



2025 CATALOG

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

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Volume 7 Number 10

Date of Publication: January 2025

Effective: January 2025 through December 2025

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ALL ABOUT NORTH TEXAS INSTITUTE FOR CAREER DEVELOPMENT

INTRODUCTION

Thank you for considering North Texas Institute for Career Development (NTI) for your educational needs. As the area in which we live continues to grow in population, the need for highly skilled professionals increases. At NTI we emphasize quality and individual attention in our training programs. NTI provides training for several professions and our instructors are committed to providing students with the skills necessary in today's job market. We challenge you to read this catalog, talk with our staff, faculty, and students and visit our school to see what our students do on a daily basis. We invite you to be a part of the NTI learning experience!

HISTORY

North Texas Institute for Career Development (NTI) was founded by Goodwill North Central Texas and has been in continuous operation since October 1960. In addition to providing the opportunity for our students to learn meaningful job skills, we also create a work-place environment so many of our students obtain practical work experience.

LOCATION

NTI's main campus is located in the Goodwill Regional Headquarters of southeast Fort Worth. This campus covers approximately 2,908 square feet of space dedicated to serving our students. The beautifully landscaped parking area has ample parking and is well lit for our night students. The building offers secure access entries, electronic touch doors for our students with disabilities, a common area for breaks and lunches as well as vending machines and water fountains.

MISSION STATEMENT

To empower students by providing training and meaningful job skills to prepare for the workforce.

ACCREDITATION & LICENSING

North Texas Institute for Career Development (NTI) is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges Division, Austin, Texas. The school is on the approved vendor list for the Vocational Rehabilitation Services (VRS), Tarrant County Workforce Solutions (WIOA) and the Department of Veterans Affairs (VA).

MEMBERSHIPS/AFFILIATIONS

Membership affiliations of school, faculty, or staff:

Colleyville Chamber of Commerce

Fort Worth Black Chamber of Commerce

Fort Worth Chamber of Commerce

Fort Worth Hispanic Chamber

Fort Worth South Rotary Club

National Association for Health Professionals

Society of Human Resource Management

ADMISSIONS

NONDISCRIMINATION POLICY

This Campus does not deny admission or discriminate on the basis of age, race, sex, religion, national origin, veteran's status, disability, or sexual orientation. In addition, the institution complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and all civil rights laws of the State in which the campus is located.

ADMISSIONS REQUIREMENTS

Applicants must be U.S. citizens or nationals, or eligible non-citizens. Non-citizens are required to verify eligibility by providing a copy of the required residency card or visa. Applicants must have a valid social security card, valid driver license or other form of picture identification and proof of high school diploma/GED or demonstrate ability-to-benefit with passing TABE scores. A criminal background check will be conducted on all applicants which will be reviewed by the admissions panel.

Applicants must be 18 years of age with a high school diploma/GED. Applicants who do not possess a high school diploma/GED may be admitted under an Ability-to-Benefit (ATB) determination or must meet other program specific admissions requirements. To be admitted as an ATB student, an applicant must meet each specific program grade level skill in the areas of reading, math, and language. The school will accept scores from the Test of Adult Basic Education (TABE) and California Adult Education Accountability and Assessment (CASAS).

Students referred by agencies who have already tested should provide those scores to the school. Students who have not been tested may request free testing through their local school district. Please see a school representative for a list of testing centers in the Tarrant County area.

Age requirements for programs and/or seminars may be waived by the school Director pending specialized circumstances. In some cases, the school Director may make functional grade-level determination for admission, based in whole or in part on the student's past education and work experience. (For example, an applicant may not meet the math requirements but may possess experience in a work environment requiring the use of basic math skills on a daily basis.)

ADMISSIONS PROCEDURES

Any individual who meets the school's admission requirements is eligible to apply to the school. To apply to the North Texas Institute for Career Development (NTI), all applicants are required to complete the following:

- Attend a scheduled orientation. Orientation dates may be obtained by contacting a school representative.
- Complete a personal interview with the admissions department.
- Complete enrollment paperwork and include all required documentation.
- Complete assessment testing if applicable.
- Complete typing assessment if applicable (Online Training Programs).

Once these items have been completed, the admissions panel will review the information and inform the applicant of the admissions status. Students are enrolled on a space-available basis. If an applicant is not accepted by the school, all monies paid will be refunded.

FULL-TIME STUDENTS

Students must be enrolled a minimum of six clock hours per day to be considered full-time students.

PART-TIME STUDENTS

Students enrolled less than six clock hours per day are considered part-time students.

UNIFORM ARBITRATION ACT (Latest revision 2000)

As noted on the enrollment agreement, the campus agrees to provide all of the specialized equipment and instruments considered necessary for training. The student agrees that any dispute or claim by a student regarding the terms of this agreement or any other representation relied upon by the student entering into this enrollment agreement, shall be decided by arbitration in accordance with the Rules and Procedures established by the Uniform Arbitration Act. This agreement of arbitration applies to any dispute whether based upon contract or tort. The student agrees that if for any reason he/she cannot continue the selected course of study, he/she will discuss the matter with the appropriate personnel. In the event that any legal action or outside collection activity is necessary by the school to collect any tuition due or owed, the student agrees to pay all collection costs, fees, and other expenses, in addition to attorney's fees and court costs. Collection costs, fees and expenses shall be ten percent (10%) of the entire balance due, unless prohibited by state law. Suit for collection may be filed in the county or parish, and state in which the school is located.

FINANCIAL SERVICES

GENERAL INFORMATION

Financial aid is available for those who qualify. The purpose of financial aid is to assist those students who, without such an option, would be unable to attend school. The primary responsibility for meeting the costs of education rests with the individual students.

PERIOD OF OBLIGATION

The Period of Obligation is the period of time for which the school financially obligates the student. The student is obligated for the entire program of study. Students must pay all charges currently due before the first day of classes unless other payment arrangements have been agreed upon between the student and the school.

SCHOLARSHIPS

Scholarships are offered to eligible students for selected programs. Contact a school representative for more information. Scholarships are on a limited basis and cannot be combined with other scholarships awarded during the same award period. Scholarship recipients are required to maintain a satisfactory academic status throughout the duration of the training period. Failure to maintain satisfactory academic and/or attendance requirements may result in forfeiture of scholarship and repayment of awarded funds. It is further agreed that if the student breaches the scholarship contract by failing to begin or complete the program, the student is liable for the scholarship amounts which were paid by the North Texas Institute.

INSTALLMENT PLANS

Installment plans are available to eligible students. Eligibility includes complete enrollment into the school. Installment amounts are determined by the school. Students are required to meet all financial obligations by the end of the training period and prior to receiving a certificate of completion.

Application for an installment plan involves the following procedure:

- The installment plan agreement must be completed by the student and submitted to the school.
- The necessary paperwork may be obtained by contacting a school representative.
- During the acceptance interview, a school official will review the installment plan agreement to ensure the student understands his/her financial obligations. Failure to meet installment payments may result in termination from training.

OTHER FUNDING OPTIONS

Students attending NTI may also, if eligible, receive funds to meet educational costs from the Veterans Administration (VA), Department of Assistive and Rehabilitative Services (DARS), Tarrant County Workforce Solutions providing funding through the Workforce Innovation and Opportunity Act (WIOA), the Department of Labor providing funding through the Trade Adjustment Assistance (TAA) program, as well as other agencies. Please contact a school representative or the respective agency regarding these funding sources.

REFUND POLICIES

Withdrawal Policy

In accepting applicants, the campus assumes the obligation of furnishing an entire program, including instructors, equipment, laboratories, classrooms, and other necessary facilities, at the stated cost. Therefore, except when the Enrollment Agreement is not accepted by the campus, cancellation of the Enrollment Agreement by the student may be made only by written notice delivered to the campus. In the event the campus is unable to perform any of the obligations under the Enrollment Agreement, by reason of fire, strike, work stoppage, riot, utility failures or shortages, damage by the elements, acts of nature, or any unavoidable casualty, the campus shall not be responsible for damages or tuition refund caused by delay or failure to perform hereunder, provided said delay does not exceed ninety days (90) and the campus evidences positive effort every thirty (30) days to reactivate the campus. Any monies due the student shall be refunded within sixty (60) days from the last date of attendance or within sixty (60) days from the date of receipt of payment in the event that the date of such receipt is after the student's last date of attendance, unless accrediting agency, federal, or state requirements specify another refund policy for applicants who cancel their enrollment any time before actually starting their program. Reference the Texas Refund Policy for details regarding refunds.

Withdrawal Before Class Begins: The applicant will receive a refund of all monies paid if:

- the applicant is denied admission.
- the applicant requests the refund in writing within three (3) business days after signing the Enrollment Agreement.
- the applicant requests it in writing within three business days after an acceptance interview with an authorized campus official: or within three (3) business days of the first tour of the facilities and inspection of the equipment.

An applicant requesting cancellation prior to starting classes and under conditions not defined above will be refunded all monies paid in excess of the application fee.

Withdrawal After Class Begins:

- The student requests in writing by the 3rd day of course start will be refunded all monies paid in excess of the application fee.
- The student requests in writing after the 3rd day of course start will be refunded unused portion of tuition minus application fee.

CANCELLATION AND REFUND POLICY FOR TRADITIONAL CLASSROOM PROGRAMS

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 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 POLICIES

Refund Policy:

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a) the date of termination if the student is terminated by the school.
 - b) the date of receipt of written notice from the student.
 - c) ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a 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 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 number 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 time hours the student has paid for, but not yet used, at the point of termination, up to the 75percent completion mark, after which no refund is due.)
5. 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.
6. 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.

REFUND POLICIES

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

- a) an enrollee is not accepted by the school;
- b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- c) 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.

8. 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 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.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

REFUND POLICIES

Refund Policy for Seminars

1. Refund computations will be based on the period of enrollment computed on basis of course time (contact hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a) the last date of attendance; or
 - b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
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 seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
 - c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

CANCELLATION AND REFUND POLICY FOR ASYNCHRONOUS DISTANCE EDUCATION COURSES

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 contact is signed.

Refund Policy:

1. Refund computations will be based on the number of lessons in the program
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the date of notification to the student if the student is terminated;
 - (b) the date of receipt of written notice from the student; or
 - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled
3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$50 shall be retained by the school.

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

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

(a) an enrollee is not accepted by the school

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

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

TUITION AND FEES

Program Tuition: Please refer to the most current school catalog for tuition fees. Tuition is charged by the clock hour, based on the total tuition for programs/seminars as defined on the student's enrollment agreement. A fee of \$10.00 per day will be charged for extensions exceeding the end date for the program. The extension must be requested by the student in writing for approval by program manager. All fees are the responsibility of the student.

Damaged Property Fee: Students will be charged for the repair or replacement of any campus property lost or damaged through negligence or willful mischief. This includes damage to any part of the building or its immediate surroundings or instructional equipment.

Non-sufficient Funds Fee: A fee of \$25.00 will be charged on all personal checks returned by the bank for non-sufficient funds.

Re-enrollment Fee: A fee of \$50.00 will be charged for re-enrollment. Students who have been forced to interrupt their education for any reason may request re-enrollment by contacting the admissions department. Re-enrollment will be determined after a review of the student's overall status. All re-enrollment students must have met satisfactory progress requirements for all prior terms. A maximum of one re-enrollment past the original start date is allowed.

Replacement of Certificate Fee: Once an original certificate is issued, copies may be issued for a fee of \$5.00 per copy.

Transcript Fee: Graduates are issued an official transcript upon graduation free of charge, unless the student has unpaid financial or other remaining obligations to the school. A fee of \$5.00 will be charged for each additional transcript.

PAYMENT POLICY

Students must pay all charges currently due before the first day of classes unless other payment arrangements have been agreed upon between the student and the school. Students who fail to adhere to the payment policy are subject to termination. No academic records will be released until all financial obligations are satisfied.

STUDENT SERVICES

ACADEMIC ADVISEMENT

Advisement is available for students requiring help in solving personal or academic problems. All faculty, staff and administrators at NTI take a genuine interest in the success and wellbeing of each student and will make special efforts to provide assistance when students seek support.

Students' primary sources of assistance in regard to their academic program, e.g., lesson plans, course schedules, academic concerns or difficulties, are the instructors and the school Director. Concerns or questions regarding specific courses should be directed to the instructors. Grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Academic advisement is provided for students who are experiencing difficulties with their class work.

Students who have occasional difficulty with a course are urged to seek assistance from their instructor. NTI faculty members are available for academic advising outside their regularly scheduled class hours. Appointments are scheduled at the discretion of the instructor.

GRADUATE EMPLOYMENT SERVICES

While no school can guarantee employment or a starting salary after graduation, NTI is committed to assisting students in the transition from the school to the workforce. Employment success is greatly influenced by the student's academic performance, attendance record, previous employment history/record and overall attitude. Qualified staff offers students the following post-graduate services:

Employment Advising – Designed to assist students with reviewing and/or setting an employment plan.

Success Class – The purpose of NTI Success Class is to equip our students with all the necessary tools they need to be successful in passing the national exam and seeking employment.

Job Searching Skills – Purpose of this training is to enable the student to understand the process and procedure of securing and retaining employment. Provides assistance to students with resume writing, employment applications, interviewing techniques, personal appearance and post-interview follow-up.

Job Club – These sessions provide the atmosphere, resources, equipment, and staff to assist with job preparation, and job search activities.

Job Placement – The most important function of the job placement staff is contacting new and reputable employers to identify and develop current employment opportunities and refer qualified graduates for job placement.

Job Shadowing – This is an experiential work based learning opportunity that will allow students to observe "in field" execution of skills sets required for their field of study.

Job Fair – Goodwill's annual job fair renders NTI students the opportunity to apply for and obtain competitive employment.

Goodwill Staffing Services (GSS) – The job placement staff collaborates with GSS in assisting students to secure skill related jobs.

While NTI is actively involved in the placement process of all graduates, it is the belief of the school that securing employment is ultimately the responsibility of the student. Statistics show that in a lifetime, people frequently change jobs; therefore, the school's goal is to train the student in job search and interviewing skills and teach the importance of job retention so that NTI training will prove to be a lifetime benefit to the student.

STUDENT RESOURCES

Resources are made available to students and may be accessed during classroom hours and at designated times outside classroom hours. Student resources include but are not limited to information regarding educational studies, food, clothing, housing, transportation, legal counsel and childcare. Referrals to other services, to include personal counseling, are on an individual as needed basis and may be obtained from an administrative staff member.

HEALTH, SECURITY, AND SAFETY

NTI strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, and the Board of Health and Fire Marshal regulations.

Students are responsible for their own security and safety both on and off campus and must be considerate of the security and safety of others. The school has no responsibility or obligation whatsoever for any student's personal belongings that are lost, stolen, or damaged, whether on or off school premises or during any school activities. The school has no responsibility or obligation whatsoever with respect to any altercations or disputes between students, whether on or off the school's premises or for any damages or injuries arising there from. Students should immediately report any medical, criminal, or other emergency occurring on the school premises to the school Director or the VP of Workforce Development (or any other school employee if such officials are not available). Upon receipt of any report of a medical or criminal emergency, the school will, on behalf of the student, obtain the services of medical or security professionals as required. Following a criminal emergency, the school may require the reporting student to confirm in writing, on an incident report, the details of the criminal emergency reported. Students are encouraged to report all crimes promptly and accurately to school officials.

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the school to provide information on the campus security policies and procedures, specific statistics on criminal incidents and arrests on campus and make information and statistics available to prospective students and employees upon request. This information may be obtained from the Director.

ADMINISTRATIVE POLICIES

HOURS OF OPERATION

The NTI business office is generally open from 8:00 a.m. – 4:30 p.m. Monday through Friday (excluding holidays).

CLASS SCHEDULES: Residential and Synchronous

Daily class times including breaks are posted in the classrooms. Each class period consists of lecture or lab with two fifteen-minute breaks. Class schedules over six clock hours per day will include one thirty-minute lunch break. Classes are held on the following schedules:

- **Professional Truck Driver Training Program:** Monday through Friday from 8:00 a.m. – 3:00 p.m.

08:00 a.m. – 10:00 a.m.	Class Time
10:00 a.m. – 10:15 a.m.	15-minute break
10:15 a.m. – 11:30 a.m.	Class Time
11:30 a.m. – 12:00 p.m.	Lunch Break
12:00 p.m. – 1:30 p.m.	Class Time
1:30 p.m. – 1:45 p.m.	15-minute break
1:45 p.m. – 3:00 p.m.	Class Time

- **CDL Re-Certification Seminar:** Monday through Friday from 8:00 a.m. – 3:00 p.m.

08:00 a.m. – 10:00 a.m.	Class Time
10:00 a.m. – 10:15 a.m.	15-minute break
10:15 a.m. – 11:30 a.m.	Class Time
11:30 a.m. – 12:00 p.m.	Lunch Break
12:00 p.m. – 1:30 p.m.	Class Time
1:30 p.m. – 1:45 p.m.	15-minute break
1:45 p.m. – 3:00 p.m.	Class Time

ONLINE TRAINING CLASS SCHEDULES: Asynchronous

Once enrolled, students will receive a welcome package that contains access to online textbooks and workbooks, course schedules, and login credentials. The student will have a New Student Orientation prior to beginning their program in order to familiarize you with the program timeline and how to navigate through the many resources we provide to supplement the video instruction. Each program is designed to be completed within a prescribed amount of time, with responsibilities for each course thoroughly outlined in order to pace the program effectively.

