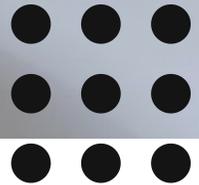
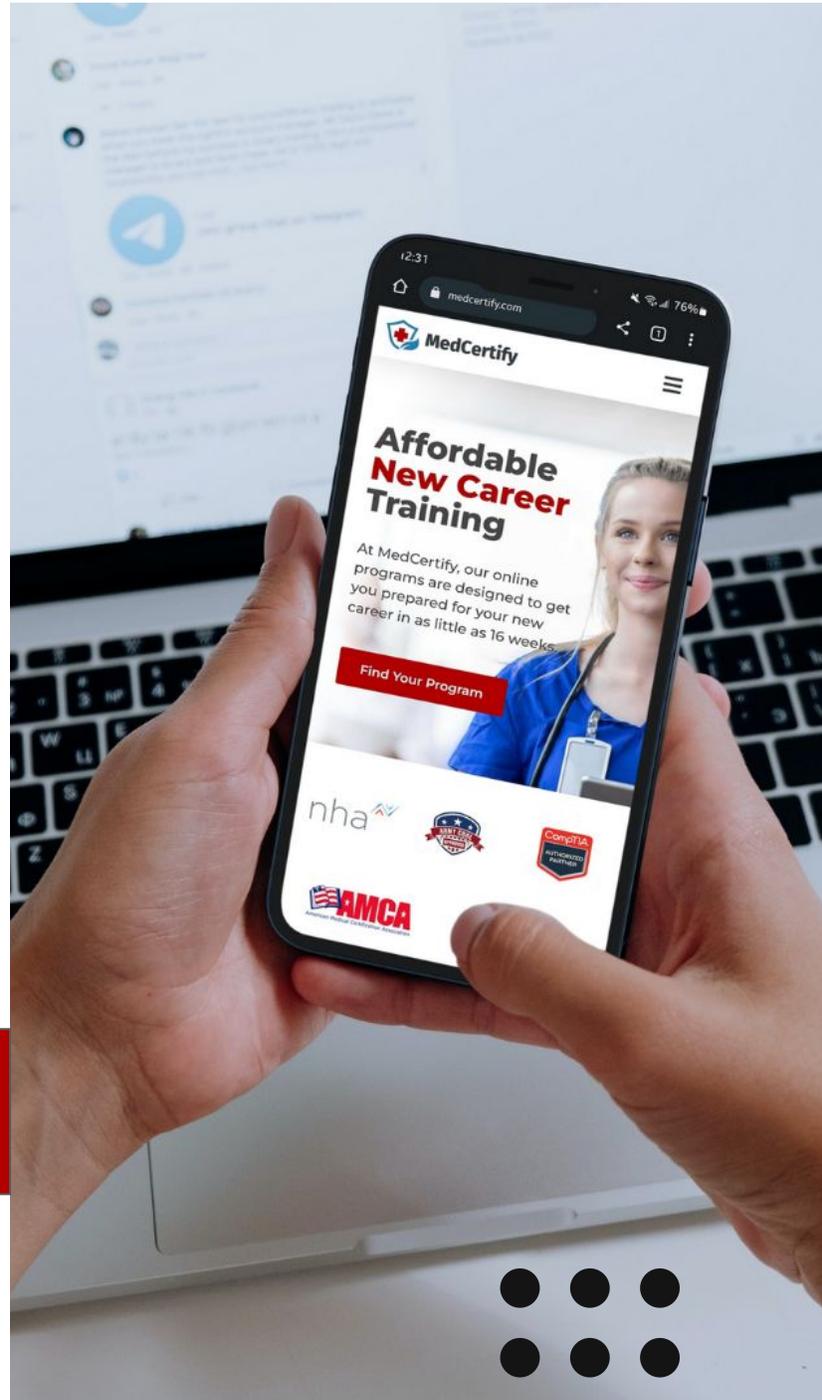




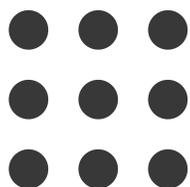
MedCertify

# 2025 Student

CATALOG



Medcertify.com  
1169 Eastern Parkway Suite 2252  
Louisville, KY 40217  
1-800-511-2284



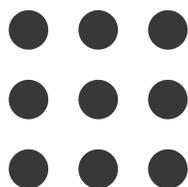
## Our Mission



The mission of Medcertify.com is to provide a quality education with career training for the allied health, IT and business industry. This mission is met through the following:

- A faculty that is academically and professionally proficient in their fields of training.
- Clear and concise training that allows students to graduate in the shortest time possible with professional career certifications.
- An experienced administration that is open to new concepts for continued programmatic improvement.
- Outcomes-based evaluations used to ensure programmatic effectiveness in preparing students for career success.
- Programs taught in conjunction with guidance towards resume building and assistance for students to obtain successful employment.

**We Focus On The Individuals**



# About Us

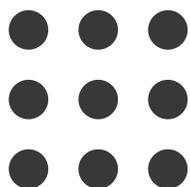
## The Vision of Success

Medcertify.com offers blended online learning programs for medical, information technology and business professionals. Our training delivery includes on-demand lectures, externships, virtual hands-on labs, and flex schedule online classroom mentoring sessions where you interact live with our certified instructors, support coaches and fellow students.

Medcertify.com focuses on the individuals with emphasis on one-on-one student coaching, instructor support and career placement assistance. We use the latest technology to deliver online on-demand career training for you at your own pace. As a result, there are no more missed classes, information overload, and other group issues associated with traditional classroom education. Master the skills and gain the knowledge you need for job certification and a successful career anytime, anywhere. At Medcertify.com, we manage all aspects of your career learning journey and, we are here to support you every step of the way!

## Institutional Approval:

Medcertify.com is licensed by the Kentucky Commission on Proprietary Education. The license is granted under legislative authority of KRS 165. Medcertify.com is also licensed by the Ohio State Board of Career Colleges and Schools. The institution is approved by the following: My Career Advancement Account (MyCAA), Workforce Investment Act (WIA), and Vocational Rehabilitation. Although we are not currently accredited, Medcertify.com is recognized as an approved allied health training institution and national certification testing site by the National Healthcareer Association (NHA), Pharmacy Technician Certification Board (PTCB) and American Medical Certification Association (AMCA), National Academy of Sports Medicine (NASM), who retains its accreditation through the National Commission for Certifying Agencies (NCCA).

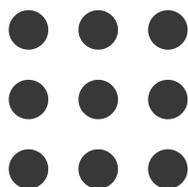


# Our Advantages

During your orientation, you will be assigned a student coach, who will step you through the aspects, roles, and expectations of the program and answer any questions you may have. In addition, both Medcertify.com's instructors and coaches are available to you throughout your program via live Zoom mentoring sessions to support and guide you to success

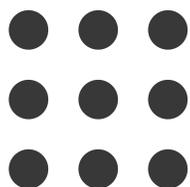
Your academic coach will take the time to learn about who you are, your objectives, and your career ambitions. Then, we cater our career training programs to suit your individual needs. We have experienced instructors in every career path we offer, including medical, dental, business, and information technology. Along with a solid understanding of the entire coursework, Medcertify.com's instructors have an extensive background in each industry, providing insight beyond training programs.

We designed Medcertify.com's courses to prepare you for certification exams and give you on-the-job experience before stepping into your new role with externship opportunities. Then, when you're nearing the completion of your program, we will assign you a career advisor to learn more about your professional ambitions. Our advisors will help you create a resume, cover letter, and interview basics. Like our instructors, career advisors are available to meet face-to-face during the week to help you with any challenges you encounter.



# Our Advantages

|                                  |   |
|----------------------------------|---|
| Class Schedule                   | <b>Online 24/7 Access</b>   |
| Class Delivery                   | <b>Online On-Demand<br/>Managed Learning</b>                        |
| Start Career In...               | <b>6 Months or Less</b>   |
| Academic Coaching                | <b>One-on-One support by a<br/>dedicated coach</b>                  |
| Instructor Support               | <b>One on One Instructor Mentoring<br/>via Zoom, Text and Email</b> |
| Student Networking Opportunities | <b>Study Groups &amp; Networking via<br/>Zoom</b>                   |
| Career Development               | <b>One-on-One Job Placement<br/>Assistance with Career Advisor</b>  |



# Academic Requirements

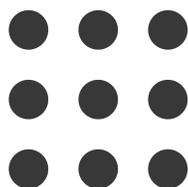
## Admissions Requirements

1. Applicants must have a high school diploma, GED (Graduate Educational Development) or a home school state issued certificate to be accepted into Medcertify.com. This can be evidenced by a copy of the high school diploma, a transcript, official GED certificate or a signed attestation.
2. Prospective students must submit an application for enrollment and sign an enrollment agreement.
3. Dental applicants must submit documentation of Hepatitis B vaccination, show proof vaccination has been started or sign declination form. This documentation may be required during clinical externship rotations. Medcertify.com does not provide vaccination series, but highly recommend students become vaccinated.
4. Medical applicants must submit a current TB skin test or chest x-ray within one year of reading. This must be kept current during any clinical externship rotations. This excludes the Medical Administrative Assistant program. Applicants must submit documentation of Hepatitis B vaccination, show proof vaccination has been started or sign declination form. This documentation may be required during clinical externship rotations. Medcertify.com does not provide vaccination series, but highly recommend students become vaccinated.

## Application Procedure

Applicants should schedule an appointment with an admissions representative. After completing the application, the admissions representative will assist you in a tour of the school and provide information on tuition, payment options, and resources available while assisting you with your career choice. The enrollment agreement is a separate document that will be reviewed with each individual student.

Medcertify.com does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, or disability



# Academic Requirements

## Technology Requirements

**Hardware:** The Online Courses have been developed to work in your current Learning Management System platform (LMS). Desktop or laptop computer required (online programs are NOT compatible with I-pad or smart phone devices).

