform work as a Pharmacy Technician.

**PREREQUISITES:** High School Diploma or GED and score a minimum of 15 on the Scholastic Level Exam. Enrollees must undergo a criminal background check including fingerprint imaging.

**STATE BOARD REGISTRATION AND EXAMINATION:** Enrollees in this program are required to register with the Texas State Board of Pharmacy as a pharmacy technician trainee. Currently, the fee for registration as a trainee is $53.00 and the fee for fingerprint imaging is $44.20. Within two years, students have to register as a pharmacy technician. This includes taking and passing the Pharmacy Technician Certification Board's National Certification Examination. The fee for the National Certification Exam is $129.00 and the fee to register as a Pharmacy Technician for 2 years is $83.00. These fees are not included in the cost of the program and payment of these fees is the responsibility of the student.

**OBJECTIVE:** Be familiar with the principles of pharmacology and pharmaceutics; be familiar with medical terminology, anatomy and physiology, and medical law; be able to prepare and provide medications to patients, be able to calculate dosages, and be able to perform business operations in a pharmacy. **CAREER:** Pharmacy Technician, Pharmacy Aide

**WORK SETTINGS:** Pharmacies, Hospitals, Medical Clinics, Doctors’ Offices, and any pharmacy environment

**DESCRIPTION:** -This program trains students, under the supervision of a pharmacist, to prepare medications, provide medications and related assistance to patients, and manage pharmacy clinical and business operations as a pharmacy technician. This program teaches skills in the principles of pharmacology and pharmaceutics, drug identification, dosage calculations, safety procedures, and drug laws and regulations. Instruction includes prescription interpretation, prescription preparation, and delivery to patient. Instruction includes anatomy and physiology, medical and pharmaceutical terminology, and pharmacy laboratory procedures. Instruction also includes patient communication and education, record-keeping, and pharmacy business operations. Upon completion of the on-campus training portion, students will perform an externship where they apply and practice

Skills in an actual pharmacy facility.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COURSE** | **COURSE** | **LECTURE** | **LAB** | **EXTERN** | **TOTAL** |
| **NAME** | **NUMBER** | **HOURS** | **HOURS** | **HOURS** | **HOURS** |
| Pharmacology I | P1M60 | 60 | 0 |  | 60 |
| Pharmacology II | P2M60 | 60 | 0 |  | 60 |
| Pharmacology III | P3M60 | 60 | 0 |  | 60 |
| Pharmacology IV | P4M60 | 60 | 0 |  | 60 |
| Anatomy and Physiology I | A1P30 | 30 | 0 |  | 30 |
| Anatomy and Physiology II | A2P30 | 30 | 0 |  | 30 |
| Medical Terminology I | M1T30 | 30 | 0 |  | 30 |
| Medical Terminology II | M2T30 | 30 | 0 |  | 30 |
| Pharmacy Calculations I | P1C60 | 45 | 15 |  | 60 |
| Pharmacy Calculations II | P2C60 | 45 | 15 |  | 60 |
| Pharmacology Lab Procedures I | P1L60 | 0 | 60 |  | 60 |
| Pharmacology Lab Procedures II | P2L60 | 0 | 60 |  | 60 |
| Pharmacology Lab Procedures III | P3L30 | 0 | 30 |  | 30 |
| Medical Law & Ethics | ML330 | 30 | 0 |  | 30 |
| Job Readiness | JOB30 | 30 | 0 |  | 30 |
| Typing/Keyboarding | TYP30 | 0 | 30 |  | 30 |
| Externship | PXT180 |  |  | 180 |  |
| **TOTAL** |  | **510** | **210** | **180** | **900** |

**COURSES FOR THE PHARMACY TECHNICIAN PROGRAM**

**COURSE NAME COURSE # COURSE LENGTH**

**PHARMACOLOGY I** PI M60 60 HOURS: 60 LECTURE-IO LAB The objective of this course is to provide students with an introduction to pharmacology. Students will learn the history of pharmacology and the roles and responsibilities of a Pharmacy Technician. Students will learn the components of a prescription including common abbreviations and common dosages. Students will learn about anti-infectives and know the effects and administrations routes of major antibiotics. Upon completion of this course, students will have the ability to state the roles, responsibilities, and limitations of a Pharmacy Technician, identify components of a prescription, and identify major types of antibiotics by drug class.

Prerequisite: None.