Students have access to the online video instruction and Resources 24 hours a day, 7 days a week, allowing you to complete your course schedule anywhere and anytime that you have high speed internet access.

Throughout each program Virtual Training Coordinators are there to provide ongoing support and assist with subject matter inquiries. Live, one-on-one, online mentoring support is available Monday-Friday, 8:30 a.m. – 8:00 p.m. ET. Progress is monitored daily, and personalized assistance is provided by the NTI Virtual Training Coordinators as needed to help keep each student on track.

CANCELLATION OF CLASSES

Generally, it is the school policy to cancel classes for inclement weather conditions according to the school districts for that local area. The Fort Worth main campus will close for bad weather days when the Fort Worth Independent School District is closed. Students are encouraged to tune in to the local radio and/or television stations for information regarding closings.

STUDENT CONDUCT AND DISCIPLINE

Students at NTI are expected to conduct themselves in a professional, mature and courteous manner at all times. NTI reserves the right to dismiss any student whose conduct is regarded as unsatisfactory or unacceptable.

Specifically, the following conduct will result in disciplinary action, which will vary depending on the degree and/or the severity:

1. Academic dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the school.
2. Forgery, alteration, misuse, or mutilation of school documents, records, identification, educational materials, or school property.
3. Obstruction or disruption of teaching, administration, disciplinary procedures, or other school activities including public service functions or other authorized activities on or off premises.
4. Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of another.
5. Theft of or damage to property of the school or using or attempting to use school property in a manner inconsistent with its designed purpose.
6. Unauthorized entry to, use of, or occupation of school facilities.
7. Intentional or unauthorized interference with a right of access to school facilities or freedom of movement or speech of any person on the premises.
8. Use or possession of firearms, ammunition, or other dangerous weapons, substances or materials, or bombs, explosives, or incendiary devices prohibited by law.
9. Disorderly conduct or lewd, indecent, or obscene conduct or expression.
10. Hazing of other students.
11. Violation of a Federal, State, or local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses, or arson, on school property or at a school function. (Please refer to the Substance Abuse Policy established by the school for further information.)
12. Rioting, aiding, abetting, encouraging, or participating in a riot on campus grounds.
13. Failure to comply with the verbal or written directions of any school official acting in the performance of his/her duty and in the scope of his/her authority or resisting a security officer while acting in the performance of his/her duties.
14. Aiding and abetting or inciting others to commit any act of misconduct set forth in numbers 1 through 13 listed above.
15. Conviction of a crime which is of a serious nature. Upon filing of charges in court involving an offense which is of a serious nature, and it is administratively determined that the continued presence of the student would constitute a threat or danger to the school community. Such student may be temporarily suspended pending disposition of the charges in court.
16. Failure to pass drug testing or refusal to submit to drug testing following all vehicular accidents, regardless of severity. Drug testing must be conducted by an approved (NTI) faculty.

Violation of any of the above may subject the student to any of the following:

- Reprimand.
- Imposition of specific restrictions.
- Disciplinary probation. Further violations will result in suspension if they occur within the specified probationary period.
- Temporary suspension.
- Termination.

After being terminated, a student may be re-enrolled only after a written request is approved by the Director. Re-enrollment will be on a disciplinary probationary basis only. Any further violation of school policies will necessitate termination.

SEXUAL HARASSMENT POLICY

Sexual harassment is illegal and will not be tolerated. NTI is committed to providing a learning environment that is free from unlawful harassment and that is in compliance with our company policy. The school's sexual harassment policy focuses on prevention and encourages individuals to report prohibited behavior and ensures a commitment on the part of the school to take prompt and effective disciplinary action against any individual who violates it. While a consensual sexual relationship between an employee and student is not considered sexual harassment, it is prohibited. All employees and students are required to comply with this policy. Below are brief descriptions of topics relating to sexual harassment, including a legal definition, prohibited conduct, how to report sexual harassment, informal and formal resolutions, and the appeal process. This section also addresses non-reprisal for filing sexual harassment charges and the consequences of filing false and malicious complaints.

Legal Definition

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcomed sexual advances, unwelcomed requests for sexual favors, and other unwelcomed verbal or physical behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational experience.
- Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or
- Such conduct is sufficiently severe and pervasive so as to alter the conditions of or have the purpose or effect of substantially interfering with an individual's academic performance by creating an intimidating, hostile, or offensive educational environment.

Prohibited Conduct

Sexual harassment may occur in a variety of relationships, including employees harassing students, students harassing students, students harassing employees, and involving other persons having business with, visiting the office or educational environment. Sexual harassment may occur when it is directed at members of the opposite gender or when it is directed at members of the same gender. NTI's policy on sexual harassment prohibits, but is not limited to, the following conduct:

- Unwelcomed sexual flirtations, advances, or propositions.

- Unwelcomed actions, words, or comments based on an individual's gender.
- Sexually suggestive or offensive personal references about an individual.
- Subtle pressure or requests for dates or sexual activities.
- Unwanted physical conduct or contact, including touching, pinching, brushing the body, and impeding or blocking one's movement.
- Sexually explicit or offensive jokes and references, pictures and photographs, suggestive objects, verbal comments, leering or whistling.

Reporting Suspected Sexual Harassment

An initial course of action for any student who feels that he or she is being sexually harassed is for that person to inform the harasser that the conduct is not welcomed and must stop. However, in some circumstances this course of action might not be feasible, might be unsuccessful, or the individual might be uncomfortable dealing with the matter in this manner. To encourage persons experiencing alleged sexual harassment to come forward, NTI provides several channels of communication and both informal and formal complaint resolution procedures.

Informal Complaint Resolution, Information, and Advising

Anyone may seek information or advising on matters related to sexual harassment without lodging a formal complaint. Persons who feel they are being harassed or are uncertain as to whether what they are experiencing is sexual harassment are encouraged to talk with an instructor or member of school management. When the informal resolution process is used, typically, the third party will meet privately with each person involved, try to clarify their perceptions, and attempt to develop a mutually acceptable understanding that can ensure that the parties are comfortable with their future interactions. Other processes, such as a mediated discussion among the parties or with the Director, also may be explored in appropriate cases. Possible outcomes of informal complaint resolution include explicit agreements about future conduct, changes in teaching or classroom assignments and/or other relief, where appropriate.

Formal Complaint Resolution

Formal complaints of sexual harassment should be reported first to the Director and then to the VP of Workforce Development. If results of the grievance are not satisfactory at this point, please contact the President/CEO. While not a requirement, filing a written complaint is strongly encouraged for the matter to be formally investigated. A complainant who chooses not to proceed with a formal complaint may be asked to state that preference in writing. The Director will be responsible for investigating the complaint. During the course of the investigation, the school will meet with and hear the complainant, the respondent, and witnesses identified by party. To the extent possible, complaints will be handled confidentially, with the facts made only to those who have a compelling need to know for purposes of investigation or resolution. The Director will make a determination as to whether there was a violation of policy and will inform the complainant and the accused student or employee of the final disposition of the complaint. The Director will decide what corrective action will be taken or whether any discipline will be imposed. Appropriate discipline may range from an oral reprimand up to and including termination/dismissal from school or employment or any other appropriate remedial action.

Appeal of Formal Complaint Resolution and Disciplinary Action

Either the complainant or person accused may file a written appeal to the President/CEO within five days of any decision concerning the resolution of the complaint. The written appeal must state in detail the reason(s) for the appeal. The President/CEO will review the Director's written record of the investigation and the Director's determination and may either affirm, amend, or return the recommendation for further investigation and deliberation by the Director. The President/CEO's review and decision will be the final decision. Written records

relating to a finding that sexual harassment has occurred may be placed in the accused student or employee's official file.

Non-Reprisal

No employee, student, or member of the public may be subjected to restraint, interference, coercion or retaliation for action taken in good faith to seek advice about sexual harassment matters, to file a sexual harassment complaint, or to serve as a witness or otherwise assist in the investigation of asexual harassment complaint.

False and Malicious Accusations

A complaint whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action, up to and including termination from the school.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Matters will arise about which reasonable people will disagree. NTI has developed a process to resolve student complaints and grievances. A grievance is defined as a difference or dispute between a student and the school or its employees with respect to the application of rules, policies, procedures, and regulations. Students with a grievance need to raise their concerns within ten calendar days of the event which gave rise to the grievance in order to ensure the matter is resolved in a timely fashion.

Classroom Matters

Students with complaints or grievances related to classroom matters must first discuss their concerns with the instructor and, if necessary, the Director. If the matter is not resolved, students may bring the complaint to the attention of the VP of Workforce Development, who will meet with all parties involved to resolve the matter.

Other Academic Matters

Students with grievances concerning academic policies, procedures or regulations not related to the classroom should discuss their concerns with the Director. If not resolved, the matter may be brought to the attention of the VP of Workforce Development for resolution.

Non-Academic Matters

Students with grievances concerning non-academic matters, e.g., financial aid, should direct the matter to the Director. If not resolved, the matter may be brought to the attention of the VP of Workforce Development for resolution.

Should the grievance remain unresolved, students will be advised to submit the matter in writing to the President/CEO. The President/CEO may review the matter with all the parties concerned, and may meet with the student. A decision will be returned within seven days of receipt of the written grievance.

If unsatisfied with the decision of the President/CEO, students may write to the:

**Texas Workforce Commission
Career Schools and Colleges
101 E. 15th Street
Austin, Texas 78778-0001**

Complaint forms may be obtained by contacting the school director.

EXAMINATION OF STUDENT RECORDS

1. Under the authority of the Family Educational Rights and Privacy Act of 1974, students have the right to examine certain files, academic records and documents maintained by the school which pertain to them.
2. Records are supervised by the Central Files Secretary. Students may request a review of their records by contacting a school representative. Such review will be allowed during the following business hours under appropriate supervision. Monday through Friday from 8:00 a.m. - 4:30 p.m. A copy of the records may be obtained for a fee of \$.25 per page. When grades are included, the transcript fee of \$5.00 also applies.
3. Students may request that the school amend its educational records on the grounds that they are inaccurate, misleading, or in violation of their right to privacy.
4. Challenging the records for purposes of correcting or deleting any of the contents must be in writing with the reason fully stated. However, grades and course evaluations can be challenged on the grounds that they are improperly recorded. Challenge must be no later than ninety days after the last date of attendance. The procedure is as follows:

The Director will review the written challenge and meet with the student. A decision will then be made to retain, change or delete the disputed information.

 - a. Should further review be requested, a grievance hearing will be held at which time the student is afforded a full and fair opportunity to present evidence relevant to the disputed issues. The VP of Workforce Development will then make the final recommendation.
 - b. A copy of the challenge and/or written explanation of the contents will then be included as part of the student's permanent record.
5. The following items are exempt from the Privacy Act:
 - a. Parents' financial information and other financial need data.
 - b. Records about students made by teachers or administrators which are maintained by and accessible only to the teachers or administrators.
 - c. Campus security records.
 - d. Employment records for school employees who are not also current students.
 - e. Records compiled or maintained by physicians, psychiatrists, psychologists or other recognized professionals and paraprofessionals acting or assisting in such capacities for treatment purposes and which are available only to persons providing the treatment.
 - f. The campus may not disclose academic, personal, or financial information to outsiders (employees, agencies, or individuals) without first receiving a written release from the student.

Written consent is required before education records may be disclosed to third parties, with the exception of the accrediting commissions and government agencies so authorized by law.

EXIT INTERVIEW

Students who choose to discontinue their training for any reason are required to go through an exit interview with a school official. The exit interview can help the school correct any problems

and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during the exit interview.

FACILITIES FOR DISABLED STUDENTS

The campus provides a number of special facilities and services for individuals with disabilities who are qualified for such services by meeting established academic and technical standards requisite to admission and participation in a program of study.

The physical facilities available for students with disabilities include handicapped parking and wheelchair ramps for convenient accessibility to facilities. Convenient access is made available to classrooms, laboratories, Student Resource Center, break areas, restrooms, and all support service areas at the school for those students confined to a wheelchair. Any student with a qualified impairment of sensory, manual or speaking skills may be assisted with the provision of auxiliary educational aids. Auxiliary aids include interpreters or other effective methods of making orally delivered materials available to students with hearing impairments. The school expressly allows for third-party payment for auxiliary aids and services from agencies such as the Department of Assistive and Rehabilitative Services and/or charitable organizations. The school is committed to remaining compliant with ADA regulations.

DRUG-FREE AND SMOKE-FREE SCHOOL

NTI is designated a drug-free and smoke-free school. As such, the following activities are prohibited while the student is on the school's premises or otherwise engaged in student activities:

- The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substances or illegal drugs is prohibited. This includes all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law.
- The consumption of alcoholic beverages.
- Being under the influence of alcohol, illegal drugs, or controlled substances in any manner during school hours whether or not consumed on school premises and whether not consumed outside of school hours.

A student who engages in such behavior will be subject to disciplinary action up to and including termination from the school.

Exceptions: Drugs prescribed by a physician, dentist, or other person licensed by the state or federal government to prescribe or dispense controlled substances or drugs, used in accordance with their instructions, are not subject to the restrictions of this policy.

Smoking is prohibited inside all career school buildings. Outdoor designated smoke areas are available.

ACADEMIC STANDARDS

SATISFACTORY ACADEMIC PROGRESS

The school reserves the right to modify the course material and procedures to improve the training offered to its students. The grading system below is used by the school to evaluate academic performance and for evaluating compliance with the satisfactory academic progress standards. A fee of \$10.00 per day will be charged for extensions exceeding the end date for the program. The grading system is the same for all students whether the student is full-time or part-time.

LETTER	NUMERICAL %
A ... Excellent	90% - 100%
B ... Above Average	80% - 89%
C ... Average	70% - 79%
D ... Failing	0% - 69% (Academic Probation)
W... Withdrawal	

Needs Improvement

In addition to a letter grade, an “N” is assigned if a student needs improvement in class participation and/or displaying relevant job skills while in the classroom. Any area assigned an “N” indicates that student advisement is recommended.

Satisfactory

In addition to a letter grade, an “S” is assigned if a student displays good class participation and/or relevant job skills while in the classroom.

ONLINE TRAINING

Quizzes and Exams are considered PASS/FAIL, with a minimum passing score of 80% for all Quizzes and 80% for all Final Exams. Each may be re-taken until a satisfactory score is achieved. This is to ensure that the student is more easily able to identify difficult/challenging areas where improvement may be needed, refocus efforts on these areas, and then re-assess for mastery of content.

PROGRESS REPORTS

Students receive a regular accounting as to their academic progress and status. The school will counsel the student placed on probation prior to the student returning to class (does not apply to Continuing Education Seminars). The date, action taken, and terms of probation will be clearly indicated in the student's permanent file. Student progress is evaluated through daily assignments, quizzes, written exams and hands-on assessments, if applicable. Progress is measured by use of a grade point system with satisfactory progress measured at the completion of each grading period.

TRANSCRIPTS

Graduates are issued an official transcript upon graduation free of charge, unless the student has unpaid financial or other remaining obligations to the school. In addition, students are issued the first official transcript at no charge if they pick up the transcript in person or if the transcript is sent via regular postal mail. Fees for overnight and international mail, however, will apply. Additional transcripts are issued by written request only. Students may submit written request to the fax number or mailing address listed on page 1 of the school catalog. Please see “Tuition and Fees” section for transcript fees.

ATTENDANCE AND TARDINESS POLICY

Attendance

Attendance is taken every day in class. Students are expected to attend classes as scheduled and remain for the entire class period. Students are required to be in attendance a minimum of 80% of the total program hours. An absence is ANY portion of the regularly scheduled class day for which the student is NOT in attendance. Exceptions for mitigating circumstances can be approved only by the Director. Students who do not meet the satisfactory attendance requirements will be terminated from the program. Students who fail to report to class within the first 3 days of training will be dropped from the roster.

The maximum amount of time allowed to complete any North Texas Institute for Career Development program and/or seminar is 150% of the program and/or seminar clock hours.

Tardiness

Students arriving to class late (10 minutes) are considered tardy. Tardiness will be deducted from the student's accumulative hours. Students are expected to return from scheduled breaks and lunches on time. Excessive tardiness will be handled at the discretion of the instructor.

Absences

A student is allowed no more than three consecutive absences to remain in the program. For online programs a student is allowed no more than two weeks of no logins to their coursework. Early departures will be deducted from the student's accumulative hours. Students in violation of the attendance policies, regarding absences, will be terminated from the program.

Leave of Absence (LOA)

A leave of absence does not negatively impact a student's attendance. A leave of absence is available to students enrolled in programs only; students enrolled in seminars are not eligible for a leave of absence. A student may be on leave for a total of 30 calendar days for a program of 200 or fewer clock hours and 60 calendar days for programs of more than 200 clock hours in a 12-month calendar period.

A student may have no more than two leaves of absence in a 12-month calendar period. Failure to return from a leave of absence on the scheduled date will result in automatic termination. If the student is incapable of visiting the school to sign the leave of absence request, the request form will be mailed to the student's home address and must be signed and dated by the student and returned within 5 calendar days.

The school Director may decide whether or not to grant a leave of absence. A written request for a leave of absence must be dated and signed by the student, school Director, and referring agency representative. Final signed copies must be forwarded to the referring agency, the student, and the student's permanent file.

ACADEMIC PROBATION

Academic probation applies only to students enrolled in programs. Students will be placed on academic probation for grade averages less than 70% (less than 80% for online programs). The school will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

Students terminated for not meeting the satisfactory academic standards may be re-enrolled with the school Director's approval, but not preceding at least one progress evaluation period for the program from which the student was terminated. Such re-enrollment does not circumvent the approved refund policy.