**Browsers:** The Online Courses are compatible with the same browsers as your current LMS platform. Please contact your LMS support center for questions about browser requirements.

**A Special Notice for Mac Users:** Online Courses are not compatible with the Macintosh Safari browser. To view your Online Course successfully on your Macintosh, you must install the Firefox browser 1.5 or higher.

**A Special Notice for IE 5.0 Users:** Please note that certain features in your Online Course are not compatible with Internet Explorer 5.0. Upgrade to the most recent version.

**Other Browser Requirements:** In addition to a current browser, your Online Course may require the following browser plug-ins/configurations:

**Browser Plug-Ins:** You should have the following plug-ins installed on your browser. If you do not, you will be given a link in the homepage of your Online Course with instructions on how to update your computer.

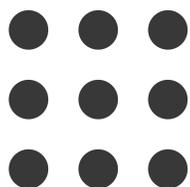
- Adobe Flash Player, Adobe Shockwave Player, QuickTime, Adobe Reader

**Other Software:** Additionally, some course assets may require software programs from the Microsoft Office Suite. If you do not have Microsoft Office, you may wish to install the following viewers: Microsoft Word, Microsoft PowerPoint, and Microsoft Excel.

## Accommodations with Students with Disabilities

Medcertify.com recognizes the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. It is the responsibility of the student to inform the institution of any disabilities, physical and/or mental, which might in any way affect the student's academic progress. The school will make reasonable accommodations to meet the needs of any student with a disability, providing it is unduly burdensome and/or that it does not fundamentally alter the nature of the school's program.

Qualifying students, with medical documentation of their disabilities must request in writing the type of accommodations needed and provide this to the Admissions Representative and/or Program Supervisor prior to program start date. The student needs to be aware that technical standards may be required, dependent upon their program of choice. These standards will be discussed with each individual student.



# Academic Requirements

## Language Requirements

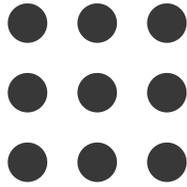
All programs are offered only in English. Our accelerated programs may require students with English as a second language to acquire a tutor or interpreter at their own expense to be able to complete all requirements. MedCertify.com reserves the right to require documentation of english speaking ability.

## Criminal Records

Students with a criminal background acknowledge that obtaining employment in their field of study may be challenging due to their background. Each student is responsible for researching and understanding any potential employment restrictions that may apply based on their criminal history. Additionally, students should be aware that participation in optional externship programs may not be available if they have a criminal background. It is the student's responsibility to disclose their criminal background status to MedCertify to determine eligibility for externship opportunities. The institution does not guarantee job placement or eligibility for employment following program completion.

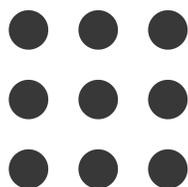
## Policy on Experiential Learning, Previous Training, Education, and Transfer of Credits:

The student agrees to pay both their legal representation and that of the schools without seeking repayment.



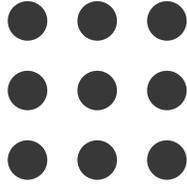
# Program Tuition

| Program Name (Click each Title to Download Course Syllabus)  | Program Length | Program Cost |
|--|----------------|--------------|
| <b>HEALTHCARE &amp; NUTRITION</b>  |                |              |
| <a href="#">Clinical Medical Assistant</a>   | 22 Weeks       | \$4,000      |
| <a href="#">Electronic Health Records (EHR)</a>  | 14 Weeks       | \$2,900      |
| <a href="#">Phlebotomy Technician</a>  | 14 Weeks       | \$2,900      |
| <a href="#">Pharmacy Technician</a>  | 18 Weeks       | \$4,000      |
| <a href="#">Medical Administrative Assistant (MAA)</a>   | 18 Weeks       | \$2,900      |
| <a href="#">Medical Coding &amp; Billing Assistant</a>   | 18 Weeks       | \$4,000      |
| <a href="#">Medical Coding &amp; Billing Professional</a>  | 26 Weeks       | \$4,000      |
| <a href="#">Dental Support Assistant</a>   | 22 Weeks       | \$4,000      |
| <a href="#">Medical Administrative Assistant &amp; Billing &amp; Coding</a>                                | 24 Weeks       | \$4,000      |
| <a href="#">Medical Administrative Assistant &amp; Electronic Health Records</a>                           | 24 Weeks       | \$4,000      |
| <a href="#">Medical Administrative Assistant &amp; Electronic Health Record &amp; Billing &amp; Coding</a> | 30 Weeks       | \$5,000      |
| <a href="#">EKG Technician</a>   | 13 Weeks       | \$2,900      |
| <a href="#">EKG and Phlebotomy Technician</a>  | 24 Weeks       | \$4,000      |
| <a href="#">Medical Mental Health Technician</a>   | 22 Weeks       | \$4,000      |
| <a href="#">Patient Care Technician</a>  | 20 Weeks       | \$4,000      |
| <a href="#">Personal Trainer</a>   | 16 Weeks       | \$4,000      |
| <a href="#">Veterinary Medical Office Assistant</a>  | 16 Weeks       | \$4,000      |
| <b>BUSINESS</b>  |                |              |
| <a href="#">Business Administration (BA)</a>   | 18 Weeks       | \$4,000      |
| <a href="#">Professional in Human Resources (PHR)</a>  | 16 Weeks       | \$4,000      |
| <a href="#">Associate Professional in Human Resources (aPHR)</a>   | 12 Weeks       | \$4,000      |



# Program Tuition

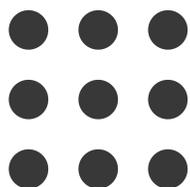
| Program Name (Click each Title to Download Course Syllabus)      | Program Length | Program Cost |
|--|----------------|--------------|
| <a href="#">Certified Associate in Project Management (CAPM)</a> | 12 Weeks       | \$2,000      |
| <a href="#">Project Management Professional (PMP)</a>            | 12 Weeks       | \$3,000      |
| <b>INFORMATION TECHNOLOGY AND CYBER SECURITY</b>                 |                |              |
| <a href="#">Information Technology Specialist</a>                | 24 Weeks       | \$4,000      |
| <a href="#">HelpDesk IT Support Technician</a>                   | 25 Weeks       | \$4,000      |
| <a href="#">Cyber Security Professional</a>                      | 25 Weeks       | \$4,000      |
| <a href="#">CompTIA Security+</a>                                | 10 Weeks       | \$2,500      |
| <a href="#">CompTIA Network+</a>                                 | 22 Weeks       | \$2,500      |
| <a href="#">CompTIA A+</a>                                       | 10 Weeks       | \$2,500      |
| <a href="#">CompTIA CySA+</a>                                    | 12 Weeks       | \$2,500      |
| <a href="#">CompTIA Cloud+</a>                                   | 10 Weeks       | \$2,500      |
| <a href="#">CompTIA IT (ITF+) Fundamentals</a>                   | 10 Weeks       | \$2,000      |
| <a href="#">CompTIA PenTest+</a>                                 | 10 Weeks       | \$2,500      |
| <b>LEAN SIX SIGMA AND LOGISTICS</b>                              |                |              |
| <a href="#">Certified Logistics Associate (CLA)</a>              | 12 Weeks       | \$2,000      |
| <a href="#">Certified Logistics Technician (CLT)</a>             | 12 Weeks       | \$2,400      |
| <a href="#">Logistics Specialist</a>                             | 24 Weeks       | \$4,000      |
| <a href="#">Certified Lean Six Sigma Yellow Belt</a>             | 12 Weeks       | \$2,500      |
| <a href="#">Certified Lean Six Sigma Green Belt</a>              | 12 Weeks       | \$2,500      |
| <a href="#">Certified Lean Six Sigma Black Belt</a>              | 12 Weeks       | \$3,000      |



# Additional Fees

| Medical & Pharmacy Technician Fees                                    | Cost          |
|---|---------------|
| Scrubs - Required for Observation/Externships                         | \$20 - \$100  |
| Stethoscope - Required for Observation/Externships                    | \$20 - \$150  |
| TB Skin Test, Hep B and CPR - Required for Observation/Externships    | \$100 - \$600 |
| Drug Screen & Background Check - Required for Observation/Externships | \$50 - \$400  |
| Pharmacy Technician State Registration                                | \$100 - \$500 |
| NHA exams   | \$117 +       |
| AMCA exams  | \$109 +       |
| PTCB exams  | \$129         |
| Required LMS/EXAM Fee (not included in tuition)                       | \$30 - \$749  |
| Dental Fees   | Cost          |
| Royal Blue Scrubs - Required for Observation/Externships              | \$20 - \$100  |
| Hep B and CPR - Required for Observation/Externships                  | \$100 - \$600 |
| AMCA exams  | \$109 +       |
| DANB exams  | \$250 +       |
| Required LMS/EXAM Fee (not included in tuition)                       | \$30 - \$749  |
| IT and Business Fees  | Cost          |
| PMP Exam  | \$300 - \$595 |
| CompTIA Exam  | \$253 - \$404 |
| Cisco Exam  | \$300 - \$400 |
| HR Exam   | \$649 - \$744 |

**\*\*Prices are approximate and dependent on your location and health insurance coverage.**



## Cancellation & Refund Policy

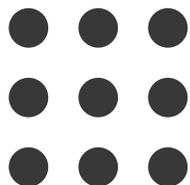
To withdraw from a program at MedCertify, students must submit their request via email to [support@medcertify.com](mailto:support@medcertify.com). Upon receiving the request, the appropriate withdrawal form will be provided to the student for completion.

### Program Cancellation

The school may cancel a program at its discretion. Should this occur, any students enrolled prior to cancellation, will be notified of this change and will have the option of applying all monies paid toward another program or receiving a refund of all tuition paid within 30 days of the cancellation date.

### Cancellation

An applicant, who provides electronic submission or certified letter of cancellation after executing the enrollment agreement, but prior to the digital orientation of the program, is entitled to a full refund of all paid tuition. Unless they have been offered or secured employment in the field as a result of enrollment. Student have six months from enrollment date to seek any refunds of paid tuition. All refunds will be made within 30 days of the written notice receipt.