**PHARMACOLOGY II** P2M60 60 HOURS: 60 LECTURE/0 LAB

The objective of this course is to provide students with instruction on the use and side effects of prescription and nonprescription medications commonly used to treat diseases affecting the nervous system and the respiratory system. Students will learn the therapeutic and adverse effects of medications and alternative therapies used to treat disorders of these systems. Students will learn the brand and generic name, standard pronunciation, dosage forms, and routes of administration for these medications. Students will learn abbreviations for terms associated with the use of this medication therapy. Upon completion of this course, students will have the ability to explain the use and side effects of medications commonly used to treat diseases of the nervous and respiratory systems and to state doses of medications commonly used to treat these diseases. Prerequisite: None.

**PHARMACOLOGY III** P3M60 60 HOURS: 60 LECTURE/0 LAB

The objective of this course is to provide students with instruction on the use and side effects of prescription and nonprescription medications commonly' used to treat diseases affecting the gastrointestinal system, the urinary system, and the cardiovascular system. Students will learn the therapeutic and adverse effects of medications and alternative therapies used to treat disorders of these  systems. Students will learn the brand and generic name, standard pronunciation, dosage forms, and routes of administration for these medications. Students will learn abbreviations for terms associated with the use of this medication therapy. Upon completion of this course, students will have the ability to explain the use and side effects of medications commonly used to treat diseases of the gastrointestinal, urinary, and cardiovascular systems and to state doses of medications commonly used to treat these diseases. Prerequisite: None.

**PHARMACOLOGY V** P4M60 60 HOURS: 60 LECTURE /0 LAB

The objective of this course is to provide students with instruction on the use and side effects of prescription and nonprescription medications commonly used to treat diseases affecting the dermatologic system, the reproductive system, and the immune system. Students will learn the therapeutic and adverse effects of medications and alternative therapies used to treat disorders of these systems. Students will learn the brand and generic name, standard pronunciation, dosage forms, and routes of administration for these medications. Students will learn abbreviations for terms associated with the use of-this medication therapy. Upon completion of this course, students will have the ability to explain the use and side effects of medications commonly used to treat diseases of the dermatologic, reproductive, and immune systems and to state doses of medications commonly used to treat these diseases. Prerequisite: None.

**COURSE NAME COURSE # COURSE LENGTH**

**ANATOMY AND PHYSIOLOGY I** A1P30 30 HOURS:30 LECTURE/0 LAB

The objective of this course is to students with instruction on the structures and functions of the human body. Students will learn how to identify and label the integumentary, skeletal, muscular, cardiovascular, blood/lymph, and respiratory systems. Students will learn to identify, define, and spell diseases and treatment teams relating to these systems. Upon completion of this course, students will have the ability to identify each system, describe its function, and state common diseases and their treatments. Prerequisite: None.

**ANATOMY AND PHYSIOLOGY Il** A2P30 30 HOURS:30 LECTURE/0 LAB The objective of this course is to provide students with instruction on the structures and functions of the human body. Students will learn how to identify and label the digestive, urinary, endocrine, reproductive, nervous, and sensory systems. Students will learn to identify, define, and spell diseases and treatment terms relating to these systems. Upon completion of this course, students will have the ability to identify each system, describe its function, and state common diseases and their treatments. Prerequisite: None.

**MEDICAL TERMINOLOGY** M1T30 30 HOURS: 30 LECTURE / 0 LAB

The objective of this course is to provide students with-instruction on the component parts of medical terms including prefixes, suffixes, and word roots. Students will learn about the formation, analysis, abbreviations, and reconstruction of terminology as it relates to medical terms. Students will lean operative, diagnostic, therapeutic, and symptomatic terminology for the integumentary, skeletal, muscular, cardiovascular, blood/lymph, and respiratory systems. Upon completion of this course, students will have the ability to spell, abbreviate, pronounce, and define medical terms that relate to these body systems. Prerequisite: None.

**MEDICAL TERMINOLOGY Il** M2T30 30 HOURS: 30 LECTURE / 0 LAB

The objective of this course is to provide students with instruction on the component parts of medical terms including prefixes, suffixes, and word roots. Students will learn about the formation, analysis, abbreviations, and reconstruction of terminology as it relates to medical terms. Students will learn operative, diagnostic, therapeutic, and symptomatic terminology for the digestive, urinary, endocrine, reproductive, nervous, and sensory systems. Upon completion of this course, students will have the ability to spell, abbreviate, pronounce, and define medical terms that relate to these body systems. Prerequisite: None.