For course time of 41 to 200 hours, the school shall record a student's grades at the midpoint and end of each progress evaluation period. A student not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment shall be terminated.

A+ CERTIFICATION (ONLINE TRAINING): Two 2 Week Grading Periods

MEDICAL BILLING & CODING (ONLINE TRAINING): Two 2 Week Grading Periods
Grading Periods

MEDICAL FRONT OFFICE ASSISTANT (ONLINE TRAINING): Two 2 Week Grading
Periods

NETWORK+ CERTIFICATION SEMINAR (ONLINE TRAINING): Two 2 Week
Grading Periods

PROFESSIONAL TRUCK DRIVER TRAINING: Two 3.5 Week Grading Periods

For schools approved on a course time basis and offering programs in excess of 200 hours, the school shall evaluate progress at least every eight weeks.

APPEALS AND WAIVERS

Students failing to meet the requirements of academic probation may request an academic waiver or make an appeal to the Director. The school Director will evaluate the appeal and may elect to waive satisfactory progress requirements in light of extenuating circumstances such as death in the family, student injury, student illness or other special circumstances. The appeal and the decision will be documented in the student's file, and the school Director's decision will be final.

GRADUATION REQUIREMENTS

A student is eligible for graduation if:

- The student has completed a program with a grade of 80% or better.
- The student has met all financial obligations to the school.
- The student completes the exit interview process.
- The student has passed the applicable licensing exam

ONLINE TRAINING GRADUATION REQUIREMENTS

A student is eligible for graduation if:

- The student has completed with a grade of 80% or better.
- The student has met all financial obligations to the school.
- The student completes the exit interview process.
- The student has passed the applicable licensing exam

NATIONAL CERTIFICATION EXAM ELIGIBILITY

To be registered for National Certification exams, students must have successfully completed 100% of the seminar/program content, including all chapter review, quizzes (80% min score), and Course Final Exams (80% min score) as well as any additional course-related assignments. The student must schedule their exam date within (2) weeks, to be taken within 30 days. Failure to do so will result in the student being terminated from the program and certification exam fees will be the student's responsibility. North Texas Institute for Career Development reserves the right to determine exam readiness.

MAKE-UP WORK

Class work missed due to absences is the student's responsibility and must be requested by the student. Students who miss submitting assignments prior to the deadline will be granted one week to make-up the missed work. Students who earn failing grades on assignments will be granted one week to re-submit work for a passing grade. All make-up work must be submitted prior to the grading deadline established by the instructor. Once make-up work is graded, course grades will be recalculated by the instructor.

TRANSFERS

Programs at the school are designed for employment purposes. The student should not assume that the courses in any program can be transferred to another institution for credit. While some institutions may accept some credits from these programs, the general rule is that courses taken in these programs are not transferable.

PROGRAM CHANGES

Once a student is enrolled in a program, completion of the program is required before enrollment into a separate program occurs. In the event that a student desires a program change, student will be required to terminate training from initial program and satisfy any

outstanding tuition balances before enrolling into a separate program. Any applicable refunds will be issued according to the school's refund policy.

WITHDRAWAL

Students wishing to withdraw from training are required to complete a withdrawal form and attend an exit interview with the appropriate school official. Students withdrawing without written notice will be automatically terminated ten (10) days after last date of actual attendance. In all cases, tuition and fees will be charged according to the approved refund policy.

TERMINATION

Students may be terminated for violations of policies listed in this catalog to include (1) not maintaining satisfactory academic progress, (2) excessive absences, (3) improper conduct, and (4) failure to fulfill financial obligations to the school.

RE-ENROLLMENT

Re-enrollment of a student is at the discretion of the school Director. Students who have been forced to interrupt their education for any reason may re-apply for re-enrollment after 30 days by contacting the school Director. Students who were making satisfactory academic progress when they withdrew will be eligible to apply for re-enrollment provided all financial obligations to the institution are met. Students who were not making satisfactory progress may only be re-enrolled with the Director's approval and may be placed on academic probation or required to meet other special conditions. All students requesting re-enrollment will be required to go through a portion of the admissions process again. There is no provision for re-enrollment during the same grading period. Refer to the "Tuition and Fees" section of the catalog for re-enrollment fees.

PROGRAMS OF STUDY

GENERAL INFORMATION

A program is a complete body of coursework divided into individual courses which merit a certificate upon satisfactory completion. Programs are designed to prepare students for entry-level employment. The school reserves the right to change the course content, materials, and equipment it deems necessary, with the approval of the Texas Workforce Commission, for the improvement of curriculum without any expense to the student.

COURSE NUMBERING SYSTEM

A course is identified by a letter or numeric prefix and a level code based on course content and level of training.

Prefix – A three or more letter abbreviation or a single digit used to identify the program or content.

Level – A one or more number and/or alphabet code follows the prefix indicating the level of the course.

CLASS SIZE

Typical class size is 10 to 15 students for all of the programs.

EDUCATIONAL EQUIPMENT

The following equipment is available for the various educational programs. Revisions to the equipment list may occur to meet current course objectives.

- Administrative Office program equipment may include the following depending on program area: Computers, software programs, calculators, headphones, keyboards, printer, scanner and projector.
- Medical program equipment may include the following depending on program area: Computers, printer, scanner, and other non-electronic medical supplies.
- Vocational program equipment may include the following depending on program area: Trucks, trucking equipment, television, DVD player, computers, printer, scanner, software programs.

APPROVED COURSE OFFERINGS ARE:

Vocational Training

CDL Re-Certification Seminar

Professional Truck Driver Training Program

Law Enforcement Seminar

IT Training

COMP TIA™ A+ Certification Training Program

COMP TIA™ Network+ Certification Seminar

Healthcare Training

Medical Billing and Coding

Medical Front Office Assistant

Online Training

Child Development Associate

Accounting Fundamentals with QuickBooks

Creating Mobile Apps with HTML 5

NASM Certified Personal Trainer

Lean Six Sigma Yellow Belt

Lean Six Sigma Yellow and Green Belt
Lean Six Sigma Green Belt
Java Programmer and Python Developer

VOCATIONAL TRAINING

CDL RE-CERTIFICATION SEMINAR

Fort Worth Campus
Seminar
40 hours

Program Description

CDL Re-certification Seminar is designed to refresh and update experienced CDL drivers on the most current industry knowledge/skills, defensive driving tactics, and changes required by the state of Texas to continue the safe operation of a commercial vehicle.

Program Objective

Student will be knowledgeable of current laws, penalties, and industry standard changes applicable to the professional driver. Student will be refreshed on current commercial vehicle operational practices and safe driving techniques. Upon completion of the seminar student will possess the skills necessary to maintain or re-secure employment as a CDL driver.

Admission Requirements

- Must possess a current CDL license, unrestricted of any outstanding tickets or warrants
- Provide original social security card/proof of ability to work legally in the United States
- Meet the Texas DPS Residency Requirements
- Must possess a high school diploma/GED or meet the Ability-to-Benefit requirements set forth in the admissions section of the catalog. Test scores in the following grade levels are required: Reading- 7th grade; Math- 7th grade; Language- 7th grade. The school will accept scores from the following tests for specific subjects.
 - Tests of Adult Basic Education (TABE) scores are acceptable for reading, math and language.
- Pass a criminal background check and drug screening at no cost to the student.
- Student must complete the Department of Transportation (DOT) physical examinations and pass a Department of Transportation (DOT) drug screening; including but not limited to urinalysis drug screening, and breath-alcohol test. (Long Form Required)

Re-Certification Clock Hours

CURRICULUM	Student Hours				
	MINIMUM CLOCK HOURS				
	Classroom		Truck & Trailer		
Class	Slides/DVD's	Discussions & Tests	Yard	Street	Total
BASIC OPERATION					
1.2 Vehicle Inspection	2.75	0.50	0.50	0.00	3.75
1.3 Basic Control & Right/Left Turn Procedures	0.85	0.50	4.00	4.00	9.35
1.5 Backing	1.00	0.50	0.00	4.00	5.50
1.6 Coupling & Uncoupling	1.15	0.50	0.00	1.00	2.65
1.7 General Knowledge & Defensive Driving	1.60	0.50	0.50	0.00	2.60
4.0 Air Brakes	2.20	0.50	0.00	0.00	2.70
	0.50	0.50	0.00	0.00	1.00
	0.45	0.50	0.00	0.00	0.95
SAFE OPERATING PRACTICES					
2.2 Speed Management	1.25	0.50	0.00	0.00	1.75
2.3 Space Management	1.25	0.50	0.00	0.00	1.75
2.4 Night Operation	0.75	0.50	0.00	0.00	1.25
2.5 Extreme Driving Conditions	1.75	0.50	0.00	0.00	2.25
ADVANCED OPERATING PRACTICES					
3.0 CSA 2014: A Driver's Guide	0.75	0.50	0.00	0.00	1.25
3.1 CSA: The 7 Basic's	1.75	0.50	0.00	0.00	2.25
NONVEHICLE ACTIVITIES					
5.0 Hours of Service Requirements	0.50	0.50	0.00	0.00	1.00
Total Hours	18.50	7.50	5.00	9.00	40.00

Synopsis/Summary of Recertification Hours

Hours are expressed in W/X/Y/Z format. W=Classroom Hours, X=Yard Hours, Y=Street Hours, and Z=Total Hours.

Basic Operation

1.2 Vehicle Inspection 3.25/.50/0/3.75

The Recertification student will understand/perform the appropriate and systematic vehicle inspection as required by the Federal Motor Carrier Safety Regulations regarding vehicle inspections. The student will be able to identify damaged, loose, and/or missing parts, report system defects, and understand that undiscovered malfunctions or vehicle problems can be unsafe and costly.

1.3 Basic Control with Right/Left turn Procedures **2.85/4.0/8.0/14.85**

The recertification student will know and understand how to start, warm-up, and shut down the engine. The student will know how to put the tractor-trailer in motion, how to stop the tractor-trailer and learn the proper straight line backing and right/left turning techniques.

1.5 Backing **1.65/0/1.0/2.65**

The recertification student will learn to execute one of the most difficult, yet important, maneuvers in trucking; backing a tractor-trailer. It is stressed throughout this lesson of instruction that it takes practice and patience to successfully back a tractor-trailer. It is also stressed that accuracy is more important than speed in this procedure.

1.6 Coupling & Uncoupling **2.1/.50/0/2.60**

The recertification student will learn the step-by-step procedures used to couple and uncouple most standard tractor-trailer combination rigs. Given the serious hazards that exist for drivers performing the coupling/uncoupling procedure, it is vital that they do it "by the numbers." The importance of following these procedures in the order in which they are presented is stressed, keeping in mind that the procedures may vary slightly from vehicle to vehicle depending on the equipment being used.

1.7 General Knowledge with Defensive Driving **3.7/0/0/3.7**

It is a Federal requirement that each state must have minimum standards for the licensing of commercial drivers. This course contains information on safe driving and general information that all commercial drivers should know such as, inspection of equipment, safety, and driving skills while on the road.

4.0 Air Brakes **.95/0/0/.95**

Recertification student will understand the various brake system components and how they work together. He/she will also learn how to keep the system maintained, spot warning signs of failure and how to brake properly in emergency situations.

Safety Operating Practices

2.2 Speed Management **1.75/0/0/1.75**

The recertification student will learn/understand the science of speed and stopping distance; the role surface conditions play in speed management; the importance of adjusting speed for curves and grades; the relationship between speed and visibility; the influence of speed on traffic management; and the how and why of obeying the speed limit.

2.3 Space Management **1.75/0/0/1.75**

The recertification student will know/understand the importance and concept of maintaining a cushion of space while operating a tractor-trailer as well as space management when executing a turn.

2.4 Night Operation **1.25/0/0/1.25**

The recertification student will know/understand the unique challenges of night driving and the changes in general procedures a driver must make when driving under the cover of darkness.

2.5 Extreme Driving Conditions **2.25/0/0/2.25**

The recertification student will learn how to safely operate under extreme driving conditions such as snow, ice, cold/hot temperatures, and the challenges of mountain driving.

Advanced Operating Practices

3.0 CSA 2014: A Driver's Guide **1.25/0/0/1.25**

The recertification student will be familiar with the Comprehensive Safety Analysis (CSA) 2014 program of the Federal Motor Carrier Safety Administration, which is the driver and carrier monitoring and evaluation system. The goal of CSA 2014 is to reduce crashes, injuries and fatalities on the nation's highways.

3.1 CSA: The 7 Basic's **2.25/0/0/2.25**

The recertification student is given an in-depth knowledge of the heart of the CSA safety measurement process which has seven categories of 'safety related behaviors' referred to as Behavior Analysis and Safety Improvement Categories (BASIC's).

Non-vehicle Activities

5.0 Hours of Service Requirements **1.0/0/0/1.0**

The recertification student will learn the basic concepts and requirements of the hours-of-service in the Federal Motor Carrier Safety Regulations (FMCSR) which includes operating within the legal limits and accurately completing a driver's record of duty status (driver's log).

PROFESSIONAL TRUCK DRIVER TRAINING

Fort Worth Campus Program 208 hours

Course Description

The Professional Truck Driver Training program is a comprehensive program designed to teach students to master the skills for the entry-level tractor-trailer driver; that is, the minimum training required to become a CDL driver.

Program Delivery

Programs will be administered utilizing a synchronous modality combining video conferencing and classroom instruction.

Program Objective

Upon completion of the program, the student will be:

1. Qualified for a job based on MVR, employment history, and criminal history.
2. Aware of safety procedures; alcohol and drug effects; laws and penalties applicable to the professional driver.
3. Proficient at performing pre-trip, on the road, and post trip vehicle and equipment inspections.
4. Skillful in safe driving techniques.
5. Capable of map reading, logbooks/electronic logbooks, cargo documentation, emergency responsibilities, and regulations of transportation agencies.
6. Informed of expectations for a career in truck driving (i.e., as an over the road driver, students will travel all 48 states and Canada, in all kinds of weather and terrain).

Upon exiting the Professional Truck Driver Training Program and successful completion of the Texas Department of Public Safety Class A CDL examinations the student will possess the skills necessary to gain employment as an entry level tractor-trailer driver.

Admission Requirements

- Must be at least 21 years of age.
- Must present a valid Texas driver's license, unrestricted of any outstanding tickets or warrants
- Provide original social security card/proof of ability to work legally in the United States
- Meet the Texas DPS Residency Requirements
- Must possess a high school diploma/GED or meet the Ability-to-Benefit requirements set forth in the admissions section of the catalog. Test scores in the following grade levels are required: Reading- 7th grade; Math- 7th grade; Language- 7th grade. The school will accept scores from the following tests for specific subjects:
 - Tests of Adult Basic Education (TABE) scores are acceptable for reading, math and language.
- Pass a criminal background check and drug screening at no cost to the student.

- Student must complete the Department of Transportation (DOT) physical examinations and pass a Department of Transportation (DOT) drug screening; including but not limited to urinalysis drug screening, and breath-alcohol test. (Long Form Required)

Professional Truck Driving Clock Hours

Professional Truck Driving Clock Hours					
CURRICULUM	Student Hours				
Class	MINIMUM CLOCK HOURS		Truck/ Trailer		Total
	Classroom	Discussions & Tests	Yard	Street	
	Slides/DVD's				
BASIC OPERATION					
1.0 Orientation	1.35	1.00	8.00	0.00	10.35
1.1 Control Systems	0.75	1.00	0.00	8.00	9.75
1.2 Vehicle Inspection	2.75	1.00	8.00	0.00	11.75
1.3 Basic Control &	0.85	1.00	8.00	0.00	9.85
Right/Left Turn Procedures	1.15	1.00	0.00	8.00	10.15
1.4 Shifting	0.50	1.00	4.00	4.00	9.50
1.5 Backing	1.15	1.00	8.00	8.00	18.15
1.6 Coupling & Uncoupling	1.60	1.00	8.00	0.00	10.60
1.7 General Knowledge &	2.25	1.50	0.00	0.00	3.75
Defensive Driving	1.25	1.00	0.00	8.00	10.25
1.8 Special Rigs	0.50	1.00	0.00	0.00	1.50
2.0 Visual Search	0.50	1.00	0.00	8.00	9.50
2.1 Communication	0.50	1.00	0.00	8.00	9.50
2.2 Speed Management	1.25	1.00	0.00	8.00	10.25
2.3 Space Management	1.25	1.00	0.00	8.00	10.25
2.4 Night Operation	0.75	1.00	0.00	0.00	1.75
2.5 Extreme Driving Conditions	1.75	1.00	0.00	0.00	2.75
2.6 Hazard Perception	0.50	1.00	0.00	0.00	1.50
2.7 Railroad Crossings	0.55	1.00	0.00	0.00	1.55
2.8 Emergency Maneuver	0.75	1.00	0.00	0.00	1.75
2.9 Skid Control and Recovery	0.70	1.00	0.00	0.00	1.70
ADVANCED OPERATING PRACTICES					
3.0 CSA 2014: A Driver's Guide	0.75	1.00	0.00	0.00	1.75
3.1 CSA: The 7 Basic's	1.75	1.50	0.00	0.00	3.25
3.2 Handling Cargo	0.75	1.00	0.00	0.00	1.75
3.3 Cargo Documentation	0.50	1.00	0.00	0.00	1.50
3.4 Hazardous Materials &	0.60	1.00	0.00	0.00	1.60
Tanker Solution	1.60	1.00	0.00	0.00	2.60
3.5 Security of cargo, truck and driver	0.50	1.00	0.00	0.00	1.50
3.6 International Driving	1.25	1.00	0.00	0.00	2.25
VEHICLE MAINTENANCE					
4.0 Vehicle Systems &	1.75	1.00	0.00	0.00	2.75
Air Brakes	0.45	1.00	0.00	8.00	9.45
4.1 Preventative Maintenance	0.75	1.00	0.00	0.00	1.75
4.2 Diagnosing and Reporting Malfunctions	0.50	1.00	0.00	0.00	1.50
NONVEHICLE ACTIVITIES					
5.0 Hours of Service Requirements	1.50	1.00	0.00	0.00	2.50
5.1 Accident Procedures	1.25	1.00	0.00	0.00	2.25
5.2 Personal Health and safety	1.25	1.00	0.00	0.00	2.25
5.3 Trip Planning	0.75	1.00	0.00	0.00	1.75
5.4 Public and Employer Relations	1.00	1.00	0.00	0.00	2.00
5.5 Basic Business Practices for TD	0.50	1.00	0.00	0.00	1.50
5.6 Electronic Logging Devices	1.00	3.00	4.00	0.00	8.00

Total Hours	41.00	43.00	48.00	76.00	208.00
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Synopsis/Summary of Courses and Hours

Hours are expressed in W/X/Y/Z format. W=Classroom Hours, X=Yard Hours, Y=Street Hours, and Z=Total Hours.