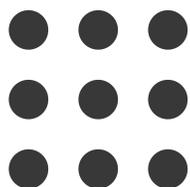
## Cancellation & Refund Policy

### Withdrawal Procedure

A. Students choosing to withdraw from a program after the digital orientation date are required to provide written notice of withdrawal as required above as attendance will be calculated until electronic submission.

B. MedCertify.com has selected three consecutive weeks with no activity of academic requirements, without prior administrative approval, as the unofficial date at which a student can be considered for withdrawal. No refunds will be issued if a student withdraws due to academic progress or non-payment of tuition.

C. For students seeking a refund of tuition: Refunds are based on the amount of tuition paid, fees not included in tuition are non-refundable. Administrative fee of \$400 may be applicable. If so, this will be deducted from the refund amount. All refunds will be made within 30 days of the receipt of electronic submission. Refunds will be calculated as follows: Orientation through Week 2- 75% refund, Week 3 through Week 4- 50% refund, Week 5 through Week 6- 25%, No refunds after Week 6.



# Cancellation & Refund Policy

## Withdrawal Procedure (Missouri Residents)

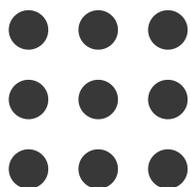
In accordance with **Missouri state regulations**, MedCertify is required to provide a refund formula through at least 50% of the program duration. For Missouri residents enrolled in MedCertify programs, the following refund policy applies:

### *Refund Formula:*

If a Missouri resident withdraws from the program on or before the completion of 50% of the program, they will be eligible for a prorated refund. The percentage of the refund will be based on the percentage of the program completed as of the official withdrawal date.

### *Withdrawal Process:*

To initiate a withdrawal, Missouri residents must submit a formal request via email to [support@medcertify.com](mailto:support@medcertify.com). Once the request is received, the appropriate withdrawal form will be provided for completion. Refunds, if applicable, will be calculated using the prorated refund formula and processed within 30 days of receiving the completed withdrawal form.



# Clinical Medical Assistant

- Certificate Program
- Online Delivery
- 220 Instructional Clock Hours
- 22 Weeks

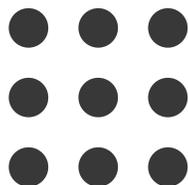


## Course Description

The Clinical Medical Assistant portions will cover anatomy and physiology, medical term, clinical and lab procedures, pharmaceutical principles, medication administration, first aid, and medical law and ethics. The medical office environment, assisting with patients, specialty practices, nutrition, HIPAA. Students will also cover cardiovascular anatomy and physiology, medical terminology, medical law and ethics, safety and infection control, venipuncture equipment and procedure, dermal puncture equipment and procedures, venipuncture complications, and other special collections. The medical office administrative duties such as mail, supplies, telephone techniques, scheduling appointments. An overview of health insurance, medical coding, billing and accounting are addressed. Resume development is also obtained during the program. The core program covers the following industry certifications Clinical Medical Assistant certification.

## Program Information

The Clinical Medical Assistant student will complete instructional and laboratory procedures for a period of up to 22 weeks. Successful completion of all courses is required to receive a program certificate of completion.



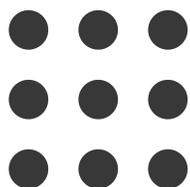
# Clinical Medical Assistant

## Career Outlook

According to the Department of Labor, as the number of practices increases, the need for assistants will also increase, ultimately resulting in a projected 29 percent job growth from 2016 to 2026. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Gain a foundational knowledge in anatomy and physiology and basic pathophysiology of the body systems.
2. Differentiate between medical and surgical asepsis and understand universal precautions breaks the cycle of infection.
3. Record a patient's medical history accurately.
4. Describe the role of a clinical assistant in a general physical exam and list the steps necessary to prepare a patient for examination.
5. Elaborate on the preparations that a medical office should make to respond to emergencies and summarize a clinical medical assistant's role in providing emergency medical intervention.
6. List the clinical assistant's role and tasks in a physician's office laboratory and summarize the various guidelines for laboratory safety.
7. Calculate medication/drug dosages accurately, medication administration, and discuss the information a clinical assistant should impart when teaching a patient about medication/drug use, medication/drug interactions, and possible adverse side effects.
8. List and explain the various common diagnostic tests.
9. Utilize knowledge and apply skills in application of the electrocardiogram.
10. Have a foundational understanding in medical terminology.
11. Recognize normal and abnormal patterns in all EKG leads.
12. Describe electrophysiology, waves & measurement, sinus, atrial, junctional and ventricular rhythms, and heart blocks.
13. Obtain vital signs: Blood pressure, pulse, respirations, temperature, height, and weight.
14. Assess the impact of OSHA and HIPAA on a medical office



# Electronic Health Records

- Certificate Program
- Online Delivery
- 140 Instructional Clock Hours
- 14 Weeks

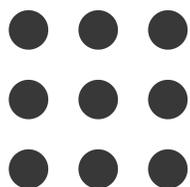


## Course Description

The Healthcare employee with training in Electronic Healthcare Record performs routine clerical and organizational tasks. Electronic Health Record will become the primary means of documenting, transmitting, and securing patient information. A basic knowledge of medical terminology, electronic health records, and hospital or laboratory procedures is preferred. The nation is entering a new era of health care where providers must use electronic health records to improve patients' health and the way health care is delivered in this country. Healthcare employees with EHR training may find employment in hospitals, chiropractors, medical and dental offices. The core program covers the following industry certifications Electronic Health Records certification.

## Program Information

The Electronic Health Record student will complete clinical and laboratory procedures for a period of up to 14 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.



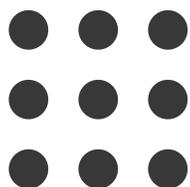
# Electronic Health Records

## Career Outlook

According to American Hospital Association's Survey of IT adoption results indicate 15.1% of acute care hospitals have adopted at least a "basic" Electronic Health Record. That represents growth of nearly 75% since 2008. The widespread adoption of Electronic Health Record necessitates training and upgrading skills for healthcare workers who will interface with patients and their Electronic Health Record at the point of care. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Develop the ability to elaborate on the personal qualities and job responsibilities of an Electronic Health Record employee
2. Show, with examples, how the healthcare employee should communicate effectively with patients, using both verbal and non-verbal communication
3. Assess the impact of OSHA and HIPAA on a medical office
4. Describe different types of appointment scheduling systems and ways of maintaining a physician's schedule
5. Explain how to create and maintain accurate patient records
6. Explain and demonstrate each step in the filing process
7. Learn skills in telephone techniques
8. Learn skills in scheduling appointments
9. Obtain basic knowledge of daily operations in a medical office
10. Gain knowledge of various written communications needed in a medical office and apply knowledge in processing and maintaining patient medical records
11. Have a foundational understanding in medical terminology.
12. Demonstrate skills using Electronic Medical Records (EMR)



# Phlebotomy Technician

- Certificate Program
- Online Delivery
- 140 Instructional Clock Hours
- 14 Weeks

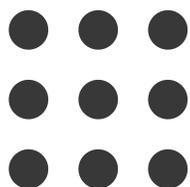


## Course Description

The Phlebotomy Technician program will cover cardiovascular anatomy and physiology, medical terminology, medical law and ethics, safety and infection control, venipuncture equipment and procedure, dermal puncture equipment and procedures, venipuncture complications, and other special collections. Resume development is also obtained. The core program covers the following industry certifications Phlebotomy Technician certification.

## Program Information

The Phlebotomy Technician student will complete instructional and laboratory procedures for a period of up to 14 weeks. Successful completion of all courses are required to receive a program certificate of completion.



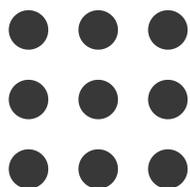
# Phlebotomy Technician

## Career Outlook

According to the U.S. Bureau of Labor Statistics, phlebotomists are part of the medical technician industry, which is currently on the rise. The Bureau of Labor Statistics expects this industry to grow 25 percent from 2016 to 2026, much faster than the average for all occupations. Driving the growth for this occupation are the combined factors of a growing population, new and improved medical testing, and the increased availability of medical services. Because of these factors, it is unlikely that there will be a shortage of phlebotomy positions in the near future. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Students will apply knowledge in phlebotomy practice and quality assessment.
2. Apply professional ethics, and understand the legal and regulatory issues.
3. Understand and apply “standard precautions”.
4. Utilize post-puncture care of the patient.
5. Have a foundational understanding in medical terminology, cardiovascular and lymphatic systems.
6. List different colors used to code blood specimens and what they are used for.
7. Understand potential preanalytical complications causing medical errors in blood collections.
8. Perform venipuncture procedures, capillary blood specimens, and spirometry.
9. Demonstrate specimen handling, transportation, and processing.
10. Gain theory and knowledge in point-of-care collections.
11. Understand differences in arterial, intravenous, & special collection procedures.
12. Gain an understanding of urinalysis, body fluids, and other specimen collection.
13. Utilize proper bedside manner and how to prepare the patient for venipuncture collection.
14. Enumerate the general guidelines for collecting urine specimens and describe the purpose and process of urinalysis.
15. Obtain vital signs: blood pressure, pulse, respirations, temperature, height, and weight.



# Pharmacy Technician

- Certificate Program
- Online Delivery
- 180 Instructional Clock Hours
- 18 Weeks

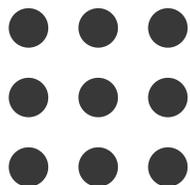


## Course Description

The Pharmacy Technician program will cover personal and interpersonal knowledge and skills; foundational professional knowledge and skills; processing and handling of medications and medication orders; sterile and non-sterile compounding; processing, billing, reimbursement and inventory management; patient and medication-safety; technology and informatics; regulatory issues and quality assurance. The core program covers the following industry certifications Pharmacy Technician certification.