**PHARMACY CALCULATIONS I** P1C60 60 HOURS: 45 LECTURE / 15 LAB

The objective of this course is to provide students with an introduction to Pharmacy Calculations. Students will learn how to perform mathematical calculations using fractions, decimals, metric measurements, and household measurements. Students will learn how to dispense pediatric and customized doges of medication. Students will learn how to read prescription orders, interpret authentic pharmacy documents, and communicate technical information correctly. Upon completion of this course, students will have the ability to perform math calculations used in preparing and dispensing medication and will be able to read and understand the components of a prescription. Prerequisite: None.

**Pharmacy Technician Program continued**

**COURSE NAME COURSE # COURSE LENGTH**

**PHARMACY CALCULATIONS** P2C60 60 HOURS: 45 LECTURE / 15 LAB

The objective of this course is to students with instruction on Pharmacy Calculations. Students will learn how to prepare and dispense both injectable and intravenous medications. Students will learn how to prepare and dispense compounded medications. Students will also learn the business side of pharmacy math including inventory and profits and losses. upon completion of this course, students will have the ability to prepare and dispense injectable, intravenous, and compounded medication. Students will also have the ability to take inventory, calculate pr6fits and losses, and apply business practices within the pharmacy. Prerequisite: None.

**PHARMACY LAB PROCEDURES I** P1L60 60 HOURS: 0 LECTURE / 60 LAB

The objective of this course is to provide students with instruction on pharmacology laboratory procedures. Students with learn the roles, education, and licensing requirements of a pharmacy technician. Students will learn the laws, regulations, and standards for pharmacy practice. Students will learn the classes of drugs, dose forms, delivery systems, and routes of administration. Upon completion of this course, students will have the ability to state the licensing requirements and laws and regulations which govern pharmacy technicians. Students will also have the ability to select the proper dose and route of administration for delivery of medication. Prerequisite: None.

**PHARMACY LAB PROCEDURES II** P21L60 60 HOURS: 0 LECTURE / 60 LAB

The objective of this course is to provide students with instruction on preparation and dispensing of medications within the pharmacy. Students will learn how to receive and review prescriptions, prepare medication, select container, prepare label, and deliver to patient. Students will learn how to perform business math in the daily operations of a pharmacy. Students will proper infection control practices and proper handling of hazardous agents. upon completion of this course, students will have the ability to handle all aspects of prescription processing. Students will have the ability to take inventory, calculate medication pricing, and complete billing paperwork for drug claims. Prerequisite: None.

**PHARMACY LAB PROCEDURES III** P3L30 30 HOURS: 0 LECTURE / 30 LAB

The objective of this course is to provide students with instruction on the complete process for handling prescriptions including safety issues, medication errors, and confidentiality. Students will learn and practice how to handle al' steps involved in processing a prescription. Students will learn how to prevent and report medication errors and adverse reactions. Students will learn how to exhibit professionalism with both co-workers and customers. Upon completion of the course, students Wii' have the ability to properly handle all areas related to filling a prescription. Prerequisite: None.

**MEDICAL LAW AND ETHICS** MLE30 30 HOURS: 30 LECTURE / 0 LAB

The objective of this course is to provide students with instruction on the concepts of medical law and ethics for health care practitioners. Students will learn about ethical decisions, medical and ethical issues, and legal terminology as it pertains to a medical practice. Students will also learn about civil and criminal law, licensing; malpractice, and informed consent. Upon completion of this course, students will have the ability to identify and apply ethical practices, confidentiality rules, risk management rules, and medical jurisprudence and apply this knowledge in a healthcare profession. Prerequisite: None.

**Pharmacy Technician Program continued**

**COURSE NAME COURSE # COURSE LENGTH**

**JOB READINESS** JOB30 30 HOURS:30 LECTURE/ 0 LAB

The objective of this course is to preparation and techniques for success in the Job Search Activity. The class includes emphasis on preparing Students for employment through lectures on professional wardrobe, interview etiquette, and resume writing. Instruction focuses on training students how to look for employment, how to deal with rejections, and how to prepare for interviews. Upon completion of this class, students will have a completed resume and cover letter and wilt be prepared for the job search activity. Prerequisite: None

**TYPING/KEYBOARDING** TYP30 30 HOURS:0 LECTURE/ 30 LAB

The objective of the course is to provide knowledge of the keyboard and to enhance the typing ability. This course is tailored for the specific needs of an individual from the absolute beginner to the person who wants to improve accuracy and speed. By utilizing a computer software system of instruction, the student receives immediate feedback on accuracy, speed, strengths, and weaknesses. Upon completion of the class, students will have knowledge of the location of the keys and will exhibit the proper fingering techniques. Prerequisite: None

**EXTERNSHIP**  EXT180 180 HOURS: 180 EXTERNSHIP

The objective of this course is to provide students with practical application of the knowledge and skills learned in the on-campus portion of the Pharmacy Technician program. Students are assigned to a specific clinical site for supervised practice of their abilities in the Pharmacy Technician field.