Basic Operation

1.0 Orientation 2.35/8/0/10:35

The student will be provided with a basic understanding of the trucking industry, compliance with applicable regulations, the procedure for obtaining a CDL, the driver's qualifications he/she is subject to in this industry, and the commercial motor vehicle.

1.1 Control System 1.75/0/8/9:75

The student will be able to identify each of the controls and instruments required to operate the vehicle safely and efficiently.

1.2 Vehicle Inspection 3.75/8/0/11.75

The student will understand/perform the appropriate and systematic vehicle inspection as required by the Federal Motor Carrier Safety Regulations regarding vehicle inspections. The student will be able to identify damaged, loose, and/or missing parts, report system defects, and understand that undiscovered malfunctions or vehicle problems can be unsafe and costly.

1.3 Basic Control with Right/Left turn Procedures 4.0/8/8/20.0

The student will know and understand how to start, warm-up, and shut down the engine. The student will know how to put the tractor-trailer in motion, how to stop the tractor-trailer and learn the proper straight line backing and right/left turning techniques.

1.4 Shifting 1.5/4/4/9.5

The student will be introduced to shifting patterns and procedures so he/she can efficiently perform basic gear shifting maneuvers such as shift up and down through the gears on a variety of types of conventional transmissions. The student will learn the techniques of double clutching and time shifts, allowing for smooth and fuel efficient performance and how to select the proper gear for speed and highway conditions.

1.5 Backing 2.15/8/8/18.15

The student will learn to execute one of the most difficult, yet important, maneuvers in trucking; backing a tractor-trailer. It is stressed throughout this lesson of instruction that it takes practice and patience to successfully back a tractor-trailer. It is also stressed that accuracy is more important than speed in this procedure.

1.6 Coupling & Uncoupling 2.6/8/0/10.6

The student will learn the step-by-step procedures used to couple and uncouple most standard tractor-trailer combination rigs. Given the serious hazards that exist for drivers performing the coupling/uncoupling procedure, it is vital that they do it "by the numbers."

The importance of following these procedures in the order in which they are presented is stressed, keeping in mind that the procedures may vary slightly from vehicle to vehicle depending on the equipment being used.

1.7 General Knowledge plus Defensive Driving 6.0/0/8/14.0

It is a Federal requirement that each state must have minimum standards for the licensing of commercial drivers. This course contains information on safe driving and general information that all commercial drivers should know such as, inspection of equipment, safety, and driving skills while on the road.

1.8 Special Rigs 1.5/0/0/1.5

The student will be introduced to the characteristics of special rigs. There are a wide variety of tractors and trailers in the trucking industry and there is a need for specialized training before operating them.

Safe Operating Practices

2.0 Visual Research 1.5/0/8/9.5

The student will learn the skills needed to perform a safe and effective visual search while on the road. This includes the basics of seeing ahead and to the sides, including the importance of scanning at least 12 seconds ahead of the vehicle. Instruction also covers the two types of mirrors found on most tractors and the proper use of those mirrors - the basics of seeing to the rear.

2.1 Communication 1.5/0/8/9.5

The student will be introduced to the basic principles of communication. This includes appropriate processes and procedures a professional driver should follow when communicating to others. The student will also have a basic understanding of the cues/clues other drivers give when communicating their intentions.

2.2 Speed Management 2.25/0/8/10.25

The student will learn/understand the science of speed and stopping distance; the role surface conditions play in speed management; the importance of adjusting speed for curves and grades; the relationship between speed and visibility; the influence of speed on traffic management; and the how and why of obeying the speed limit.

2.3 Space Management 2.25/0/8/10.25

The student will know/understand the importance and concept of maintaining a cushion of space while operating a tractor-trailer as well as space management when executing a turn.

2.4 Night Driving 1.75/0/0/1.75

The student will know/understand the unique challenges of night driving and the changes in general procedures a driver must make when driving under the cover of darkness.

2.5 Extreme Driving Conditions 2.75/0/0/2.75

The student will learn how to safely operate under extreme driving conditions such as snow, ice, cold/hot temperatures, and the challenges of mountain driving.

2.6 Hazard Perception **1.5/0/0/1.5**
The student will be introduced to the visible characteristics of road conditions that present a hazard to safe operation and the characteristics of other road users that make them a potential danger.

2.7 Railroad Crossings **1.55/0/0/1.55**
The student will be introduced to the dangers associated with highway-rail grade crossings, the engineering controls in place to make crossings safer, the regulations requiring drivers to slow down and/or stop at rail crossings, and the safest methods available for crossing railroad tracks.

2.8 Emergency Maneuvers **1.75/0/0/1.75**
The student will be introduced to the importance of, and methods for, carrying out evasive steering, emergency stops, off road recoveries, and proper responses to brake failures and blowouts.

2.9 Skid Control & Recovery **1.70/0/0/1.70**
The student will be introduced to the conditions that cause skids, the major types of skids, and the procedures for recovering from skids.

Advanced Operating Practices

3.0 CSA 2014: A Driver's Guide **1.75/0/0/1.75**
The student will be familiar with the Comprehensive Safety Analysis (CSA) 2014 program of the Federal Motor Carrier Safety Administration, which is the driver and carrier monitoring and evaluation system. The goal of CSA 2014 is to reduce crashes, injuries and fatalities on the nation's highways.

3.1 CSA: The 7 Basic's **3.25/0/0/3.25**
The student is given an in-depth knowledge of the heart of the CSA safety measurement process which has seven categories of 'safety related behaviors' referred to as Behavior Analysis and Safety Improvement Categories (BASIC's).

3.2 Handling Cargo **1.75/0/0/1.75**
The student will learn the importance of properly handling cargo, including proper and legal securement, proper weight distributions, and safe loading. This includes the Federal Motor Carrier Safety Regulations on this topic as well as safe operating practices.

3.3 Cargo Documentation **1.5/0/0/1.5**
The student will be introduced to the basics of freight documentation, as well as pick-up and delivery.

3.4 Hazardous Materials with Tanker Solution **4.2/0/0/4.2**
The student will be given a general overview of hazardous materials basics, as well as some of the responsibilities associated with hazmat transportation and tanker solutions.

3.5 Security of cargo, truck and driver **1.5/0/0/1.5**

The student will be made aware of the many security issues facing truck drivers today, stressing throughout this lesson that security is paramount to the safety and success of every driver and that they are the first line of defense when it comes to the security of the truck, the load, and themselves.

3.6 International Driving 2.25/0/0/2.25

The student will be given a general understanding of the many differences involved with operating a commercial motor vehicle in a foreign country. Cross-border issues are discussed as well as safety, security, and regulatory issues.

Vehicle Maintenance

4.0 Vehicle Systems with Air Brakes 4.2/0/8/10.2

The student will be introduced to the design of a tractor-trailer, the vehicle's key systems and parts so he/she will know the key components and the function of each key component. The student will have a basis understanding of the importance of troubleshooting and maintenance and receive additional training about air brakes in the class and on the street

4.1 Preventive Maintenance 1.75/0/0/1.75

The student will know/understand the importance of preventive maintenance and servicing to prevent breakdowns and accidents.

4.2 Diagnosing and Reporting Malfunction 1.5/0/0/1.5

The student will have a basic understanding of diagnosing and reporting vehicle malfunctions as well as the driver's role in troubleshooting.

Non-vehicle Activities

5.0 Hours of Service Requirements 2.5/0/0/2.5

The student will learn the basic concepts and requirements of the hours-of-service in the Federal Motor Carrier Safety Regulations (FMCSR) which includes operating within the legal limits and accurately completing a driver's record of duty status (driver's log). A daily log is required from each student during the full course.

5.1 Accident Procedures 2.25/0/0/2.25

The student will learn the basic responsibilities at the scene of an accident, how to evaluate an accident to determine preventability and how to prevent fires.

5.2 Personal Health and Safety 2.25/0/0/2.25

The student will know/understand the following: personal health and driving; the dangers of driver fatigue; the effects of alcohol/controlled substances on the human body and federal regulations surrounding alcohol/controlled substance consumption; the importance of safety in the work environment; and the necessity of transportation security measures.

5.3 Trip Planning 1.75/0/0/1.75

The student will be introduced to the techniques used to plan the most effective and efficient trip plan possible. This includes taking into consideration all aspects of the trip

from having proper paperwork on hand to planning an efficient and legal route of travel with an accurate estimation of time, fuel and expenses.

5.4 Public and Employer Relations 2.0/0/0/2.0

The student will be aware of the drivers' highly visible and important role in representing the trucking industry, appropriate contact with the public, good customer relations, job requirements and how to apply for a job.

5.5 Basic Business Practices for Truck Drivers 1.5/0/0/1.5

The student will be introduced to the basic business concept and ideas that are important for them to be successful in the transportation industry.

5.6 Electronic Logging Devices 4.0/4.0/0/8.0

The student will be introduced to the basic business concept and ideas that are important for them to be successful in the transportation industry.

LAW ENFORCEMENT SEMINAR

DENTON JRC

48 Hours

Course Description

This 6-week hybrid course is comprised of virtual and in person training to provide you a behind the scenes look at criminal law, helping you understand all major areas of crime and how to use basic Spanish to navigate these situations. Each lesson in the Criminal Law section features A View from the Inside — compelling information about the criminal justice system, in the words of actual people who experience it every day. In the Spanish Fundamentals section, you will practice using basic Spanish phrases to communicate with Spanish-speaking victims, witnesses, or criminals.

Admission Requirements

- Must be at least 18 years of age.
- Must present a valid picture ID and an original social security card.
- Must possess a high school diploma/GED or meet the Ability-to-Benefit requirements set forth in the admissions requirements section of this catalog. The following academic scores are required: Reading- 7th grade level, Math- 7th grade level, and Language- 7th grade level. The school will accept scores from the following tests for specific subjects:
 - Tests of Adult Basic Education (TABE) scores are acceptable for reading, math and language.
 - CASSAS scores are acceptable for reading, math and language.
- Pass a criminal background check and drug screening.
- Type a speed of 35 wpm and pass a typing assessment with a 50% or above. (Typing assessment provided through Typing Tutor)

<https://www.typing.com> administered by North Texas Institute for Career Development).

- Email capabilities and access to a personal email account.
- Successfully complete the 5 Keys to Excellence course within the allotted time, and prior to starting your online class.

Basis of Grades

Quizzes and Exams are considered PASS/FAIL, with a minimum passing score of 80% for all Quizzes and 80% for all Final Exams. Each may be re-taken until a satisfactory score is achieved. This is to ensure that the student is more easily able to identify difficult/challenging areas where improvement may be needed, re-focus efforts on these areas, and then re-assess for mastery of content.

Synopsis / Summary of Hours / Syllabus Course Outline

Introduction to Criminal Law

- Introduction to Criminal Law
- Murder by Degrees
- More Crimes Against Persons
- Principals, Accessories, and Attempt
- Sex Crimes
- Crimes Against Property
- Drug Crimes
- Crimes Against Justice
- The Trial
- Defenses
- Insanity and Constitutional Defenses
- Sentencing and Appeal

Spanish for Law Enforcement

- Speaking, Spelling, and Counting in Spanish
- Family, Pronouns, and Easy Conversational Phrases
- Colors, Directional Words, and Numbers From 20 to 199
- Easy Verbs
- Vocabulary for Describing People, Objects, and Feelings
- Words for Describing People's Appearance, Clothes, and the Weather
- Time, the Calendar, and Body Parts
- Talking About Places and Things
- Legal and Illegal Professions
- Describing Vehicles and Traffic Violations
- Dealing With Criminal Suspects
- More Words for Handling Emergency and Nonemergency Situations

HEALTHCARE TRAINING

MEDICAL BILLING AND CODING

**Online
Program
370 Hours**

Course Description

This 24-week course offers valuable training in legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will also come to understand all phases of the revenue cycle—from patient registration through medical coding, claims submission, reimbursement, and collections. You will also learn common medical terminology to help you converse with others in healthcare easily and with confidence. You will study word parts and the structures and functions of the human body. Also presented are the orders and medical procedures common to each body system, including musculoskeletal, cardiovascular, respiratory, digestive, nervous, endocrine, integumentary, genitourinary, lymphatic, and immune.

Admission Requirements

- Must be at least 18 years of age.
- Must present a valid picture ID and an original social security card.
- Must possess a high school diploma/GED or meet the Ability-to-Benefit requirements set forth in the admissions requirements section of this catalog. The following academic scores are required: Reading- 7th grade level, Math- 7th grade level, and Language- 7th grade level. The school will accept scores from the following tests for specific subjects:
 - Tests of Adult Basic Education (TABE) scores are acceptable for reading, math and language.
 - CASSAS scores are acceptable for reading, math and language.
- Pass a criminal background check and drug screening.
- Type a speed of 35 wpm and pass a typing assessment with a 50% or above. (Typing assessment provided through Typing Tutor <https://www.typing.com> administered by North Texas Institute for Career Development).
- Email capabilities and access to a personal email account.
- Successfully complete the 5 Keys to Excellence course within the allotted time, and prior to starting your online class.
- Evidence of successful Certified Medical Administrative Assistant Certification (CMAA)
- If a prospective student has at least 6 months professional job history in medical sector i.e., invoicing, accounts payable / receivable or medical front office setting then the requirement of the Certified Medical Administrative Assistant Certificate is not a prerequisite.
- **Students are required to pass a certification exam to complete the program.**

Medical Billing and Coding Program Clock Hours Program Clock Hours

Medical Billing and Coding	Video/Slide Lecture & Review	Text/ Courseware Review	Interactivities (Non-Graded)	Quizzes/ Exams	Assignments	Discussions	Total Clock Hours
Introduction to Medical Billing and Coding	1.91	5.45	0.67	0.60	1.50	0.13	10.25
Introduction to Health Insurance	1.74	5.50	0.70	0.58	1.00	0.13	9.64
Managed Health Care	1.45	4.50	0.50	0.55	1.00	0.13	8.12
Revenue Cycle Management	1.87	7.00	0.67	0.63	1.50	0.13	11.79
Legal Aspects of Health Insurance and Reimbursement	1.72	5.22	0.87	0.65	2.00	0.13	10.58
ICD-10-CM Coding	2.23	8.80	0.67	0.95	37.00	0.13	49.77
CPT Coding	1.87	10.67	0.67	1.08	39.00	0.13	53.41
HCPCS Level II Coding	0.94	4.60	0.50	0.58	38.50	0.13	45.24
ICD-10-PCS Coding (Optional)	0.93	3.43	0.42	0.38	0.00	0.00	5.16
Pharmacology for Coders	1.18	3.00	0.50	0.53	0.50	0.13	5.83
Clinical Documentation Improvement (CDI)	1.56	5.88	0.50	0.45	6.00	0.13	14.52
Insurance Claims	1.45	7.32	0.50	0.40	2.00	0.13	11.80
Commercial Insurance	1.18	4.83	0.50	0.40	5.00	0.13	12.04
Blue Cross Blue Shield	1.21	5.18	0.58	0.45	8.00	0.13	15.56
Medicare	1.67	10.35	0.42	0.55	5.00	0.13	18.11
Medicaid, The Children's Health Insurance Program (CHIP), TRICARE, and Workers' Compensation	1.20	12.78	0.50	0.48	4.50	0.13	19.58
Certification Study Tips	1.47	1.50	0.42	0.35	0.50	0.13	4.37
How to Find a Job in Medical Billing and Coding (Optional Lesson)	1.00	0.00	0.08	0.00	0.50	0.50	2.09
Total Medical Billing and Coding Hours	26.58	106.01	10.54	9.61	153.35	2.58	307.46
Medical Terminology							
Introduction to Medical Terminology	0.51	3.00	0.38	0.63	0.58	0.50	5.59
The Musculoskeletal System	0.59	3.85	0.63	0.63	0.58	0.50	6.79
The Cardiovascular System	0.49	2.50	0.52	0.63	0.58	0.50	5.22
The Lymphatic and Immune Systems	0.45	2.20	0.37	0.80	0.00	0.00	3.82
The Respiratory System	0.45	2.10	0.42	0.63	0.58	0.50	4.67
The Digestive System	0.48	2.30	0.37	1.25	0.58	0.50	5.48
The Urinary System	0.40	1.95	0.26	0.63	0.58	0.50	4.31
The Nervous System	0.49	2.25	0.34	0.88	0.00	0.50	4.45
The Special Senses The Eyes and Ears	0.46	1.95	0.54	0.80	0.00	0.50	4.26
The Integumentary System	0.44	1.90	0.25	0.63	0.58	0.50	4.30
The Endocrine System	0.37	1.75	0.25	0.63	0.50	0.50	3.99
The Reproductive System	0.34	2.15	0.33	0.71	0.83	0.00	4.36
Diagnostic Procedures, Nuclear Medicine, Pharmacology	0.38	2.25	0.42	1.75	0.00	0.50	5.30
Total Medical Terminology Hours	5.85	30.15	5.08	10.6	5.39	5.50	62.54
Total Program Hours							370

Clock Hours: 370/00/00/370

Synopsis/Summary of Courses and Hours

Hours are expressed in W/X/Y/Z format. W = clock lecture hours, X = clock lab hours Y = externship hours and Z = total hours.