## Program Information

The Pharmacy Technician student will complete clinical and laboratory procedures for a period of up to 18 weeks. Successful completion of all courses is required to receive a program certificate of completion.



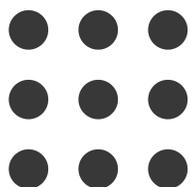
# Pharmacy Technician

## Career Outlook

According to the U.S. Bureau of Labor Statistics (BLS), Pharmacy Technicians is a part of the medical technician industry, which is currently on the rise. The Bureau of Labor Statistics expects this industry to grow at least 12 percent from 2016 to 2026, faster than the average for all occupations. Increased demand for prescription medications will lead to more demand for pharmaceutical services. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

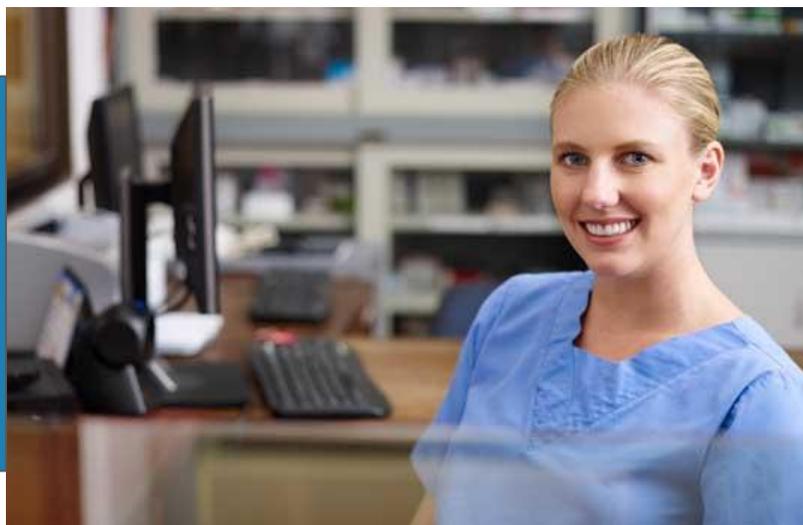
## Program Objectives

1. Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
2. Demonstrate understanding of the pharmacy technician's role in the medication-use process.
3. Identify and describe emerging therapies.
4. Demonstrate understanding of the preparation and process for sterile and non-sterile compounding.
5. Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.
6. Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
7. Prepare non-patient-specific medications for distribution (e.g., batch, stock medications).
8. Distribute medications in a manner that follows specified procedures.
9. Prepare patient-specific medications for distribution.
10. Use material safety data sheets (MSDS) to identify, handle, and safely dispose of hazardous materials.
11. Prepare medications requiring compounding of sterile, non-sterile and chemotherapy/hazardous products.



## Medical Administrative Assistant (MAA)

- Certificate Program
- Online Delivery
- 180 Instructional Clock Hours
- 18 Weeks

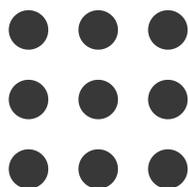


### Course Description

The Medical Administrative Assistant performs routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, transcribe dictation, and support other staff. A basic knowledge of medical terminology, insurance, billing practices and hospital or laboratory procedures is preferred. Medical Administrative Assistants may find employment in hospitals, chiropractors, and medical offices. Resume development is also obtained during the program. The core program covers the following industry certifications Medical Administrative Assistant certification.

### Program Information

The Medical Administrative Assistant student will complete clinical and laboratory procedures for a period of up to 18 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.



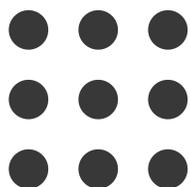
## Medical Administrative Assistant (MAA)

### Career Outlook

According to The Department of Labor, the overall employment of Administrative Assistants is expected to grow 29 percent from 2016 to 2026. Medical Administrative Assisting is the only occupation that is expected to have much faster than average employment growth. This is driven by the rapid growth of the healthcare industry. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

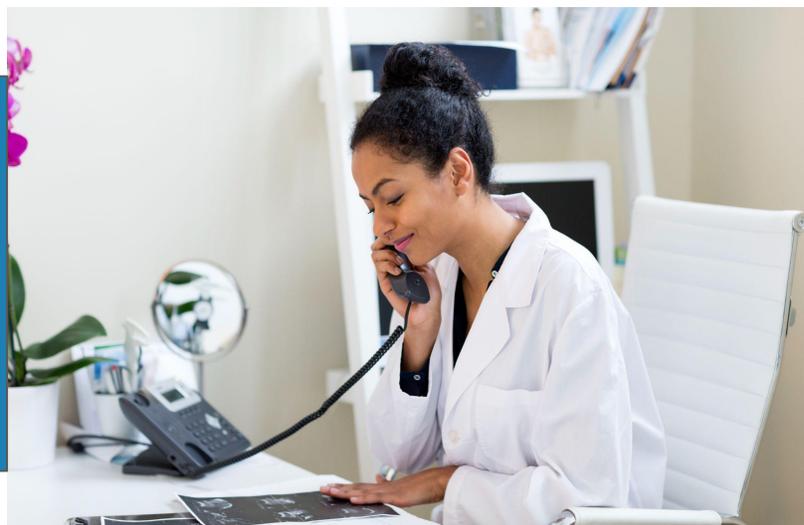
### Program Objectives

1. Develop the ability to elaborate on the personal qualities and job responsibilities of a Medical Administrative Assistant
2. Show, with examples, how the Medical Administrative Assistant should communicate effectively with patients, using both verbal and non-verbal communication
3. Assess the impact of OSHA and HIPAA on a medical office
4. Describe the different medical specialties and outline the role and duties of other allied health professionals
5. Write a business letter, applying correct letter formatting and style
6. Describe different types of appointment scheduling systems and ways of maintaining a physician's schedule
7. Explain how to create and maintain accurate patient records
8. Describe the healthcare claim preparation process
9. Demonstrate the process used to locate correct codes using the ICD-10-CM and CPT
10. Describe the various bookkeeping systems and show how to manage a billing cycle efficiently
11. Elaborate on the specialization options available to an Administrative Medical Specialist
12. Learn skills in scheduling appointments
13. Obtain basic knowledge of daily operations in a medical office
14. Gain knowledge of various written communications needed in a medical office and apply knowledge in processing and maintaining patient medical records
15. Learn the basics of professional fees, billing and collections



# Medical Billing & Coding Assistant

- Certificate Program
- Online Delivery
- 180 Instructional Clock Hours
- 18 Weeks

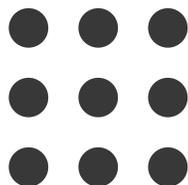


## Course Description

Medical Billing and Coding Technicians organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories. Most billing and coding technicians work in hospitals or physicians offices. The core program covers the following industry certifications Medical Billing and Coding certification.

## Program Information

The Medical Coding program student will complete clinical and laboratory procedures for a period of up to 18 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.



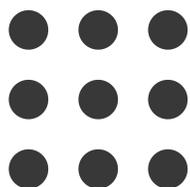
# Medical Billing & Coding Assistant

## Career Outlook

According to the Department of Labor, as the number of practices increases, the need for medical coders will also increase, ultimately resulting in a projected 13 percent job growth from 2016 to 2026. The majority of Medical Coders are promoted from within the practice. Two to three years' experience in administrative areas is preferred prior to holding a coding position. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

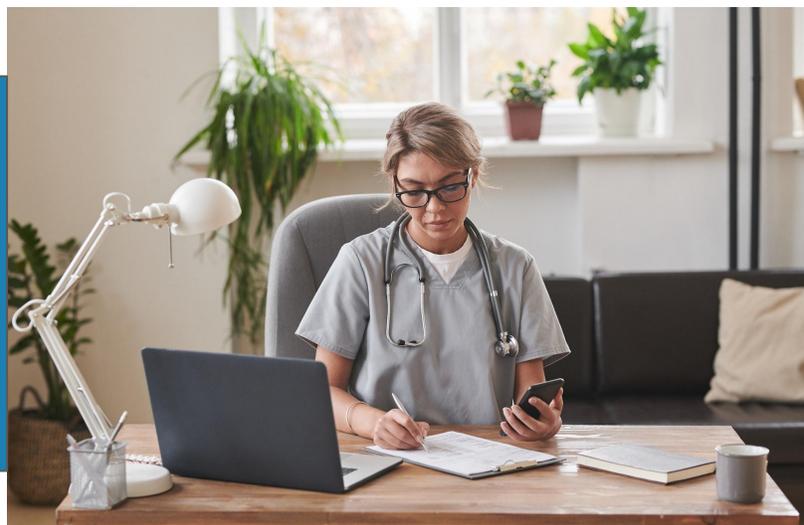
## Program Objectives

1. Learn the basic structure for reimbursement, HIPAA and compliance
2. Obtain foundational knowledge in outpatient coding and reporting guidelines
3. Gain a foundational knowledge in anatomy and physiology, to include the following body systems to help with coding: integumentary, skeletal, muscular, nervous, the senses, endocrine, circulatory, respiratory, digestive, urinary, and reproductive.
4. Gain foundational knowledge for the basis of medical terminology and learning medical elements to form medical terms
5. Apply knowledge and skill in the guidelines and proper use of ICD-10 CM codes
6. Apply knowledge and skill in the guidelines and selection of Evaluation and Management (E/M) services
7. Apply knowledge and skill in the guidelines and properly use of CPT-4 codes
8. Apply knowledge in ICD-10-CM codes that will be initiated in the future
9. Apply knowledge in the guidelines and use of the HCPCS coding system
10. Apply knowledge and skill in the selection of CPT modifiers
11. Obtain knowledge in the differences between inpatient and outpatient coding
12. Learn the application of the Universal Claim Form (CMS-1500)
13. Apply knowledge in using fee-for-service and managed care concepts
14. Apply knowledge in Medicare and Medicaid coding guidelines
15. Apply knowledge in reimbursement procedures



# Medical Billing & Coding Professional

- Certificate Program
- Online Delivery
- 260 Instructional Clock Hours
- 26 Weeks

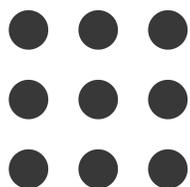


## Course Description

Accurate processing of health insurance claims has become more exacting and rigorous as health insurance plan options have rapidly expanded. These changes, combined with modifications in state and federal regulations affecting the health insurance industry, are a constant challenge to healthcare personnel. Those responsible for processing health insurance claims require thorough instruction in all aspects of medical insurance, including plan options, payer requirements, state and federal regulations, abstracting of source documents, accurate completion of claims, and coding of diagnoses and procedures/services. Understanding Health Insurance provides the required info clearly and comprehensively manner. The course was designed and revised to support core learning objectives with chapter objectives, content, and assessments aligned to ensure students learn and practice the concepts and skills they'll need on the job. Student learning is supported through chapter outlines and measurable objectives identified at the beginning of each chapter, as well as chapter headings and assessments that map to those chapter outlines and objectives.