Prerequisites: P1M60, P2M60, P3M60, P4M60, A1P30, A2P30, M1T30, M2T30, MLE30, P1C6O, P2C60, P1L60, P2L60, P3L30, JOB30, KEY30

#### **SHORT TERM SEMINARS**

**COUNSE NAME COURSE # COURSE LENGTH**

##### **TYPING** TYP24 24 HOURS

The objective of the course is to provide-knowledge of the keyboard and to enhance the typing ability. This course is tailored for the specific needs of an individual from the absolute beginner to the person who wants to improve accuracy and speed. By utilizing a computer software system of instruction, the student receives immediate feedback on accuracy, speed, strengths, and weaknesses. Upon completion of the class, students should have an average increase in their typing speed of 20 WPM.

##### **1O-KEY/CALCULATORS** KEY24 24 HOURS

The objective of this course is to provide an introduction to 10-Key and calculators and present a basic knowledge of the usage and functions. Instruction includes usage of calculators and computer 10-Key. Class covers correct fingering, constant keys, and different function keys. Heavy emphasis is placed on basic ten key skills. Upon completion of the class, students should have an average increase in their 1O-Key speed of 2000 keystrokes per hour.

##### **COMPUTER BASICS** WIN15 15 HOURS

The objective of this course is to provide an introduction to general computer concepts and to introduce Microsoft Windows. This class provides instruction in the basic abilities, layouts, and functions of the Windows software. Instruction is focused on understanding and using the various menu selections and icons with the mouse. Emphasis is placed on the basic concepts and familiar layout of Windows software. Upon completion of this class, students will have an understanding of the Windows software and be capable of performing the basic and intermediate functions of the Windows software.

##### **WORD PROCESSING** WRD15 15 HOURS

The objective of this course is to provide an introduction to Word Processing and to provide instruction in the basic abilities and functions of the software. Instruction includes creating, revising, saving, printing, formatting, and manipulating documents. This course also provides training on utilizing automatic spell check, copy, move, and print fonts. upon completion of the class, students will have the ability to perform all basic and intermediate functions of the Word Processing software.

##### **SPREADSHEETS** EX15 15 HOURS

The objective of this course is to provide an introduction to Spreadsheets and to provide instruction in the basic abilities and functions of the software. Instruction is focused on the screen layout, menus, toolbars, and spreadsheet commands. Instruction includes creating, revising, saving, and printing a spreadsheet. Also provided is instruction on building math equations within the spreadsheet. Upon completion of the class, students will have the ability to perform all basic and intermediate functions of the Spreadsheet software.

**COURSE NAME COURSE # COURSE LENGTH**

###### **DATABASES** ACC15 15 HOURS

The objective of this course is to introduce Databases and provide instruction in the basic abilities and functions of the software. Instruction centers on basic database features and functions. Instruction includes setting up, entering, and manipulating data within the database. Instruction also is provided in retrieving and printing information and reports within the database. Upon Completion of the class, students will have the ability to perform all basic and intermediate functions of the Database software.

###### **DESKTOP PUBLISHING GRAPHICS & PRESENTATION SOFTWARE** PWR15 15 HOURS

The objective of this course is to provide instruction in the presentation functions of software. Instruction is centered on the basic abilities and functions of the software. Instruction include Seaming to use presentations, creating presentations, and printing presentations. instruction focuses on using the software for presentations. Upon completion of the class, students will have the ability to perform all basic functions of Desktop Publishing, Graphics, and Presentation Software.

###### **INTRO TO COMPUTERS** DOS15 15 HOURS

The objective of the course is to provide an introduction to the computer and a presentation of general knowledge of computer terminology, components of a computer system, and basic understanding of computer capabilities. This computer literacy course provides the basis for further understanding in the computer field. Upon completion of the class, students will have a basic understanding of computer systems.

###### **SPREADSHEET** SPR15 15 HOURS

The objective of this course is to provide instruction in the advanced functions of Spreadsheet Software. Instruction is focused on advanced capabilities of the software. instruction includes graphics, creating and using macros, combining and manipulating files, and the database capabilities. Upon completion of the class, students will have the ability to perform all advanced functions of the Spreadsheet Software.