Introduction to Medical Billing and Coding 10.25/00/10.25

Introduction to Medical Billing and Coding is the first section. Career Opportunities Personal and Technical Qualifications, Employment Settings, Telecommunications, Professional Certifications

Prerequisite: None

Introduction Healthcare Insurance 9.64/00/9.64

Introduction Healthcare Insurance covers Health Insurance Terminology, Commercial and Government Payers, Healthcare Documentation, Electronic Health Record

Prerequisite: Introduction to Medical Billing and Coding

Managed Health Care 8.12/00/8.12

Managed Health Care covers Types of reimbursement, Managed Care Providers, Managed Care Models, Consumer-Directed Health Plans

Prerequisite: Introduction Healthcare Insurance

Revenue Cycle Management 11.79/00/11.79

Revenue Cycle Management covers Phases of Revenue Cycle Management, Encounter Form, Chargemaster, Insurance Claim Cycle, New Patient Registration, Collection Practices

Prerequisite: Managed Health Care

Legal Aspects of Health Insurance and Reimbursement 10.58/00/10.58

Legal Aspects of Health Insurance and Reimbursement covers Protected Health Information, Health Insurance Portability and Accountability Act (HIPAA), Fraud and Abuse in Medical Billing and Coding, Release of Information

Prerequisite: Revenue Cycle Management

ICD-10-CM Coding 49.77/00/49.77

ICD-10-CM section begins Overview of ICD-10-CM, Key Features, Organization of the Codebook, Index to Diseases and Injuries, Tabular List of Diseases and Injuries, Coding Conventions, Official Guidelines

Prerequisite: Legal Aspects of Health Insurance and Reimbursement

CPT Coding 53.41/00/53.41

CPT Coding section begins Overview of Category I, Category II, and Category III Codes, Organization of the Codebook, Main CPT Sections, Evaluation and Management, Anesthesia, Surgery, Radiology, Pathology and Laboratory, Medicine, Code Modifiers

Prerequisite: ICD-10-CM Coding

HCPCS Level II Coding	45.24/00/45.24
HCPCS Level II Coding covers overview of HCPCS Level II, Organization of the Codebook, Durable Medical Equipment	
Prerequisite: CPT Coding	
ICD-10-PCS Coding (Optional)	5.16/00/5.16
ICD-10-PCS Coding covers verview of ICD-10-PCS, Code Structure, Definitions, Index, Code Tables, Coding Steps	
Prerequisite: HCPCS Level II Coding	
Pharmacology for Coders	5.83/00/5.83
Pharmacology for Coders covers Pharmacodynamics and Pharmacokinetics, Routes of Administration, Drug Classifications, Prescription Drugs and Over-the-Counter Drugs, Controlled Substances, Medication Lists and the Electronic Health Record	
Prerequisite: HCPCS Level II Coding,	
Clinical Documentation Improvement (CDI)	14.52/00/14.52
Clinical Documentation Improvement (CDI) covers Deficiencies in Documentation, Medical Necessity, Auditing, Coding From Patient Documentation	
Prerequisite: CPT and HCPCS Level II Coding	
Insurance Claims	11.80/00/11.80
Insurance Claims will cover National Uniform Claim Committee, CMS-1500 Claim Form, Patient and Insured Information, Physician or Supplier Information, UB-04 Claim Form	
Prerequisite: Clinical Documentation Improvement (CDI)	
Commercial Insurance	12.04/00/12.04
Commercial Insurance in this section students learn Individual/Group Health Insurance, Automobile, Disability, Liability, Workers' Compensation, Completing Commercial Health Insurance Claims	
Prerequisite: Insurance Claims	
Blue Cross/Blue Shield	15.56/00/15.56
Blue Cross/Blue Shield details are covered so that students will understand History of BCBS, Types of BCBS Plans, Participating/Nonparticipating Providers, BCBS Billing and Payment Guidelines	
Prerequisite: Commercial Insurance	
Medicare	18.11/00/18.11
Medicare section coveres Medicare Eligibility, Medicare Part A, B, C, and D, National Coverage Determinations/Local Coverage Determinations, Participating/Nonparticipating Providers, Physician Fee Schedule, Medicare Billing and Payment Guidelines/NCCI	
Prerequisite: Blue Cross/Blue Shield	

Medicaid, The Children's Health Insurance Program (CHIP), TRICARE, and Workers' Compensation	19.58/00/19.58
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Other Healthcare Programs are covered Medicaid, Children's Health Insurance Program (CHIP), TRICARE

Prerequisite: Medicare

Certification Study Tips	4.37/00/4.37
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Certification Study Tips covers Selecting the Right Certification, Study Strategies for the Certification Exam, Prior to the Exam, Morning of the Exam, During the Exam

Prerequisite: Medicaid, The Children's Health Insurance Program (CHIP), TRICARE, and Workers' Compensation

How to Find a Job in Medical Billing and Coding (Optional Lesson)	2.09/00/2.09
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How to Find a Job in Medical Billing and Coding covers, What Employers Want, Showcasing Your Skills, Resume Tips, Cover Letter Tips, Interview Questions

Prerequisite: Certification Study Tips

Medical Terminology

Intro to Medical Terminology	5.59/00/5.59
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A Foundation in Medical Terminology teaches students the Fundamentals of Medical Terminology, and an Overview of the Human Body. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: N/A

The Musculoskeletal System	6.79/00/6.79
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The Musculoskeletal System section provides thorough overviews of the Muscular System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: Intro to Medical Terminology

The Cardiovascular Systems	5.22/00/5.22
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The Cardiovascular Systems section provides thorough overviews of the Cardiovascular System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Musculoskeletal System

The Lymphatic and Immune Systems	3.82/00/3.82
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The Lymphatic and Immune Systems section provides overviews of the Lymphatic Immune Systems. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Cardiovascular Systems

The Respiratory System	4.67/00/4.67
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The Respiratory System section provides overviews of the the Respiratory System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Lymphatic and Immune Systems

The Digestive System	5.48/00/5.48
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The Digestive System section provides thorough overviews of the Digestive System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Respiratory System

The Urinary System	4.31/00/4.31
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The Urinary System section provides thorough overviews of The Urinary System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Digestive System

The Nervous System	4.45//00/4.45
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The Nervous Systems section provides overviews of the Nervous System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Urinary System

The Special Senses, The Eyes and Ears	4.26/00/4.26
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The Special Senses, The Eyes and Ears section provides overviews of the Special Senses, The Eyes and Ears. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Nervous System

The Integumentary System	4.30/00/4.30
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The Integumentary System section provides overviews of the Integumentary System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Special Senses, The Eyes and Ears

The Endocrine System	3.99/00/3.99
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The Endocrine System section provides overviews of the Endocrine System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Integumentary System

The Reproductive System	4.36/00/4.36
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The Reproductive System section provides an overview of the Reproductive System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Endocrine System

Diagnostic Procedures, Nuclear Medicine, Pharmacology section provides overviews of the Diagnostic Procedures, Nuclear Medicine, Pharmacology, At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Reproductive System

Medical Billing and Coding Resources

- *Understanding Health Insurance: A Guide to Billing and Reimbursement* 2021, 16th Edition, by Michelle A. Green.
- *Workbook to Accompany Understanding Health Insurance: A Guide to Billing and Reimbursement 2021*, 16th Edition, by Michelle A. Green.
- *ICD-10-CM Expert for Physicians*, current year.
- *CPT Professional*, current year.
- *HCPCS Level II Professional*, current year.

The required textbooks for the CCA course will also include:

- *ICD-10-PCS: Professional*, current year
- *Professional Review Guide for the CCA Examination, Current Year*

The required textbook for the CPC will also include:

- *Official CPC Certification Study Guide*, current year

Basis of Grades

Quizzes and Exams are considered PASS/FAIL, with a minimum passing score of 80% for all Quizzes and 80% for all Final Exams. Each may be re-taken until a satisfactory score is achieved. This is to ensure that the student is more easily able to identify difficult/challenging areas where improvement may be needed, re-focus efforts on these areas, and then re-assess for mastery of content

MEDICAL FRONT OFFICE ASSISTANT

**Online
Program
160 Hours**

Course Description

Medical Front Office Assistant program is designed to equip you with the skills necessary to provide excellent administrative support in an office environment and the knowledge to achieve the Certified Medical Administrative Assistant (CMAA) certification.

Attaining the Certified Medical Administrative Assistant national certification proves that you have the expertise to perform routine administrative tasks to help keep the physician's offices and clinics running efficiently.

This 11-week online certification program provides comprehensive training in areas including Medical Office Procedures and Administration, Human Anatomy, Physiology, and Medical Terminology, and Medical Office Computer Applications. Upon completion of the program, you will be skilled in areas of **Medical Office Administration, Medical Front Office Assistant, Medical Office Specialist, Medical Receptionist, Front Desk Representative, Health and Medical Administrative Services, Patient Centered Care Coordinator** and prepared for the Certified Medical Administrative Assistant (CMAA) healthcare certification, increasing your marketability in the field and allowing for greater flexibility in your career path.

Medical administrative assistants may work at physicians' offices, hospitals, outpatient care centers, insurance companies and an assortment of other facilities. They provide administrative support to medical staff such as medical coders, medical transcriptionists and billing clerks

- **Students are required to pass a certification exam to complete the program**

Admission Requirements:

- Must be at least 17 years of age with parent consent or 18 years or older.
- Must present a valid picture ID and an original social security card.
- Must possess a high school diploma/GED or meet the Ability-to-Benefit requirements set forth in the admissions requirements section of this catalog. The following academic scores are required: Reading-7th grade level, Math-7th grade level, and Language- 7th grade level. The school will accept scores from the following tests for specific subjects:
 - Tests of Adult Basic Education (TABE) scores are acceptable for reading, math and language.
- Pass a criminal background check and drug screening at no cost to the student.
- Type a speed of 35 wpm and pass a typing assessment with a 50% or above. (Typing assessment provided through Typing Tutor <https://www.typing.com> and administered by North Texas Institute for Career Development.)

- Successfully complete the 5 Keys to Excellence course within the allotted time, and prior to starting your online class.

Medical Front Office Assistant Program Clock Hours

Code/Subject	Subject Name				Lec/Lab/Total		
GES147: Certified Medical Administrative Assistant (CMAA)	Textbook Reading	Slide Presentation	Quizzes/ Exams	Interactivities (Non-Graded)	Assignments	Discussions	Total Clock Hours
Becoming an Administrative Medical Assistant	4	2	0.5	1.5	3	1	12
Managing Stress and Improving Communication	4	2	0.5	1.5	3	1	12
Law, Ethics and Healthcare	4	2	0.5	1.5	3	1	12
Improving Your Medical Office	2	2	0.5	0.5	0.5	0.5	6
Computers in the Ambulatory Care Setting	4	2	0.5	1.5	3	1	12
Telecommunications and Patient Scheduling	4	2	0.5	1.5	3	1	12
Midterm			2				2
Medical Terminology: Word Parts, Plurals, Abbreviations	4	2	0.5	1.5	3	1	12
Managing Medical Records	4	2	0.5	1.5	3	1	12
Written Communication	2	2	0.5	0.5	0.5	0.5	6
Working with Medical Documents	4	2	0.5	1.5	3	1	12
Medical Billing and Coding: An Overview	8	4	1.5	3.5	6	1	24
Daily Financial Practices	4	2	0.5	1.5	3	1	12
The Administrative Medical Assistant as Office Manager	4	2	0.5	1.5	3	1	12
Final Exam			2				2
Total Program Hours							160

Clock Hours: 160/00/00/160

Synopsis/Summary of Courses and Hours

Hours are expressed in W/X/Y/Z format. W = clock lecture hours, X = clock lab hours Y = externship hours and Z = total hours.

Becoming an Administrative Medical Assistant

12/00/12

Becoming an Administrative Medical Assistant – Introduction to the qualities and job duties typically assigned to a medical administrative assistant, as well as the significance and responsibilities associated with a certification in this field. Students learn ambulatory healthcare settings, and their scope of practice in tandem with the overall healthcare team.

Prerequisite: None

Managing Stress and Improving Communication	12/00/12
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Managing Stress and Improving Communication – Covers best practices in managing stress and burnout. This section also trains students on the different types of communication, as well as barriers to effective communication. Student also learn about the stages of grief and patient interview techniques.

Prerequisite: Becoming an Administrative Medical Assistant

Law, Ethics and Healthcare	12/00/12
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Law, Ethics and Healthcare - Master an understanding of ethical guidelines for healthcare providers and learn about a diverse range of health insurance coverage options and how eligibility effects different people. Learning objectives in this section include an understanding of Health Insurance Portability and Accountability Act (HIPAA), Americans with Disabilities Act (ADA), Occupational Safety and Health Administration (OSHA), informed consent, advance directives, ethical guidelines for healthcare providers, and medical identify theft.

Prerequisite: Managing Stress and Improving Communication

Law, Ethics and Healthcare	12/00/12
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Law, Ethics and Healthcare - Master an understanding of ethical guidelines for healthcare providers and learn about a diverse range of health insurance coverage options and how eligibility effects different people. Learning objectives in this section include an understanding of Health Insurance Portability and Accountability Act (HIPAA), Americans with Disabilities Act (ADA), Occupational Safety and Health Administration (OSHA), informed consent, advance directives, ethical guidelines for healthcare providers, and medical identify theft.

Prerequisite: Managing Stress and Improving Communication

Improving Your Medical Office	6/00/6
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Improving Your Medical Office - Discuss the practicalities of opening and closing a medical facility and the responsibilities that come with the role. Understand various safety issues that a medical assistant may face, and best practices in the medical office and reception area.

Prerequisite: Law, Ethics and Healthcare

Computers in the Ambulatory Care Setting	12/00/12
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Computers in the Ambulatory Care Setting - Covers the role of computers in the Medical Office and how they relate to patient care and scheduling. This includes Electronic Medical Record (EMR), Electronic Health Record (EHR), cloud computing, Mobile Health (mHealth), and safeguarding Protected Health Information (PHI).

Prerequisite: Improving Your Medical Office

Telecommunications and Patient Scheduling	12/00/12
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Telecommunications and Patient Scheduling - Covers the role of telecommunications such as telephone techniques, faxing and emails, and how they relate to patient care and scheduling. This includes the patient porta, patient scheduling methods, cancellations and no-shows, ad dealing with irate patients.

Prerequisite: Computers in the Ambulatory Care Setting

Medical Terminology: Word Parts, Plurals, Abbreviations	12/00/12
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Medical Terminology: Word Parts, Plurals, Abbreviations - Develops the fundamental knowledge of how to communicate using medical terminology, and how to use this vocabulary when it comes to managing medical records. This section covers the importance of medical terminology, understanding Word Parts (Roots, Prefixes, Suffixes), abbreviations and acronyms in medical records, and a review of plural endings.

Prerequisite: Telecommunications and Patient Scheduling

Managing Medical Records	12/00/12
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Managing Medical Records – introduces the purposes and categories of medical record and identifies electronic, paper and hybrid medical records. This section defines and discusses best practices for flow Sheets, SOAP Notes, filing paper records, Release of Information (ROI), and Personal Health Records (PHR).

Prerequisite: Medical Terminology: Word Parts, Plurals, Abbreviations

Written Communication	6/00/6
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Written Communication - Covers and reviews the correct composition of a business letter, meeting agenda, business email, medical document, and medical billing file. Also understand the importance of proofreading in medical communication on and off-line.

Prerequisite: Managing Medical Records

Working with Medical Documents	12/00/12
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Working with Medical Documents – Reintroduces the purposes and types of medical record. Understand electronic signatures and the role of medical transcriptionist/medical scribe.

Prerequisite: Written Communication

Medical Billing and Coding: An Overview	24/00/24
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Medical Billing and Coding: An Overview – Introduction to health insurance terms, private and government-sponsored insurers, and code sets (ICD-10-CM/PCS, CPT, and HCPCS Level II). Claim forms (CMS-1500 and UB-04) are also discussed along with electronic claims, pre-authorizations, medical necessity, Explanation of Benefits (EOBs), Fair Debt Collection Practices Act, and Advance Beneficiary Notice (ABN).

Prerequisite: Working with Medical Documents

Daily Financial Practices	12/00/12
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Daily Financial Practices - Teaches the ins and outs of daily financial practices within a medical setting. Master dealing with insurance claims and payments, including accounts receivable, accounts payable, provider fees, improving patient payments, claims denial strategies, practice management software, managing patient accounts, and office petty cash.