## Program Information

The Medical Coding program student will complete clinical and laboratory procedures for a period of up to 26 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.



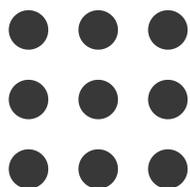
# Medical Billing & Coding Professional

## Career Outlook

According to the Department of Labor, as the number of practices increases, the need for medical coders will also increase, ultimately resulting in a projected 13 percent job growth from 2016 to 2026. The majority of Medical Coders are promoted from within the practice. Two to three years' experience in administrative areas is preferred prior to holding a coding position. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Develop the ability to elaborate on the personal qualities and job responsibilities of a Billing and Coding employee.
2. Assess the impact of OSHA and HIPAA in a medical office.
3. Describe different types of Health Insurance.
4. Obtain basic knowledge of Billing and Coding practices in the medical office.
5. Gain knowledge of various written and verbal communications needed in a medical office and apply knowledge in processing and maintaining patient medical records that pertain to patient accounts.
6. Demonstrate skills in filing insurance claims for the medical provider.
7. Diagnostic Coding: Students will learn how to assign ICD codes to accurately represent a patient's medical condition or diagnosis.
8. Procedural Coding: CPT codes will be utilized to identify medical services and procedures performed by healthcare providers.
9. Evaluation and Management (E/M) Coding: Students will understand the coding principles for documenting and billing for patient visits and consultations.
10. Inpatient and Outpatient Coding: Different coding rules apply to inpatient and outpatient settings, and students will learn to differentiate between them.
11. Medical Necessity: Understanding the concept of medical necessity and how it impacts coding and billing decisions.
12. Modifiers: Students will learn how to use modifiers to provide additional information about procedures, services, or circumstances that may affect payment.
13. Claim Submission and Reimbursement: The process of submitting claims to insurance companies and ensuring proper reimbursement will be covered in detail.
14. Compliance and Auditing: Students will understand the importance of compliance with coding guidelines and learn how audits help ensure accuracy and compliance.



# Dental Support Assistant

- Certificate Program
- Online Delivery
- 220 Instructional Clock Hours
- 22 Weeks



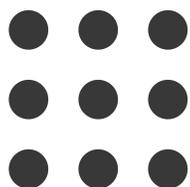
## Course Description

A Dental Support Assistant can perform limited clinical duties under the direction of a dentist. Clinical duties may include equipment preparation and sterilization, preparing patients for treatment, assisting the dentist during treatment, and providing patients with instructions for oral healthcare procedures. Dental Support Assistants may perform administrative duties such as scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Prepare patients, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist the dentist during dental procedures.

- Record treatment information in patient records.
- Assist dentists in management of medical or dental emergencies.
- Order and monitor dental supplies and equipment inventory.
- Expose dental diagnostic x-rays.

## Program Information

The Dental Support Assistant program students will complete clinical and laboratory procedures for a period of up to 22 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.



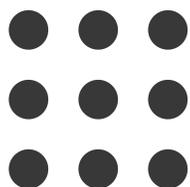
# Dental Support Assistant

## Career Outlook

According to the Department of Labor, “The overall employment of Dental Assistants is expected to increase by 19 percent from 2016 to 2026, much faster than the average. Ongoing research linking oral health and general health will likely continue to increase the demand for preventive dental services. Dentists will continue to hire more dental assistants to complete routine tasks, allowing the dentist to see more patients in their practice”. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Gain a foundational knowledge in the profession of Dental Assisting.
2. Basic knowledge of dental anatomy, charting and odontology.
3. Basic Charting terminology, common charting symbols, surfaces of the teeth and numbering systems.
4. Tooth development stages and abnormalities.
5. Assess the impact of OSHA and HIPAA in a dental office.
6. Importance of PPE (Personal Protective Equipment).
7. Properly sit chairside and assist in four handed dentistry.
8. Learn responsibilities of an EDDA (Expanded Duty Dental Assistant).
9. Identify and learn proper handling and transfer of dental instruments.
10. Safety measures & monitoring N2O on a patient and with general sedation use.
11. Learn and utilize sterilization techniques for equipment and operatories.



## Medical Administrative Assistant with Billing & Coding

- Certificate Program
- Online Delivery
- 240 Instructional Clock Hours
- 24 Weeks

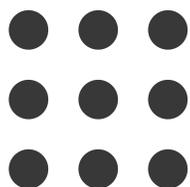


### Course Description

The Medical Administrative Assistant with Billing and Coding performs routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, transcribe dictation, and support other staff. A basic knowledge of medical terminology, insurance, billing practices and hospital or laboratory procedures is preferred. They use various classification systems to code and categorize patient information for reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories. Medical Administrative Assistants with Billing and Coding may find employment in hospitals, chiropractors, and medical offices. The core program covers the following industry certifications Medical Administrative Assistant and Medical Billing and Coding certification.

### Program Information

The Medical Administrative Assistant with Billing and Coding student will complete clinical and laboratory procedures for a period of up to 24 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.



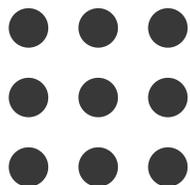
# Medical Administrative Assistant with Billing & Coding

## Career Outlook

According to The Department of Labor, the overall employment of Administrative Assistants is expected to grow 29 percent from 2016 to 2026. Medical Administrative Assisting is the only occupation that is expected to have much faster than average employment growth. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Demonstrate ethical conduct in all job-related activities.
2. Present an image appropriate for the profession of business in appearance and behavior.
3. Communicate clearly when speaking and writing.
4. Demonstrate a respectful attitude when interacting with diverse client populations.
5. Demonstrate knowledge and skills in areas of business administration role, including human resources, accounting.
6. Perform mathematical calculations essential to the duties of business administration in a variety of contemporary settings.
7. Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the business profession.
8. Receive and screen business revenue, banking information completeness, accuracy, and authenticity.
9. Apply knowledge and skill in the guidelines and properly use of CPT-4 codes
10. Apply knowledge in ICD-10-CM codes that will be initiated in the future
11. Apply knowledge in the guidelines and use of the HCPCS coding system
12. Apply knowledge and skill in the selection of CPT modifiers
13. Obtain knowledge in the differences between inpatient and outpatient coding
14. Learn the application of the Universal Claim Form (CMS-1500)
15. Apply knowledge in Medicare and Medicaid coding guidelines



## Medical Administrative Assistant with Electronic Health Records

- Certificate Program
- Online Delivery
- 240 Instructional Clock Hours
- 24 Weeks

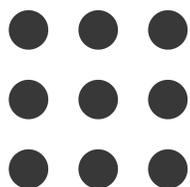


### Course Description

The Medical Administrative Assistant with Electronic Health Records performs routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, transcribe dictation, and support other staff. A basic knowledge of medical terminology, insurance, billing practices and hospital or laboratory procedures is preferred. Electronic Health Record will become the primary means of documenting, transmitting, and securing patient information. Medical Administrative Assistants with Electronic Health Records may find employment in hospitals, chiropractors, and medical offices. The core program covers the following industry certifications Medical Administrative Assistant and Electronic Health Records certification.

### Program Information

The Medical Administrative Assistant student will complete clinical and laboratory procedures for a period of up to 24 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.



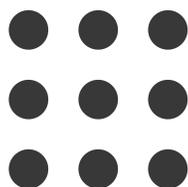
## Medical Administrative Assistant with Electronic Health Records

### Career Outlook

According to The Department of Labor, the overall employment of Administrative Assistants is expected to grow 29 percent from 2016 to 2026. Medical Administrative Assisting is the only occupation that is expected to have much faster than average employment growth. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

### Program Objectives

1. Demonstrate ethical conduct in all job-related activities.
2. Present an image appropriate for the profession of business in appearance and behavior.
3. Communicate clearly when speaking and writing.
4. Demonstrate a respectful attitude when interacting with diverse client populations.
5. Apply self-management skills, including time management, stress management, and adapting to change.
6. Apply critical thinking skills, creativity, and innovation to solve problems.
7. Demonstrate knowledge and skills in areas of business administration role, including human resources, accounting.
8. Perform mathematical calculations essential to the duties of business administration in a variety of contemporary settings.
9. Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the business profession.
10. Show, with examples, how the healthcare employee should communicate effectively with patients, using both verbal and non-verbal communication
11. Assess the impact of OSHA and HIPAA on a medical office
12. Describe different types of appointment scheduling systems and ways of maintaining a physician's schedule
13. Explain and demonstrate each step in the filing process
14. Learn skills in telephone techniques
15. Have a foundational understanding in medical terminology.