Prerequisite: Medical Billing and Coding: An Overview

The Administrative Medical Assistant as Office Manager	12/00/12
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The Administrative Medical Assistant as Office Manager – Master understanding of job duties and office managerial tasks including your office's policy & procedure

manual, staff meetings, physician credentialing, and Clinical Documentation Improvement (CDI). Students will have the opportunity to navigate practice websites.
Prerequisite: Daily Financial Practices

IT TRAINING ONLINE

COMP TIA™ A+ CERTIFICATION TRAINING

**Online
Program
290 Hours**

Course Description

This course will prepare students for CompTIA A+ certification. You can earn this certification after passing two essential exams. The CompTIA A+ Certification Exam 220-1001 (Core 1), covers the foundational hardware knowledge a PC support technician should know. The CompTIA A+ Certification Exam 220-1002 (Core 2) covers the operating system, virtualization, mobile device management and hardware troubleshooting skills.

CompTIA™ A+ Certification is vendor neutral and internationally recognized, giving professionals a competitive advantage no matter what country you're working in and what hardware you're working with. This course offers enrollment with vouchers. The vouchers are prepaid access to sit for the certifying CompTIA™ certification exams CompTIA (Core 1) 220-1001 and (Core 2) 220-1002 upon completion of the course and eligibility.

This 19-week program is delivered via Remote Mentored Learning (RML). Students can view the video content from anywhere with a high-speed internet connection, and have access to an Online Mentor, who provides ongoing support throughout the program. This program is designed to be completed within a prescribed amount of time, with responsibilities for each course thoroughly outlined to pace the program effectively. In addition to viewing video content, students are engaged in skill-building labs and real-world exercises designed to translate what is learned into critical skill-building and preparation for entering a new career.

- **Students are required to pass a certification exam to complete the program**

Admission Requirements:

- Must be at least 18 years of age.
- Must present a valid picture ID and an original social security card.
- Must possess a high school diploma/GED or meet the Ability-to-Benefit requirements set forth in the admissions requirements section of this catalog. The following academic scores are required: Reading- 7th grade level, Math- 7th grade level, and Language- 7th grade level. The school will accept scores from the following tests for specific subjects:
 - Tests of Adult Basic Education (TABE) scores are acceptable for reading, math and language.

- Pass a criminal background check and drug screening.
- Email capabilities and access to a personal email account.
- Successfully complete the 5 Keys to Excellence course within the allotted time, and prior to starting your online class.

CompTIA A+ Program Clock Hours

CompTIA™ A+ Certification Training	Video Lecture and Review	Text/ Courseware Review	Offline Exercises	Quizzes/ Exams	Terms/ Abbreviation Review	Total Clock Hours
CompTIA A+ 220-1001						
Unit 1	3	9	9.5	6.5	6	34
Unit 2	2	5	2.5	6.5	6	22
Unit 3	1	5	5.25	5.75	5	22
Unit 4	1	2	8.25	5.75	5	22
Unit 5	1	3	5.25	5.75	5	20
Unit 6	2	3	4.5	12.5	6	28
CompTIA A+ 220-1002						
Unit 1	4.25	11	4.5	7.25	7	34
Unit 2	2.75	4.5	2	5.75	5	20
Unit 3	2	4.5	2.75	5.75	5	20
Unit 4	1.25	2.25	9.5	5	4	22
Unit 5	1.5	7	8.5	5.75	5	22
Unit 6	1	2	6	11	4	24
Total Program Hours	22.75	58.25	68.5	77.5	63	290

Clock Hours: 290/00/00/290

Synopsis/Summary of Courses and Hours

Hours are expressed in W/X/Y/Z format. W = clock lecture hours, X = clock lab hours Y = externship hours and Z = total hours.

COMP TIA™ A+ (220-1001) UNIT 1 & UNIT 2

56/00/56

UNITS 1 & 2: Learn to understand and operate BIOS/UEFI tools, motherboard components, CPU and RAM types, PC expansion cards, and power supplies. Understand storage devices, display devices, peripheral devices, network architecture devices, and characteristics of TCP/IP.

Prerequisite: None

COMP TIA™ A+ (220-1001) UNIT 3 & UNIT 4 **44/00/44**

UNITS 3 & 4: Master PC connection interfaces, network cables and connectors, Wi-Fi networking standards, internet connection types, and networking tools. In unit 4, learn about laptop components, displays, features, and mobile devices.

Prerequisite: COMP TIA™ A+ (220-1001) UNIT 1 & UNIT 2

COMP TIA™ A+ (220-1001) UNIT 5 & UNIT 6 **48/00/48**

UNITS 5 & 6: Understand SOHO's, printers, and how to maintain a printer. Cover troubleshooting best practices for RAMP, CPU, RAID, networks, mobile devices, and printers.

Prerequisite: COMP TIA™ A+ (220-1001) UNIT 3 & UNIT 4

COMP TIA™ A+ (220-1002) UNIT 1 & UNIT 2 **54/00/54**

UNITS 1 & 2: Learn the fundamentals of Microsoft Operating Systems. Continue on to learn about Windows OS security, Microsoft command line tools, and Windows control panel utilities. In unit 2, learn about the basic features of mobile operating systems, how to secure mobile devices, and how to configure basic mobile device network connectivity and email.

Prerequisite: COMP TIA™ A+ (220-1001) UNITS 1-6

COMP TIA™ A+ (220-1002) UNIT 3 & UNIT 4 **42/00/42**

UNITS 3 & 4: Understand client-side virtualizations, basic cloud concepts, Windows networking on a client/desktop, and SOHO wireless and wired networks. Additionally, learn about common security threats and vulnerabilities, security best practices, and how to safely destroy and dispose of data.

Prerequisite: COMP TIA™ A+ (220-1002) UNITS 1 & 2

COMP TIA™ A+ (220-1002) UNIT 5 & UNIT 6 **46/00/46**

UNITS 5 & 6: Develop an understanding of safety procedures, how to handle prohibited content and activity, proper communication techniques, and how to explain privacy to clients. Lastly, in unit 6 cover troubleshooting best practices for PC operating systems, PC security issues, common mobile and OS security issues, and you'll cover troubleshooting theory.

Prerequisite: COMP TIA™ A+ (220-1002) UNITS 3 & 4

COMPT TIA™ A+ Certification Training Program Resources

<u>Name</u>	<u>Publisher</u>	<u>Year Published</u>
Video Lecture Instruction	Cyanna	2016
Online Labs/ Simulations	Cyanna	2016
Book	A+ Guide to IT Technical Support, 2017 Ninth Edition	

Basis of Grades

Only the Unit and Final Exams count toward the final, overall grade for this course. Additional resources in the classes are expected to be accessed and/or completed based on the need, experience level, and/or study goals for each student. To earn a certificate in CompTIA A+ Certification Training (Vouchers Included), students must complete 290 hours of training with a passing grade. although it is recommended for students to earn a 100% before continuing. This method is used as a formative assessment tool to assist student in improved learning. This is to ensure that the student is more easily able to identify difficult/challenging areas where improvement may be needed, re-focus efforts on these areas, and then re-assess for mastery of content.

Exams are graded assessments that students can take up to two times. A score of a 70% or higher is required to pass the exam. This method is used a summative assessment to check what has been learned to date. This is to ensure students has a snapshot to allow the student to identify how well learning tasks or objectives have been completed.

NETWORK+ CERTIFICATION SEMINAR

**Online
Seminar
110 Hours**

Course Description

This course builds on existing user-level knowledge and experience with personal computer operating systems and networks to present fundamental skills and concepts that students will use on the job in any type of networking career. This seminar is a complete and thorough review of the knowledge needed to configure and troubleshoot both wireless and wired hardware. Sections covered include the following: Network architecture; Network Operations; Network Security; Troubleshooting; And Industry Standards, Practices, and Network Theory. In this course, students learn the fundamentals needed to prepare for the CompTIA Network+ certification exam (N10-008) and start a career as a network technician.

Upon completion of this seminar, you will be prepared for the international, vendor-neutral certification in a growing and in-demand field.

This 6-week seminar is delivered via Remote Mentored Learning (RML). Students can view the video content from anywhere with a high-speed internet connection, and have access to an Online Mentor, who provides ongoing support throughout the seminar. This seminar is designed to be completed within a prescribed amount of time, with responsibilities for each course thoroughly outlined in order to pace the seminar effectively. In addition to viewing video content, students are engaged in skill-building labs and real-world exercises designed to translate what is learned into critical skill-building and preparation for entering a new career.

This multi-sensory learning method allows the student to control their learning schedule, the content covered, and the pace of the training while receiving one-on-one support from a qualified mentor.

- **Students are required to pass a certification exam to complete the seminar**

Admission Requirements:

- Must be at least 18 years of age.
- Must present a valid picture ID and an original social security card.
- Must possess a high school diploma/GED or meet the Ability-to-Benefit requirements set forth in the admissions requirements section of this catalog. The following academic scores are required: Reading- 7th grade level, Math- 7th grade level, and Language- 7th grade level. The school will accept scores from the following tests for specific subjects:
 - Tests of Adult Basic Education (TABE) scores are acceptable for reading, math and language.
- Pass a criminal background check and drug screening.
- Email capabilities and access to a personal email account.
- Successfully complete the 5 Keys to Excellence course within the allotted time, and prior to starting your online class.

- Individuals should have 6 months professional experience with computers and/or completed a computer-based certification course (i.e., A+ certification)

Course Outline

GES329 - CompTIA™ Network+ Certification Training	Video Lecture and Review	Text/ Courseware Review	Offline Exercises	Quizzes/ Exams	Terms/ Abbreviation Review	Total Clock Hours
Unit 1	2.75	4	4	4.5	2	17.25
Unit 2	2.5	4.5	5	4.5	2	18.5
Unit 3	5	5.25	5	4.5	2	21.75
Unit 4	1.25	2.75	5	4.5	2	15.5
Unit 5	2.5	4.5	5	4.5	2	18.5
Unit 6	2.5	4.5	5	4.5	2	18.5
Total Program Hours	16.5	25.5	29	27	12	110

COMP TIA™ Network+ Certification Seminar Resources

<u>Name</u>	<u>Publisher</u>	<u>Year Published</u>
Video Lecture Instruction	Cyanna	2016
Online Labs/ Simulations	Cyanna	2016
Network+ Guide to Networks	Cengage	2018

Basis of Grades

Quizzes are non-graded assessments that students can take an infinite number of times, although it is recommended for students to earn a 100% before continuing. This method is used as a formative assessment tool to assist student in improved learning. This is to ensure that the student is more easily able to identify difficult/challenging areas where improvement may be needed, re-focus efforts on these areas, and then re-assess for mastery of content.

Exams are graded assessments that students can take up to two times. A score of a 70% or higher is required to pass the exam. This method is used a summative assessment to check what has been learned to date. This is to ensure students has a snapshot to allow the student to identify how well learning tasks or objectives have been completed.

Only the Unit and Final Exams count toward the final, overall grade for this course. Additional resources in the classes are expected to be accessed and/or completed based on the need, experience level, and/or study goals for each student. To earn a certificate in CompTIA Network+ Certification Training (Voucher Included), students must complete 110 hours of training with a passing grade.

TECHNOLOGY REQUIREMENTS

THE COMPUTER EQUIPMENT UTILIZED TO ACCESS TRAINING PROGRAMS MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS UNLESS OTHERWISE NOTED.

Hardware Requirements:

- This course can be taken on either a PC or Mac.
- Mac users are encouraged to have access to a Windows environment on their device.

Software Requirements:

- PC: Windows 8 or later.
- Mac: macOS 10.6 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- [Adobe Acrobat Reader](#).
- Software must be installed and fully operational before the course begins.

Other:

- Email capabilities and access to a personal email account.

INTERNET CONNECTION AND E-MAIL

- A reliable broadband Internet connection, either cable or DSL of at least 1000 Kbps for adequate audio-video quality
- An e-mail address

CERTIFICATIONS

Healthcare Certifications

CMAA - Certified Medical Administrative Assistant



The Certified Medical Administrative Assistant (CMAA) credential is offered by the National Healthcareer Association (NHA). CMAAs are responsible for various administrative duties and often have direct patient contact. It demonstrates the ability to perform routine administrative tasks in a physicians' office, nursing home, hospital or clinic to keep it running efficiently.

As CMAA you may perform some of the following tasks:

- Operate computer systems or other types of technology to accomplish office tasks
- Greeting patients and helping them fill out forms
- Answer calls, schedule appointments, and maintain files of patients
- Update and maintain patient and other practice information
- Coordinate the collection and preparation of operating reports such as time and attendance

By attaining CMAA certification, students validate their training and competence, and assure allied health employers that they are qualified for entry-level positions. Furthermore, hospitals, physicians' offices, nursing homes and other healthcare facilities may give preference to candidates with medical administrative assistant certification.

CCA – Certified Coding Associate (CCA)



Since 2002, the CCA designation has been a nationally recognized standard of achievement in the health information management (HIM) field.

CCAs:

- Exhibit a level of commitment, competency, and professional capability that is valued by employers.
- Demonstrate a commitment to the coding profession.
- Distinguish themselves from others as having passed AHIMA's rigorous CCA exam.

IT Certifications

(NOTE: to achieve A+ Certification students must pass both the A+ Essentials and the A+ Practical Application Exams)

About the A+ Certification



A+ Certification is a computer industry recognized credential that certifies the competency of PC Service Specialists. It is sponsored by CompTIA - the Computing Technology Industry Association, and tests are administered by Prometric.

Skills Measured by CompTIA A+ Certification

Key knowledge areas and skill sets measured by the CompTIA A+ certification exam include:

- A+ certified professionals understand the fundamentals of computer technology, networking, and IT security.
- A+ certified professionals understand operating system (OS) functionality and troubleshooting methodology.
- A+ certified professionals can identify hardware, peripheral, networking, and security components.
- A+ certified professionals can categorize various types of storage devices and backup media.
- A+ certified professionals can explain the types and features of motherboard components.
- A+ certified professionals know how to perform proper computer safety procedures and best practices.
- A+ certified professionals possess practical interpersonal communication skills to better interact with colleagues.
- A+ certified professionals can install, configure, upgrade and maintain PC workstations, the Windows OS, and SOHO networks.
- A+ certified professionals can install and configure input devices, such as mouse, keyboard, biometric devices & touch screens.
- A+ certified professionals can use a variety of troubleshooting techniques and tools to effectively resolve PC, OS, and network connectivity issues.

Network + (N10-008 exam)

About the Network + Certification



Network + Certification is a computer industry recognized credential that certifies the competency of Network Technicians. It is sponsored by CompTIA - the Computing Technology Industry Association, and tests are administered by Prometric.

Skills Measured by Network+ Certification

Here are some of the key skills covered in the CompTIA Network+ certification exam:

- Network+ certified professionals can manage and troubleshoot a basic network infrastructure.
- Network+ certified professionals can install, operate and configure wired and wireless networks.
- Network+ certified professionals can identify and explain common networking protocols and ports.
- Network+ certified professionals can identify and troubleshoot performance and connectivity issues.
- Network+ certified professionals can install, configure and differentiate between common network devices.
- Network+ certified professionals can describe networking technologies and basic network design principles.
- Network+ certified pros possess the skills to adhere to wiring standards and use modern network testing tools.

Accounting Fundamentals with QuickBooks

Online Seminar 96 Hours

Course Description

Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances, or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

Accounting Fundamentals II will provide you with a solid understanding of corporate accounting practices. You will learn key topics including as special journals, uncollectible accounts receivable, notes and interest, accrued revenue and expenses, dividends, retained earnings and more.

This QuickBooks Online will teach you how to manage your business financials with QuickBooks Online. You will learn to use key features of QuickBooks Online and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. Whether you're new to QuickBooks or need a quick refresher, this course will empower you to take control of your business's financial accounting.

Objective

Learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. With this online version, you get all the advantages of computing in the cloud, so that your accounting files will be available to you virtually anytime, anywhere. This course is going to dive a bit deeper into some of the more intermediate-level features of the QuickBooks Online (QBO) program—from tracking product and service items and managing inventory to customizing sales forms. Once a student completes this course, they will be prepared to sit for the QuickBooks Certified User exam through Pearson Vue.

Admissions Requirements

- Must be 16 years of age
- Must present two valid forms of government/state issued ID

Prerequisites

Students must score an 85% or higher on the NorthStar Digital Literacy Assessments. Those who score below an 85% must take corresponding Goodwill Digital Career Accelerator courses to establish a basic computer knowledge.

Synopsis/Summary of Hours

Accounting Fundamentals

- I. Account Classifications, Account Titles, T Accounts, and the Accounting Equation
- II. General Ledger Accounts and the Balance Sheet
- III. Journalizing Transactions and Posting to the General Ledger
- IV. Journalizing and Posting Cash and Charge Purchases and Payments on Account
- V. Journalizing and Posting Cash and Charge Sales and Cash Received on Account
- VI. Payroll and Various Deductions
- VII. Banking Services and Reports
- VIII. Posting Journal Totals to the General Ledger, Schedule of Accounts Payable and Schedule of Accounts Receivable
- IX. End-Of-Year Worksheet
- X. End-Of-Year Financial Reports
- XI. Journalizing and Posting Adjusting Entries
- XII. Journalizing and Posting Closing Entries and Preparing a Post-Closing Trial Balance

Accounting Fundamentals II

- I. Accounts Payable
- II. Accounts Receivable
- III. Uncollectible Accounts Receivable
- IV. Plant Assets and Depreciation
- V. Notes Payable and Notes Receivable
- VI. Accrued Income and Accrued Expenses
- VII. Dividends and Starting the Year-End Worksheet
- VIII. Complete Year-End Worksheet With Adjustments
- IX. End-Of-Fiscal-Period Financial Reports
- X. Adjusting and Closing Entries and Post Closing Trial Balance

- XI. Preparing a Payroll
- XII. Preparing Federal Tax Deposits and Year-End Tax Reports

Introduction to QuickBooks Online

- I. Getting Started
- II. Accounting Basics
- III. The Chart of Accounts
- IV. Centers and Lists
- V. Bank Accounts
- VI. Recording Expenses—Part 1
- VII. Recording Expenses—Part 2
- VIII. Credit Cards and Loans
- IX. Recording Income—Part 1
- X. Recording Income—Part 2
- XI. Recording Income—Part 3
- XII. Sales Taxes and Reports

Intermediate QuickBooks Online

- I. Managing Setting, Users, and Accountants
- II. Product and Service Items
- III. Managing Inventory
- IV. Customizing Sales Forms and Tracking Classes and Locations.
- V. Managing Projects and Sales
- VI. Progress Invoicing and Bad Debts
- VII. Payroll and Gift Cards
- VIII. Fixed Assets and Loans
- IX. Business Entities and Owner Transactions.

- X. Banking Rules and Budgets
- XI. Multiple Currencies and Vehicle Mileage
- XII. Adjusting and Reviewing the Book

CHILD DEVELOPMENT ASSOCIATE

**Online
Seminar
120 Hours**

Course Description

This online course in childcare and education will allow you to earn your national Child Development Associate (CDA) certification and achieve your career goals as a teacher or childcare professional.

This convenient, affordable CDA class allows you to work at your own pace in a flexible, self-directed online learning environment—and go on to a fulfilling career shaping the minds of the future.

Objective

What you will learn

- The development stages for infants, toddlers, and pre-school-age children.
- How to establish positive and productive relationships with personnel, parents and families, and children.
- How to effectively manage a childcare facility.
- Procedures and strategies to provide a safe and enriching childcare environment.

How you will benefit

- Complete the professional development requirements you will need in order to apply for the National CDA Credential.
- Prepare for a career as an elementary or middle school teacher, substitute teacher, preschool or childcare provider, or nanny or babysitter.
- Earn a certificate of completion you can add to your resume and use as a steppingstone to career success!

Admission Requirements

- Must be 16 years of age
- Must present two valid forms of government/state issued ID

Prerequisites

Students must score an 85% or higher on the NorthStar Digital Literacy Assessments. Those who score below an 85% must take corresponding Goodwill Digital Career Accelerator courses to establish a basic computer knowledge.

Synopsis/Summary of Hours

Course Outline

- I. Childcare & Education I
 - Business Aspects of Child Care Facilities
 - Personnel Techniques and Procedures
- II. Childcare & Education II
 - Establishing positive relationships with parents and families
 - Providing a safe and secure childcare environment
- III. Childcare & Education III
 - Development stages for infants, toddlers, and pre-school age children
 - Effective techniques for fostering positive self esteem
- IV. Childcare & Education IV
 - Early childhood academic and enrichment activities
 - Managing behaviors, resolving conflicts

Creating Mobile Apps with HTML5

**Online
Seminar
24 Hours**

Course Description

Do you want to make mobile apps that run on iPhone and iPad, as well as on Android, and Windows Phone? Sure you do! Do you want to learn five different programming languages? Of course you don't!

Fortunately, you're about to discover a better way to build apps. In this course, you'll learn how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone or tablet computer.

Objective

What you will learn

- Learn to build apps using HTML5 and CSS3
- Discover scripting with JavaScript and several JavaScript frameworks and techniques such as jQuery, jQuery Mobile, and AJAX
- Understand how to use web services in your app
- Learn how to determine an app's user location by accessing the built-in geolocation capabilities of the user's smartphone
- Discover how to use web APIs to combine different web services to create mobile mashups
- Optimize your app for performance
- Learn to convert your HTML5 apps into native apps that you can submit to app stores
- Students are eligible to sit for the HTML Application Developer Fundamentals Exam 98-375 through Pearson Vue.

How the course is taught

- Instructor led or self-paced online course
- 6-12 weeks to complete
- 24 course hours

How you will benefit

- Learn some of the most sought-after skills in web and mobile development
- Open the door to new freelance and employment opportunities at companies nationwide
- Gain the skills you need to become a mobile app developer

Admissions Requirements

- Must be 16 years of age
- Must present two valid forms of government/state issued ID

Prerequisites

Students must score an 85% or higher on the NorthStar Digital Literacy Assessments. Those who score below an 85% must take corresponding Goodwill Digital Career Accelerator courses to establish a basic computer knowledge.

Synopsis/Summary of Hours

Course Outline

- I. The basics of mobile apps and app design
- II. Building your first mobile app
- III. Introducing html5
- IV. Formatting html5 with css3
- V. Scripting with JavaScript
- VI. Jump-start your app with jQuery mobile
- VII. Accessing device features and storage
- VIII. Web apps and mashups
- IX. Html5 graphics and animation
- X. Optimizing for mobile devices
- XI. Maximizing mobile performance
- XII. Convert your app to a native app

Java Programmer and Python Developer

**Online
Seminar
100 Hours**

Course Description

Whether you're new to programming or just want to learn new languages, this in-depth course will teach you the ins and outs of Python and Java programming. You will start coding quickly while learning from readings, presentations, exercises, and a final project. By course completion, you will have the skills you need to enter the job market as an entry-level Java or Python programmer.

Objective

What you will learn

- Java syntax elements, concentrating on fundamental and universally useful elements
- How Python works and what it's good for
- Python's place in the world of programming languages

How you will benefit

- Prepare for an entry-level job as a Python and/or Java programmer
- Enhance your programming ability and add a new skill to your resume
- Become more confident in your ability to use the Python and Java programming languages
- Students will be eligible to sit for the Introduction to Programming using JavaScript and Introduction to Programming using Python exams through Pearson Vue.

Admissions Requirements

- Must be 16 years of age
- Must present two valid forms of government/state issued ID

Prerequisites

Students must score an 85% or higher on the NorthStar Digital Literacy Assessments. Those who score below an 85% must take corresponding Goodwill Digital Career Accelerator courses to establish a basic computer knowledge.

Synopsis/Summary of Hours

Course Outline

- I. Java Programmer
 - 1. Java Introduction
 - 2. Java Basics
 - 3. Java Objects
 - 4. Comparisons And Flow Control Structures
 - 5. Arrays
 - 6. Inheritance
 - 7. Interfaces
 - 8. Exceptions
 - 9. Generics and Collections
 - 10. Inner Classes
- II. Introduction to Python
 - 1. Python Basics
 - 2. Functions and Modules
 - 3. Math
 - 4. Python Strings
 - 5. Iterables: Sequences, Dictionaries, and Sets
 - 6. Flow Control
 - 7. File Processing
 - 8. Exception Handling
 - 9. Dates and Times
 - 10. Running Python Scripts from the Command Line
- III. Advanced Python
 - 1. IPython Notebook
 - 2. Advanced Python Concepts
 - 3. Regular Expressions
 - 4. Working with Data
 - 5. Classes and Objects
 - 6. Testing and Debugging
 - 7. Unicode and Encoding
- IV. Python Data Analysis with NumPy and pandas
 - 1. NumPy
 - 2. pandas

Lean Six Sigma Yellow Belt

**Online
Seminar
10 Hours**

Course Description

Yellow Belt Training is a great way for you, your team or your entire organization to learn the fundamentals of Lean Six Sigma. This Lean Six Sigma training is a high-level overview that quickly and effectively builds awareness and covers the Lean Six Sigma concepts and tools.

In the Lean Six Sigma Yellow Belt course, you will learn about the origins of Lean Six Sigma and why organizations benefit from it, the Lean Six Sigma roles, each of the 8 wastes, the improvement method known as DMAIC, and the main tools and techniques used in each of the five phases of DMAIC. You'll see the world with new eyes and understand how Lean Six Sigma can transform your workplace or home. Finally, you will be prepared for the Lean Six Sigma Yellow Belt Certification exam after successful completion and financial obligation. The exam cost is included in your enrollment.

Objective

What you will learn

- Learn how to define what Lean Six Sigma is, where it came from and why organizations benefit from it
- Be able to list and describe the Lean Six Sigma Roles
- Be able to list and define each of the 8 Wastes
- Learn how to summarize the Lean Six Sigma improvement method known as DMAIC (Define, Measure, Analyze, Improve and Control)
- Be able to describe the main tools and techniques used in each of the five phases of DMAIC

How you will benefit

- Prepare for the Lean Six Sigma Yellow Belt certification exam
- Jump-start your career in healthcare, technology, government, retail, finance, or the hospitality industry
- Understand how Lean Six Sigma can transform your workplace or home for the better

Admission Requirements

- Must be 16 years of age
- Must present two valid forms of government/state issued ID

Prerequisites

Students must score an 85% or higher on the NorthStar Digital Literacy Assessments. Those who score below an 85% must take corresponding Goodwill Digital Career Accelerator courses to establish a basic computer knowledge.

Synopsis/Summary of Hours

Course Outline

- I. Introduction to Lean Six Sigma
 - A. What is Lean Six Sigma?
 - B. Where did it originate?
 - C. Why is it so effective and popular?
- II. Lean Six Sigma Roles
 - A. Yellow Belt
 - B. Green Belt
 - C. Black Belt
 - D. Master Black Belt
 - E. Champion
- III. The 8 Wastes
 - A. Defects
 - B. Overproduction
 - C. Waiting
 - D. Non-Utilized Employees
 - E. Transportation
 - F. Inventory
 - G. Motion
 - H. Extra Processing
- IV. DMAIC Overview
 - A. Define Phase – How to define the problem.
 - B. Measure Phase – How to measure the current process.
 - C. Analyze Phase – How to identify the cause of the problem.
 - D. Improve Phase – How to implement and verify the solution.
 - E. Control Phase – How to maintain the solution

Lean Six Sigma Green Belt

**Online
Seminar
50 Hours**

Course Description

This course will teach you Lean Six Sigma process improvement projects from start to finish. Green Belts can deliver measurable, sustainable improvement by finding the root causes of problems and streamlining processes. The course was developed to meet today's changing business environments and is facilitated by highly experienced and successful Lean Six Sigma Experts. It draws on what the experts practice every day in the field to provide you with the most effective way to learn and implement Lean Six Sigma.

Upon completion of this course and required project, you will be prepared for the Lean Six Sigma Green Belt Certification exam. The registration fee for this exam is included with the course.

Objective

What you will learn

- Learn what Lean Six Sigma is, its origins, and its benefits
- Understand the Lean Six Sigma roles and 8 Wastes
- Master the Lean Six Sigma Improvement method known as DMAIC (Define, Measure, Analyze, Improve and Control)
- Learn how to collect data and track the success of projects

How you will benefit

- Be able to streamline projects from start to finish by using Lean Six Sigma
- Help potential employers by identifying problems in processes and offering sustainable solutions
- Become fully prepared to take the Lean Six Sigma Green Belt certification exam
- Create added efficiency in any workplace, which is enticing to prospective employers and clients

Admission Requirements

- Must be 16 years of age
- Must present two valid forms of government/state issued ID

Prerequisites

Students must score an 85% or higher on the NorthStar Digital Literacy Assessments. Those who score below an 85% must take corresponding Goodwill Digital Career Accelerator courses to establish a basic computer knowledge.

Synopsis/Summary of Hours

Course Outline

- I. Introduction to Green Belt Training
 1. Overview of Lean Six Sigma
 2. The 8 Wastes (DOWNTIME)
 3. Lean Six Sigma Roles
 4. Project Selection
 5. DMAIC Overview
- II. Define Phase – How to define the problem
 1. Create The Project Charter (Tool)
 2. Understand The Current State
 3. Develop Project Communication
- III. Measure Phase – How to measure the current process
 1. Select Measures
 2. Plan For Data Collection
 3. Collect Baseline Data
- IV. Analyze Phase – How to identify the cause of the problem
 1. Conduct Process Analysis
 2. Conduct Data Analysis
 3. Brainstorm Root Causes
 4. Develop Root Cause Hypothesis
 5. Validate Root Cause Hypothesis
- V. Improve Phase – How to implement and verify the solution
 1. Craft Solutions
 2. Filter Solutions
 3. Determine Solution Approach
 4. Conduct Risk Management
- VI. Control Phase – How to maintain the solution
 1. Create Monitoring Plans
 2. Develop Response Plans
 3. Document The Project
 4. Pursue Perfection

Lean Six Sigma Yellow and Green Belt

**Online
Seminar
60 Hours**

Course Description

Lean Training is a great way to learn and advance your understanding of Lean Six Sigma. If you're a quality improvement professional looking to earn your Lean Six Sigma certification, this online training course will prepare you for the Yellow Belt and Green Belt certification exams.

Lean Six Sigma Yellow Belt training focuses on the origins of Lean Six Sigma and why organizations benefit from it. You will learn Lean Six Sigma roles, the 8 Wastes, the DMAIC improvement method, and main tools and techniques used in the five phases of DMAIC.

Lean Six Sigma Green Belt training was developed by Lean Six Sigma experts to meet today's changing business environments. This course provides the most effective way to implement Lean Six Sigma methodology as a Green Belt. You will also gain skills applicable to your Green Belt project.

Objective

To provide knowledge in both Lean Six Sigma Yellow and Green Belt learning disciplines. The training is designed to prepare students for both certification exams.

Admission Requirements

- Must be 16 years of age
- Must present two valid forms of government/state issued ID

Prerequisites

Students must score an 85% or higher on the NorthStar Digital Literacy Assessments. Those who score below an 85% must take corresponding Goodwill Digital Career Accelerator courses to establish a basic computer knowledge.

There are no prerequisites for this course; however, it is highly recommended that you have some history of professional work experience (full-time, part-time, internship, volunteer work, etc.) to successfully complete course assignments and projects. The Lean Six Sigma Green Belt Certification requires you to complete your own real-world project and an exam to be successfully completed. We strongly recommend the business project be completed at your place of employment. Projects are subject to approval by Master Black Belt Coaches.

Synopsis/Summary of Hours

Lean Six Sigma Yellow Belt (Exam Cost Included)

- I. Introduction to Lean Six Sigma
- II. Lean Six Sigma Roles
- III. The 8 Wastes
- IV. DMAIC Overview

Lean Six Sigma Green Belt (Exam Cost Included)

- I. Introduction to Green Belt Training
- II. Define Phase – How to define the problem
- III. Measure Phase – How to measure the current process
- IV. Analyze Phase – How to identify the cause of the problem
- V. Improve Phase – How to implement and verify the solution

NASM Certified Personal Trainer

**Online
Seminar
80 Hours**

Course Description

If you want an exciting career helping others achieve their fitness goals, start with this NASM Certified Personal Trainer and Exam Preparation course. It's a unique online course that prepares you for the National Academy of Sports Medicine (NASM) exam. The NCCA-accredited NASM personal trainer certification is one of the most respected in the health and fitness industry. Start with this prep course to become a certified personal trainer (CPT) and reach your career goals.

This course gives you the most extensive resources available to successfully pass the widely respected NASM CPT exam. Through the use of online videos, presentations, quizzes, readings, and interactive activities, you will receive thorough guidance and gain understanding of CPT content, as well as the knowledge needed to successfully sit for the exam.

If you're thinking about studying for your personal trainer certification online, this course is an excellent way to do so. It includes exam preparation and all study materials, as well as the certification exam fee, and you will gain the knowledge, skills, and abilities you need to become a successful NASM personal trainer.

Objective

What you will learn

- Mastery of health and fitness topics, including nutrition, program design, human movement science, and fitness assessments, among others
- Teaching, customer service, and first aid skills
- Organizational and communication skills

How you will benefit

- Prepares you for a career as a Fitness/wellness manager
- Prepares you for a career as a Certified Personal Trainer
- Prepares you for a career as an Exercise physiologist/specialist
- Prepares you for a career as an Athletic trainer

Admission Requirements

- Must be 16 years of age
- Must present two valid forms of government/state issued ID

Prerequisites

Students must score an 85% or higher on the NorthStar Digital Literacy Assessments. Those who score below an 85% must take corresponding Goodwill Digital Career Accelerator courses to establish a basic computer knowledge.

MICROSOFT OFFICE SUITE SEMINAR

Seminar Description 235 Hours

The Microsoft Office Suite Seminars are lecture-based trainings along with hands-on trainings. These seminars are designed to teach beginner, intermediate, and expert levels of the Microsoft applications. Students can take their certification exam and receive an industry level certification for each application at the end of each course.

Students will learn how to perform basic, intermediate, and expert Microsoft functions using the Microsoft Office applications. Upon completion of these seminars, students will be able to navigate through the Microsoft Word, PowerPoint, and Excel interface and have a firm understanding on common and advanced document creating and editing techniques.

Admission Requirements

- Must be 16 years of age
- Must present a valid picture ID and an original social security card

Prerequisites

Students must score an 85% or higher on the Microsoft Word, PowerPoint, and Excel Northstar Digital Literacy Assessments. Those who score below an 85% must take corresponding Goodwill Digital Career Accelerator courses to establish a basic knowledge of the Microsoft Office applications.