## Medical Administrative Assistant with Billing & Coding and Electronic Health Records

- Certificate Program
- Online Delivery
- 300 Instructional Clock Hours
- 30 Weeks

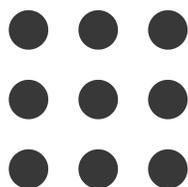


### Course Description

The Medical Administrative Assistant with Electronic Health Records and Billing and Coding performs routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, transcribe dictation, and support other staff. A basic knowledge of medical terminology, insurance, billing practices and hospital or laboratory procedures is preferred. Electronic Health Record will become the primary means of documenting, transmitting, and securing patient information. They use various classification systems to code and categorize patient information for reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories. The Medical Administrative Assistant with Electronic Health Records and Billing and Coding may find employment in hospitals, chiropractors, and medical offices. The core program covers the following industry certifications Medical Administrative Assistant, Electronic Health Records, and Medical Billing and Coding certification.

### Program Information

The Medical Administrative Assistant student will complete clinical and laboratory procedures for a period of up to 30 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.



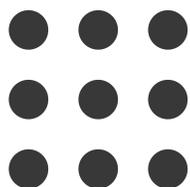
## Medical Administrative Assistant with Billing & Coding and Electronic Health Records

### Career Outlook

According to The Department of Labor, the overall employment of Administrative Assistants is expected to grow 29 percent from 2016 to 2026. Medical Administrative Assisting is the only occupation that is expected to have much faster than average employment growth. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

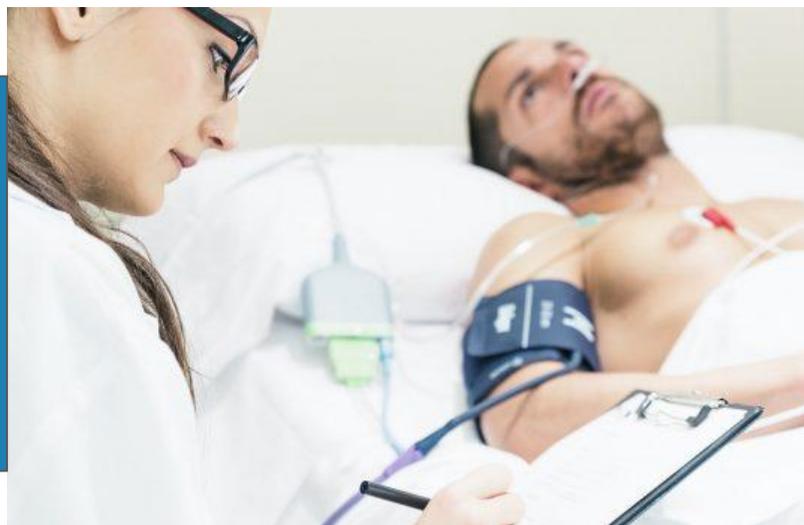
### Program Objectives

1. Demonstrate ethical conduct in all job-related activities.
2. Present an image appropriate for the profession of business in appearance and behavior.
3. Communicate clearly when speaking and writing.
4. Demonstrate a respectful attitude when interacting with diverse client populations.
5. Apply self-management skills, including time management, stress management, and adapting to change.
6. Perform mathematical calculations essential to the duties of business administration in a variety of contemporary settings.
7. Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the business profession.
8. Receive and screen business revenue, banking information completeness, accuracy, and authenticity.
9. Apply knowledge and skill in the guidelines and properly use of CPT-4 codes
10. Apply knowledge in ICD-10-CM codes that will be initiated in the future
11. Apply knowledge and skill in the selection of CPT modifiers
12. Obtain knowledge in the differences between inpatient and outpatient coding
13. Learn the application of the Universal Claim Form (CMS-1500)
14. Apply knowledge in Medicare and Medicaid coding guidelines



## Electrocardiograph (EKG) Technician

- Certificate Program
- Online Delivery
- 120 Instructional Clock Hours
- 12 Weeks

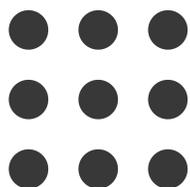


### Course Description

The electrocardiograph technician program provides students with an introduction to the cardiovascular anatomy, relations of other body systems to heart health, legal and ethical consideration, patient assessment techniques, the process of how to administer and document ECG with proper lead placement, and basic interpretation of ECG tracings. This program will cover aspects of different types of cardiovascular testing such as Holter testing, stress testing, HIPAA requirements, how to document completed procedures, and how to instruct patients to seek medical attention when abnormal test results occur.

### Program Information

The EKG Technician student will complete instructional and laboratory procedures for a period of up to 12 weeks. Successful completion of all courses are required to receive a program certificate of completion.



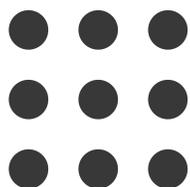
# Electrocardiograph (EKG) Technician

## Career Outlook

According to the U.S. Bureau of Labor Statistics, Medical Sonographers and Cardiovascular Technologists and Technicians are part of the medical technician industry, which is currently on the rise. The Bureau of Labor Statistics expects this industry to grow 10 percent from 2021 to 2031, much faster than the average for all occupations. Driving the growth for this occupation are the combined factors of a growing population, new and improved medical testing, and the increased availability of medical services. Because of these factors, it is unlikely that there will be a shortage of EKG Technician positions in the near future. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

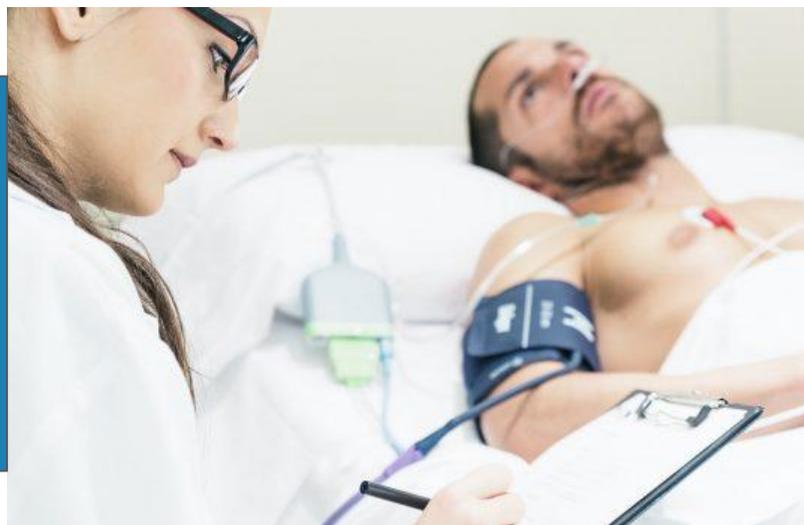
## Program Objectives

1. Effectively communicate with staff and patients, using both verbal and non-verbal communication
2. Assess the impact of OSHA and HIPAA in a medical office
3. Describe the different medical specialties and outline the role and duties of other allied health professionals
4. Demonstrate professional written and oral communication
5. Understand the anatomy of the heart and cardiovascular system
6. Use and effects of cardiovascular medications
7. Perform electrocardiograms
8. Interpret and understand heart rate, rhythms, and waveforms
9. Recognize abnormal heart issues and when to direct patients to seek emergency care.



## Electrocardiography (EKG) Technician and Phlebotomy Technician

- Certificate Program
- Online Delivery
- 240 Instructional Clock Hours
- 24 Weeks



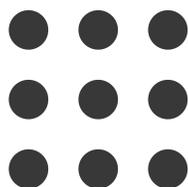
### Course Description

The electrocardiograph technician program provides students with an introduction to the cardiovascular anatomy, relations of other body systems to heart health, legal and ethical consideration, patient assessment techniques, the process of how to administer and document ECG with proper lead placement, and basic interpretation of ECG tracings.

The Phlebotomy Technician program will cover cardiovascular anatomy and physiology, medical terminology, medical law and ethics, safety and infection control, venipuncture equipment and procedure, dermal puncture equipment and procedures, venipuncture complications, and other special collections. Resume development is also obtained.

### Program Information

The EKG & Phlebotomy Technician student will complete instructional and laboratory procedures for a period of up to 24 weeks. Successful completion of all courses are required to receive a program certificate of completion.



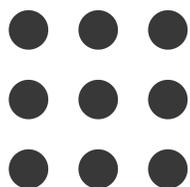
# Electrocardiography (EKG) Technician and Phlebotomy Technician

## Career Outlook

According to the U.S. Bureau of Labor Statistics, phlebotomists are part of the medical technician industry, which is currently on the rise. The Bureau of Labor Statistics expects this industry to grow 25 percent from 2016 to 2026, much faster than the average for all occupations. Driving the growth for this occupation are the combined factors of a growing population, new and improved medical testing, and the increased availability of medical services. Because of these factors, it is unlikely that there will be a shortage of phlebotomy positions in the near future. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Effectively communicate with staff and patients, using both verbal and non-verbal communication
2. Assess the impact of OSHA and HIPAA in a medical office
3. Describe the different medical specialties and outline the role and duties of other allied health professionals
4. Demonstrate professional written and oral communication
5. Understand the anatomy of the heart and cardiovascular system
6. Use and effects of cardiovascular medications
7. Perform electrocardiograms
8. Interpret and understand heart rate, rhythms, and waveforms
9. Recognize abnormal heart issues and when to direct patients to seek emergency care.
10. Students will apply knowledge in phlebotomy practice and quality assessment.
11. Perform venipuncture procedures, capillary blood specimens, and spirometry.
12. Demonstrate specimen handling, transportation, and processing.
13. Understand differences in arterial, intravenous, & special collection procedures.
14. Gain an understanding of urinalysis, body fluids, and other specimen collection.
15. Utilize proper bedside manner and how to prepare the patient for venipuncture collection.
16. Enumerate the general guidelines for collecting urine specimens and describe the purpose and process of urinalysis.
17. Obtain vital signs: blood pressure, pulse, respiration, temperature, height, and weight.