Synopsis/Summary of Seminars and Hours

MICROSOFT WORD CORE 30 Hours

This seminar introduces basic and intermediate Microsoft Word techniques and tools such as knowing the document elements, how to save a document in different formats, basic editing skills, and using the Quick Access Toolbar while using Microsoft Word 2016 software. After completing the required lesson plans, students will have the opportunity to earn their MOS Specialist certification through CertiPort.

Prerequisite: 85% or Higher on Northstar Digital Literacy Assessment for Microsoft Word.

MICROSOFT WORD EXPERT 45 Hours

This seminar goes through more advanced editing techniques such as customizing themes and templates, protecting documents, mail merging, and macros while using the Microsoft Word 2016 software. After completing the required lesson plans, students will have the opportunity to earn their MOS Specialist, Expert, or Master certification through CertiPort.

Prerequisite: Completion of Microsoft Word Core and Certification Exam.

MICROSOFT POWERPOINT 25 Hours

This seminar teaches basic, intermediate, and advanced skills in Microsoft PowerPoint such as creating new presentations, utilizing slide masters, enhancing presentations with graphics, video, and audio, and compressing and sharing PowerPoint files. After completing the required lesson

plans, students will have the opportunity to earn their MOS Specialist or Master certification through CertiPort.

Prerequisite: 85% or Higher on Northstar Digital Literacy Assessment for Microsoft Word and PowerPoint or completion of Microsoft Word Core.

MICROSOFT EXCEL CORE 25 Hours

This seminar introduces basic and intermediate Microsoft Excel techniques and tools such as how to format worksheets, keyboard shortcuts, using formulas, organizing data, and using data tools while using the Microsoft Excel 2016 software. After completing the required lesson plans, students will have the opportunity to earn their MOS Specialist certification through CertiPort.

Prerequisite: 85% or Higher on Northstar Digital Literacy Assessment for Microsoft Word, PowerPoint, and Excel or completion of Microsoft Word Core.

MICROSOFT EXCEL EXPERT 30 Hours

This seminar goes through more advanced Excel tools and functions such as custom cell formats, LOOKUP functions, Pivot Tables, and Macros using the Microsoft Excel 2016 software. After completing the required lesson plans, students will have the opportunity to earn their MOS Specialist, Expert, or Master certification through CertiPort.

Prerequisite: Completion of Microsoft Excel Core and Certification Exam.

MICROSOFT OUTLOOK 20 Hours

This seminar teaches basic, intermediate, and advanced skills in Microsoft Outlook such as creating and responding to messages, utilizing calendar functions, managing emails, and using the Tasks function while using the Microsoft Outlook 2016 software. After completing the required lesson plans, students will have the opportunity to earn their MOS Specialist or Master certification through CertiPort.

Prerequisite: 85% or Higher on the Northstar Digital Literacy Assessment for Email and Microsoft Word.

MICROSOFT ACCESS 60 Hours

This seminar teaches basic, intermediate, and advanced skills in Microsoft Access such as designing, creating, and managing databases, building tables, retrieving data, and designing reports while using the Microsoft Access 2016 software. After completing the required lesson plans, students will have the opportunity to earn their MOS Specialist or Master certification through CertiPort.

Prerequisite: 85% or Higher on Microsoft Word, PowerPoint, and Excel and completion of Microsoft Word Core or Microsoft Excel Core.

2025 SCHOOL CALENDAR

Enrollment Period

- Students may enroll until Wednesday prior to the next scheduled course start.

Vocational Training

CDL Re-Certification Seminar			
Start Date	End Date	Start Date	End Date
1/21/2025	2/27/2025	7/21/2025	7/25/2025
H 3/17/2025	3/21/2025	9/15/2025	9/19/2025
5/19/2025	5/23/2025	11/17/2025	11/21/2025
Professional Truck Driver Training Program			
Start Date	End Date	Start Date	End Date
1/21/2025	3/11/2025	7/21/2025	9/8/2025
2/18/2025	4/8/2025	8/18/2025	10/08/2025
H 3/17/2025	5/5/2025	9/15/2025	11/3/2025
4/21/2025	6/9/2025	10/20/2025	12/8/2025
5/19/2025	7/7/2025	H 11/17/2025	1/5/2026
6/16/2025	8/4/2025	H 12/15/2025	2/2/2026
Law Enforcement Seminar			
Start Date	End Date	Start Date	End Date
H 3/17/2025	4/28/2025	9/15/2025	10/27/2025
6/16/2025	7/28/2025	H 12/15/2025	1/26/2026

IT Training

COMP TIA™ A+ Certification Training Program			
Start Date	End Date	Start Date	End Date
1/21/2025	6/3/2025	7/21/2025	12/1/2025
2/18/2025	7/1/2025	8/18/2025	12/29/2025
H 3/17/2025	7/28/2025	9/15/2025	1/26/2026
4/21/2025	9/1/2025	10/20/2025	3/6/2026
5/19/2025	9/29/2025	H 11/17/2025	3/30/2026
6/16/2025	10/27/2025	H 12/15/2025	4/27/2026
Comp TIA™ Network+ Certification Seminar			
Start Date	End Date	Start Date	End Date
1/21/2025	3/4/2025	7/21/2025	9/1/2025
2/18/2025	4/1/2025	8/18/2025	9/29/2025
H 3/17/2025	4/28/2025	9/15/2025	10/27/2025
4/21/2025	7/2/2025	10/20/2025	12/1/2024
5/19/2025	6/30/2025	H 11/17/2025	12/29/2025
6/16/2025	7/28/2025	H 12/15/2025	1/26/2026

Healthcare Training

Medical Front Office Assistant			
Start Date	End Date	Start Date	End Date
1/21/2025	4/12/2025	7/21/2025	10/6/2025
2/18/2025	5/6/2025	8/18/2025	11/3/2025
H 3/17/2025	6/2/2025	9/15/2025	12/1/2025
4/21/2025	7/7/2025	10/20/2025	1/5/2026
5/19/2025	8/4/2025	H 11/17/2025	2/2/2026
6/16/2025	9/1/2025	H 12/15/2025	3/2/2026
Medical Billing Coding			
Start Date	End Date	Start Date	End Date
1/21/2025	7/8/2025	7/21/2025	1/5/2026
2/18/2025	8/5/2025	8/18/2025	2/6/2026
H 3/17/2025	9/1/2025	9/15/2025	3/2/2026
4/21/2025	10/6/2025	10/20/2025	4/6/2026
5/19/2025	11/3/2025	H 11/17/2025	5/4/2026
6/16/2025	12/1/2025	H 12/15/2025	6/1/2026

Online Training

Child Development Associate			
Start Date	End Date	Start Date	End Date
1/21/2025	3/4/2025	7/21/2025	9/01/2025
H 3/17/2025	4/28/2025	9/15/2025	10/27/2025
5/19/2025	6/30/2025	H 11/17/2025	12/29/2025
Accounting Fundamentals with QuickBooks			
Start Date	End Date	Start Date	End Date
1/21/2025	3/4/2025	7/21/2025	9/1/2025
2/18/2025	4/1/2025	8/18/2025	9/29/2025
H 3/17/2025	4/28/2025	9/15/2025	10/27/2025
4/21/2025	6/02/2025	10/20/2025	12/1/2025
5/19/2025	6/30/2025	H 11/17/2025	12/29/2025
6/16/2025	7/28/2025	H 12/15/2025	1/26/2026
NASM Personal Trainer and Exam Preparation			
Start Date	End Date	Start Date	End Date
1/21/2025	3/4/2025	7/21/2025	9/1/2025
2/18/2025	4/1/2025	8/18/2025	9/29/2025
H 3/17/2025	4/28/2025	9/15/2025	10/27/2025
4/21/2025	6/02/2025	10/20/2025	12/1/2025
5/19/2025	6/30/2025	H 11/17/2025	12/29/2025
6/16/2025	7/28/2025	H 12/15/2025	1/26/2026

Creating Mobile Apps with HTML 5			
Start Date	End Date	Start Date	End Date
1/21/2025	2/18/2025	7/21/2025	8/18/2025
2/18/2025	3/18/2025	8/18/2025	9/15/2025
H 3/17/2025	4/14/2025	9/15/2025	10/13/2025
4/21/2025	5/19/2025	10/20/2025	11/17/2025
5/19/2025	6/16/2025	H 11/17/2025	12/15/2025
6/16/2025	7/14/2025	H 12/15/2025	1/12/2026
Java Programmer and Python Developer			
Start Date	End Date	Start Date	End Date
1/21/2025	3/18/2025	7/21/2025	9/15/2025
2/18/2025	4/15/2025	8/18/2025	10/13/2025
H 3/17/2025	5/12/2025	9/15/2025	11/10/2025
4/21/2025	6/16/2025	10/20/2025	12/15/2025
5/19/2025	7/14/2025	H 11/17/2025	1/12/2026
6/16/2025	8/11/2025	H 12/15/2025	2/9/2026
Lean Six Sigma Yellow and Green Belt			
Start Date	End Date	Start Date	End Date
1/21/2025	2/18/2025	7/21/2025	8/18/2025
2/18/2025	3/18/2025	8/18/2025	9/15/2025
H 3/17/2025	4/14/2025	9/15/2025	10/13/2025
4/21/2025	5/19/2025	10/20/2025	11/17/2025
5/19/2025	6/16/2025	H 11/17/2025	12/15/2025
6/16/2025	7/14/2025	H 12/15/2025	1/12/2026
Lean Six Sigma Yellow Belt			
Start Date	End Date	Start Date	End Date
1/21/2025	1/28/2025	7/21/2025	7/28/2025
2/18/2025	2/25/2025	8/18/2025	8/25/2025
H 3/17/2025	3/24/2025	9/15/2025	9/22/2025
4/21/2025	4/28/2025	10/20/2025	10/27/2025
5/19/2025	5/26/2025	H 11/17/2025	11/24/2025
6/16/2025	6/23/2025	H 12/15/2025	12/22/2025
Lean Six Green Belt			
Start Date	End Date	Start Date	End Date
1/21/2025	2/18/2025	7/21/2025	8/18/2025
2/18/2025	3/18/2025	8/18/2025	9/15/2025
H 3/17/2025	4/14/2025	9/15/2025	10/13/2025
4/21/2025	5/19/2025	10/20/2025	11/17/2025
5/19/2025	6/16/2025	H 11/17/2025	12/15/2025
6/16/2025	7/14/2025	H 12/15/2025	1/12/2026
Microsoft Office Suite Seminar			
Start Date	End Date	Start Date	End Date
1/21/2025	3/12/2025	7/21/2025	9/9/2025
2/18/2025	4/9/2025	8/18/2025	10/7/2025
H 3/17/2025	5/6/2025	9/15/2025	11/4/2025

4/21/2025	6/10/2025	10/20/2025	12/9/2025
5/19/2025	7/8/2025	H 11/17/2025	1/6/2026
6/16/2025	8/5/2025	H 12/15/2025	2/3/2026

****This constitutes an extra class in the schedule.***

H - This represents holiday breaks are happening within this class period. Therefore, the student may receive extra time due to the school closing to observe the holidays.

2025 SCHOOL CLOSURES

The school will be closed for the following holidays and staff in-service days:

January 1, 2025

New Year's Day

January 20, 2025

Martin Luther King Day

February 7, 2025

Staff In-service

February 17, 2025_

President's Day

March 7, 2025

Staff In-service

March 17-21, 2025

Spring Break

April 4, 2025

Staff In-service

May 2, 2025

Staff In-service

May 26, 2025_

Memorial Day

June 6, 2025

Staff In-service

July 3, 2025

Staff In-service

July 4, 2025

Independence Day

August 1, 2025

Staff In-service

September 1, 2025

Labor Day

September 5, 2025

Staff In-service

October 3, 2025

Staff In-service

November 7, 2025

Staff In-service

November 24 – 28, 2025

Thanksgiving/Fall Break

December 5, 2025

Staff In-service

December 22 – 26, 2025

Christmas/Winter Break

* See Administrative Policies for bad weather procedure.

FACULTY AND STAFF

North Texas Institute for Career Development's greatest strength has been the quality of staff and instructors that support the curriculum with their knowledge, skill, and experience. NTI focuses on hiring experienced individuals who come from various walks of life. This uniqueness allows students not only to benefit from the curriculum but provides the benefit of the instructors' experiences and abilities to empathize with each and every student's life challenges.

Romny Guy	Vice President, Workforce Development Bachelor of Science in Counseling Associate Studies and Master of Science in Clinical Sociology
Renaldo Williams	Senior Director, Workforce Development Bachelor of Arts in Sociology and Master of Business Administration
Theresa Lam	Regional Director, NTI & Education Programs Texas Woman's University
Nicholas Ruffin	Supervisor, NTI Programs Shawnee State University
Joe Mata	Supervisor, CDL TEA - High School Equivalency
Sherveria Jenkins	Student Services Representative
James Horton	NTI Admission Advisor
Vacant	Career Services Staffing Specialist
Dawn Smith	NTI Training & Instructional Coordinator
Darius Grham	Professional Truck Driver Instructor
Terry Baker	Professional Truck Driver Instructor
Vacant	Professional Truck Driver Instructor
Hilary Khouri	Instructor, Medical Front Office Assistant & Medical Billing and Coding
Sara Perrott	Instructor, CompTIA A+ Certification Program & CompTIA Network + Seminar
Linda Sue Matthews	Instructor, CompTIA A+ Certification Program & CompTIA Network + Seminar

2025 TUITION AND FEES

VOCATIONAL TRAINING

CDL Re-Certification Seminar

Registration Fee ¹	\$ 100.00
Tuition	\$ 1,662.00
Books/Supplies ²	\$ 55.00
Total	\$ 1,817.00

Professional Truck Driver Training

Registration Fee ¹	\$ 100.00
Tuition	\$ 5,653.00
Books/Supplies ²	\$ 90.00
Total	\$ 5,843.00

Other Fees:

Road Skills Test	\$ 97.00
DOT Physical/Drug Testing ²	\$ 150.00
Licensing Fees ²	\$ 110.00

Total	\$ 6,200.00
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Law Enforcement Seminar

Registration Fee ¹	\$ 100.00
Supplies	\$ 300.00
Tuition	\$ 2,699.00
Total	\$ 3,099.00

HEALTHCARE TRAINING

Medical Front Office Assistant

Registration Fee	\$ 100.00
Supplies	\$ 300.00
Books ²	\$ 69.00
Tuition ³	\$ 3,612.00
Total	\$ 4,081.00

Medical Billing & Coding

Registration Fee ¹	\$ 100.00
Supplies	\$ 300.00
Books	\$ 69.00
Tuition ³	\$ 5,112.00
Total	\$ 5,581.00

IT TRAINING

COMP TIA TM A+ Certification Training Program

Registration Fee ¹	\$ 100.00
Supplies	\$ 300.00
Tuition ³	\$ 4,359.00
Total	\$ 4,759.00

COMP TIA TM Network+ Certification Seminar

Registration Fee	\$ 100.00
Supplies	\$ 300.00
Tuition	\$ 3,695.00
Total	\$ 4,095.00

ONLINE TRAINING

Child Development Associate

Registration Fee ¹	\$ 100.00
Tuition	\$ 2,500.00
Supplies	\$ 300.00
Total	\$ 2,900.00

Accounting Fundamentals with QuickBooks

Registration Fee ¹	\$ 100.00
Tuition	\$ 2,145.00
Supplies	\$ 300.00
Total	\$ 2,545.00

NASM Certified Personal Trainer

Registration Fee ¹	\$ 100.00
Tuition	\$ 2,545.00
Supplies	\$ 300.00
Total	\$ 2,845.00

Lean Six Sigma Yellow Belt

Registration Fee ¹	\$ 100.00
Tuition	\$ 2,045.00
Supplies	\$ 300.00
Total	\$ 2,445.00

Lean Six Sigma Yellow and Green Belt

Registration Fee ¹	\$ 100.00
Tuition	\$ 3,645.00
Supplies	\$ 300.00
Total	\$ 4,045.00

Lean Six Sigma Green Belt

Registration Fee ¹	\$ 100.00
Tuition	\$ 3,395.00
Supplies	\$ 300.00
Total	\$ 3,795.00

Creating Mobile Apps with HTML 5

Registration Fee ¹	\$ 100.00
Tuition	\$ 1,855.00
Supplies	\$ 300.00
Total	\$ 2,255.00

Java Programmer and Python Developer

Registration Fee ¹	\$ 100.00
Tuition	\$ 3,245.00
Supplies	\$ 300.00
Total	\$ 3,645.00

Microsoft Office Suite Seminar (Per session)

Registration Fee ¹	\$ 100.00
Tuition	\$ 750.00
Testing Fee	\$ 150.00
Supplies	\$ 370.00
Total	\$ 1,370.00

- ¹REGISTRATION FEES MAY NOT BE REFUNDED IN SOME CIRCUMSTANCES. PLEASE REFER TO THE REFUND POLICY.
- ²FEES ARE APPROXIMATE AND SUBJECT TO CHANGE.
- ³REGISTRATION COST FOR CERTIFICATION EXAM IS INCLUDED IN THE COST OF THE COURSE. HOWEVER, THIS DOES NOT COVER THE COST FOR EXAM RE-TAKES OR SECOND ATTEMPTS.
- BACKGROUND CHECKS AND DRUG SCREENINGS ARE AT NO COST TO THE STUDENT. **EXCLUDES CDL PHYSICAL/DRUG TESTING**
- A FEE OF \$10.00 PER DAY WILL BE CHARGED FOR EXTENSIONS EXCEEDING THE END DATE FOR THE PROGRAM.