## Medical Mental Health Technician

- Certificate Program
- Online Delivery
- 220 Instructional Clock Hours
- 22 Weeks

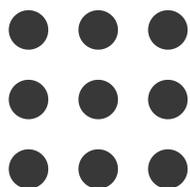


### Course Description

The mental health technician's primary job responsibilities is to provide care and assistance to patients with mental health issues. Tasks mainly revolve around administering scheduled and prescribed medication, monitoring vital signs, assisting during therapy sessions, and assessing patients' progress and behavior. They may also have administrative support tasks such as processing necessary documentation, preparing reports, managing schedules. . A mental health technician may also build a healthy rapport with patients, giving them guidance and positive influence.

### Program Information

The Medical Mental Health Technician student will complete instructional and laboratory procedures for a period of up to 22 weeks. Successful completion of all courses are required to receive a program certificate of completion.



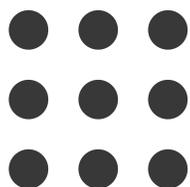
# Medical Mental Health Technician

## Career Outlook

According to the U.S. Bureau of Labor Statistics, Overall employment of mental health technicians and aides is projected to grow 9 percent from 2021 to 2031, faster than the average for all occupations. About 16,500 openings for mental health technicians and aides are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

## Program Objectives

1. Understand the fundamental concepts of mental health and mental illnesses.
2. Develop skills in assessing and monitoring patients' mental health status and behavior.
3. Understand the importance and methods of monitoring vital signs in patients with mental health issues.
4. Gain skills to provide effective assistance during therapy sessions.
5. Learn to build and maintain a positive rapport with patients, providing guidance and support.
6. Master techniques for assessing patients' progress and making accurate reports.
7. Understand and uphold ethical and confidentiality standards in mental health care.
8. Acquire knowledge on emergency procedures and crisis intervention techniques.
9. Learn administrative tasks including documentation, report preparation, and schedule management.
10. Understand the importance of self-care and maintaining personal mental health as a healthcare professional.
11. Develop skills for effective teamwork and communication in a mental healthcare setting.



# Patient Care Technician

- Certificate Program
- Online Delivery
- 200 Instructional Clock Hours
- 20 Weeks

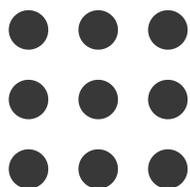


## Course Description

Patient Care Technician is designed for students who are interested in pursuing a career in health care. The fundamentals common to all health care professions are presented to create a foundation on which learners can build when they take their specific professional courses. The topics included are appropriate for professions that involve direct patient care, such as nursing assisting, as well as those that provide support services, such as health information technology and pharmacy technician. The goal of the course is to present a broad base of health care essentials.

## Program Information

The Patient Care Technician student will complete instructional and laboratory procedures for a period of up to 20 weeks. Successful completion of all courses is required to receive a program certificate of completion.



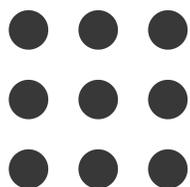
# Patient Care Technician

## Career Outlook

According to the Department of Labor, as the number of practices increases, the need for assistants will also increase, ultimately resulting in a projected 29 percent job growth from 2016 to 2026. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Understand and apply the "core concepts" that are common to all health care occupations.
2. Explain and use the five-step problem-solving model.
3. "Think like a healthcare professional." This includes assessing a situation, considering alternatives, choosing an appropriate alternative, evaluating the results, and revising as needed. In our rapidly changing healthcare environment, the health care professional must be able to apply theory rather than simply memorize facts.
4. Describe how to base care on the needs of the individual patient by focusing on the many factors and life experiences that may influence the patient's perceptions and needs.
5. Know common pharmacology medications and the effects on the human body.
6. Demonstrate skills such as activities of daily living and vital sign monitoring for patients.
7. Explain how to apply the concepts of healthful living to one's own life by taking responsibility for actions and behaviors and understanding the consequences.
8. Examine what it means to be a valued employee by maintaining a level of professionalism, seeking lifelong learning activities, controlling costs in the healthcare environment, working on performance improvement, and focusing on customer satisfaction.



# Personal Trainer

- Certificate Program
- Online Delivery
- 200 Instructional Clock Hours
- 16 Weeks

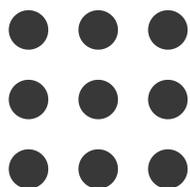


## Course Description

The goal of this program is to prepare you for a long-lasting and fruitful career as a Certified Personal Trainer (CPT); regardless of your educational and career background. With this program, you're given all of the tools and resources needed to become a successful fitness professional and positively impact your client's health and wellness. The 7th edition of NASM's Essentials of Personal Fitness Training has been updated with the most current evidence, strategies, and training techniques designed to equip fitness professionals with the necessary skills to optimize human potential and performance. The NASM Optimum Performance Training® (OPT™) model is the backbone of this process: a simple, straightforward approach to designing customized exercise programs that enhance your clients' abilities to achieve their health, wellness, and fitness goals. With OPT, you'll successfully train any client toward any goal. It's proven and easy to implement. The core program covers the following industry certifications Certified Personal Trainer certification.

## Program Information

The Personal Trainer student will complete instructional and laboratory procedures for a period of up to 16 weeks. Successful completion of all courses is required to receive a program certificate of completion.



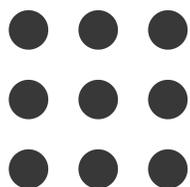
# Personal Trainer

## Career Outlook

According to the U.S. Bureau of Labor Statistics (BLS), Employment of fitness trainers and instructors is projected to grow 15 percent from 2019 to 2029, much faster than the average for all occupations. As businesses, government, and insurance organizations continue to recognize the benefits of health and fitness for their employees, incentives to join gyms or other types of health clubs are expected to increase the need for fitness trainers and instructors. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Identify and adhere to applicable professional standards and codes of conduct including business and professional development practices.
2. Recognize and apply exercise psychology and behavioral coaching techniques for a wide variety of clients.
3. Identify concepts and structures of anatomy and physiology, human movement science, exercise metabolism, nutrition, and supplementation.
4. Select, perform, and interpret results from a client fitness assessment.
5. Provide instruction and demonstrate proper exercise techniques for clients.
6. Design client-specific exercise programs based on assessment results and client abilities



## Veterinary Medical Office Assistant

- Certificate Program
- Online Delivery
- 200 Instructional Clock Hours
- 20 Weeks



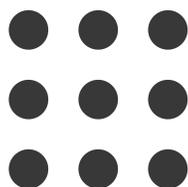
### Course Description

On a day-to-day basis, veterinary medical office assistants will be greeting patients and their owners, answering phone calls, making appointments, processing payments, light filing work, processing payments, using copy machines, fax machines, and printers, and helping move animals to and from examination rooms. Caring and empathetic are two very important traits for any veterinary medical office assistant to possess. As this position is more likely to interact with both patients families and the technicians and veterinarians, they need to be both professional and compassionate. The need to handle tough situations appropriately but still offer comfort and stability to families is imperative.

**A veterinary medical office assistant must also be comfortable working with animals. This is not a vet tech program!**

### Program Information

The Veterinary Medical Office Assistant student will complete instructional and laboratory procedures for a period of up to 20 weeks. Successful completion of all courses is required to receive a program certificate of completion.



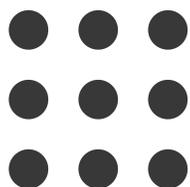
# Veterinary Medical Office Assistant

## Career Outlook

The median annual pay for Veterinary Assistants and Laboratory Animal Caretakers in 2022 was \$34,740, or approximately \$16.70 per hour. The job outlook for this field is quite promising, with a projected growth rate of 20% from 2022 to 2032, significantly faster than the average for all occupations. This growth is expected to result in an employment change with an addition of 23,500 jobs over the decade. Furthermore, there are anticipated to be about 26,800 annual openings on average, primarily due to the need to replace workers who move to other occupations or leave the workforce.

## Program Objectives

1. Effectively communicate with staff and patients, using both verbal and non-verbal communication
2. Assess the impact of OSHA in a medical office
3. Describe the different medical specialties and outline the role and duties of other allied health professionals
4. Demonstrate professional written and oral communication
5. Describe different types of appointment scheduling systems and ways of maintaining a physician's schedule
6. Understand Veterinary Medical Terminology: Learn the specialized language used in veterinary practices to communicate effectively with veterinarians, veterinary technicians, and office staff.
7. Master Veterinary Office Procedures: Gain proficiency in scheduling appointments, managing client communications, maintaining medical records, and performing clerical duties specific to a veterinary office.
8. Develop Animal Care Knowledge: Acquire basic knowledge about animal care, including nutrition, behavior, and preventative health measures to better assist clients and support veterinary staff.
9. Financial Management Skills: Learn to manage financial tasks such as processing payments, generating invoices, and understanding basic accounting principles relevant to a veterinary practice.
10. Client Service Excellence: Cultivate strong interpersonal skills to deliver high-quality customer service, handle sensitive situations, and maintain positive client relations.



# Business Administration (BA)

- Certificate Program
- Online Delivery
- 180 Instructional Clock Hours
- 18 Weeks

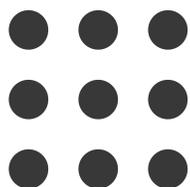


## Course Description

The Business Administration program will connect personal values with ethical business behaviors; develop the disciplinary competence for effective problem solving; think outside of local contexts; key business principles and gain experience in aspects of business management; skills needed to manage employees; maintain financial records, build team and leadership skills. Subjects covered but are not limited to Microsoft Office, Critical Thinking, Strategic Planning, Time Management, Communication, Professionalism, Human Resource Assistant, Bookkeeping and Payroll, Business Administration Assistant, Social Media Strategist. Resume building is included in the program.

## Program Information

The Business Administration student will complete clinical and laboratory procedures for a period of up to 18 weeks. Successful completion of all courses is required to receive a program certificate of completion.



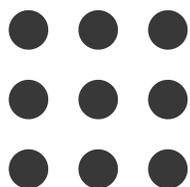
# Business Administration (BA)

## Career Outlook

According to the U.S. Bureau of Labor Statistics (BLS), Business Administration Employment of Business Administrations is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations, adding about 773,800 new jobs. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Demonstrate ethical conduct in all job-related activities.
2. Present an image appropriate for the profession of business in appearance and behavior.
3. Communicate clearly when speaking and writing.
4. Demonstrate a respectful attitude when interacting with diverse client populations.
5. Apply self-management skills, including time management, stress management, and adapting to change.
6. Apply critical thinking skills, creativity, and innovation to solve problems.
7. Demonstrate knowledge and skills in areas of business administration role, including human resources, accounting.
8. Receive and screen business revenue, banking information completeness, accuracy, and authenticity.
9. Recognize and solve problems systematically to make better business decisions.
10. Manage, develop, and motivate personnel to meet changing organizational needs.
11. Evaluate risks and develop plans to lessen or eliminate their impact.
12. Develop awareness of one's own personal values and how they affect business decision making.
13. Assess whether an organization's plans and actions are aligned to meet its values.
14. Integrate knowledge and reach decisions with incomplete or limited information.



# Professional in Human Resources (PHR)

- Certificate Program
- Online Delivery
- 160 Instructional Clock Hours
- 16 Weeks

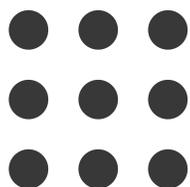


## Course Description

The Human Resources Professional Program is designed to equip students with the essential skills and knowledge required to succeed in the dynamic field of human resources. This program provides a comprehensive understanding of various HR functions, enabling students to effectively manage employee relations, recruitment, training, compensation, and organized development. Through a combination of theoretical and practical concepts and exercises, case studies, and industry insights, students will develop a solid foundation in HR principles and best practices.

## Program Information

The Professional in Human Resources student will complete instructional and laboratory procedures for a period of up to 16 weeks. Successful completion of all courses is required to receive a program certificate of completion.



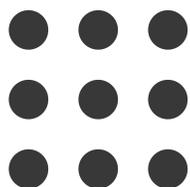
# Professional in Human Resources (PHR)

## Career Outlook

According to the Department of Labor, overall employment of information clerks is projected to grow 2 percent from 2020 to 2030, slower than the average for all occupations. Despite limited employment growth, about 156,800 openings for information clerks are projected each year, on average, over the decade. Most of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Demonstrate ethical conduct in all job-related activities.
2. Understand the role of human resources within an organization and its strategic significance.
3. Develop knowledge of employment laws, regulations, and ethical considerations relevant to HR practices.
4. Gain expertise in recruitment and selection processes to attract and retain top talent.
5. Master employee training and development methods to enhance individual and organizational performance.
6. Learn effective strategies for managing employee relations, including conflict resolution and performance management.
7. Acquire knowledge of compensation and benefits structures to ensure fair and competitive remuneration.
8. Explore HR metrics and analytics to make data-driven decisions and measure HR effectiveness.
9. Understand organizational development and change management principles to facilitate growth and innovation.



## Associate Professional in Human Resources (aPHR)

- Certificate Program
- Online Delivery
- 120 Instructional Clock Hours
- 12 Weeks

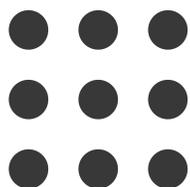


### Course Description

The Human Resources Assistant program will connect personal values with ethical business behaviors; develop the disciplinary competence for effective problem solving; think outside of local contexts; key business principles and gain experience in aspects of business management; skills needed to manage employees; maintain financial records, build team and leadership skills. Subjects covered but are not limited to Microsoft Office, Critical Thinking, Strategic Planning, Time Management, Communication, Professionalism, Human Resource Assistant, Bookkeeping and Payroll. Resume building is included in the program.

### Program Information

The Associate Professional in Human Resources student will complete instructional and laboratory procedures for a period of up to 12 weeks. Successful completion of all courses is required to receive a program certificate of completion.



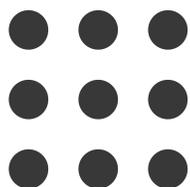
## Associate Professional in Human Resources (aPHR)

### Career Outlook

According to the Department of Labor, overall employment of information clerks is projected to grow 2 percent from 2020 to 2030, slower than the average for all occupations. Despite limited employment growth, about 156,800 openings for information clerks are projected each year, on average, over the decade. Most of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

### Program Objectives

1. Demonstrate ethical conduct in all job-related activities.
2. Present an image appropriate for the profession of business in appearance and behavior.
3. Communicate clearly when speaking and in writing.
4. Demonstrate a respectful attitude when interacting with diverse client populations.
5. Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.
6. Apply critical thinking skills, creativity, and innovation to solve problems.
7. Demonstrate knowledge and skills in areas of business administration role, including human resources, accounting.
8. Discover how diversity and values strengthen working relationships and contribute to effective problem solving.
9. Understand a broad range of theoretical and practical applications in business.
10. Knowledge, skills and values to effectively apply various business principles and tools in an organizational setting.



## Certified Associate in Project Management (CAPM)

- Certificate Program
- Online Delivery
- 120 Instructional Clock Hours
- 12 Weeks

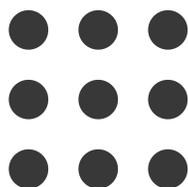


### Course Description

The Certified Associate in Project Management (CAPM) course prepares students for the Certified Associate in Project Management (CAPM) certification as well as prepares them for a career as a CAPM certified Project Manager. On average a CAPM certified Project Manager makes \$88,000 annually. During the program students will get a full understanding of what it takes to become a CAPM certified Project Manager learning both theory and project-based skills needed for the position. The included courses cover everything needed to successfully pass the Certified Associate in Project Management (CAPM) certification exam.

### Program Information

The Certified Associate in Project Management student will complete instructional and laboratory procedures for a period of up to 12 weeks. Successful completion of all courses is required to receive a program certificate of completion.



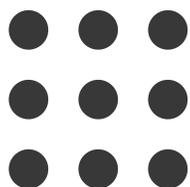
## Certified Associate in Project Management (CAPM)

### Career Outlook

According to the Department of Labor, overall employment of cost estimators is projected to show little or no change from 2020 to 2030. Despite limited employment growth, about 17,800 openings for cost estimators are projected each year, on average, over the decade. Most of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

### Program Objectives

1. Fundamental Knowledge: Understand the basic concepts, terminologies, and processes involved in effective project management.
2. Project Lifecycle and Organization: Grasp the distinct phases of a project's life cycle and the organizational influences on project management.
3. Project Integration Management: Learn how to develop, direct, and manage a project from start to finish, ensuring that all components are effectively coordinated.
4. Project Scope Management: Understand the processes to ensure that a project includes all, and only, the work required to complete it successfully.
5. Project Time Management: Develop skills to estimate, schedule, and control the time necessary to complete all project tasks.
6. Project Cost Management: Acquire the ability to plan and manage project budgets, ensuring work is done within financial constraints.
7. Project Quality Management: Understand the processes and activities that determine quality policies, objectives, and responsibilities to meet project requirements.
8. Project Human Resource Management: Learn how to effectively plan, acquire, develop, and manage a project team.
9. Project Communication Management: Grasp the necessary processes to ensure timely and appropriate generation, collection, distribution, storage, retrieval, and disposition of project information.
10. Risk and Procurement Management: Acquire knowledge in identifying potential risks in a project, planning responses, and understanding procurement processes.



## Project Management Professional (PMP)

- Certificate Program
- Online Delivery
- 120 Instructional Clock Hours
- 12 Weeks

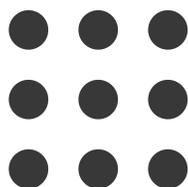


### Course Description

The Project Management Professional (PMP) Course prepares students for the industry recognized Project Management Professional (PMP) certification. Additionally, this program helps to prepares students for a career as a Project Manager. On average a Project Managers can make \$66,000 to as high as \$160,000 annually. During the program students will get a full understanding of what it takes to become a Project Manager learning both theory and project-based skills needed for the position. The courses cover everything needed to successfully pass the Project Management Professional (PMP) certification exam.

### Program Information

The Project Management Professional (PMP) student will complete instructional and laboratory procedures for a period of up to 12 weeks. Successful completion of all courses is required to receive a program certificate of completion.



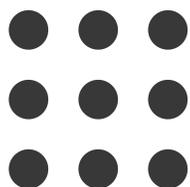
# Project Management Professional (PMP)

## Career Outlook

According to the Department of Labor, overall employment of cost estimators is projected to show little or no change from 2020 to 2030. Despite limited employment growth, about 17,800 openings for cost estimators are projected each year, on average, over the decade. Most of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Master the ability to effectively coordinate all aspects of a project, ensuring alignment with organizational goals and stakeholder expectations.
2. Gain expertise in defining, managing, and controlling all aspects of project scope, ensuring that all required work—and only that work—is included.
3. Enhance skills in developing detailed project schedules, optimizing timeline resources, and ensuring on-time project delivery.
4. Achieve proficiency in budget planning, cost estimation, and financial monitoring to ensure projects stay within budgetary constraints.
5. Understand advanced techniques for quality planning, assurance, and control, ensuring that project deliverables meet the required standards and stakeholder expectations.
6. Acquire deeper insights into resource planning, allocation, and optimization for both physical and human resources.
7. Master the art and science of ensuring clear, timely, and effective communication with all project stakeholders.
8. Learn advanced strategies to identify, analyze, prioritize, and respond to potential project risks.
9. Gain expertise in planning, conducting, controlling, and closing project procurements, ensuring beneficial contractual relationships.
10. Understand how to identify, engage, and manage stakeholders to ensure their needs are addressed and their impact on project outcomes is appropriately managed.



## Information Technology Specialist

- Certificate Program
- Online Delivery
- 240 Instructional Clock Hours
- 24 Weeks

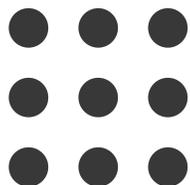


### Course Description

The Information Technology Specialist program prepares students for various industry certifications as well as prepares them for a career as an Information Technology Specialist. During the program students will get a full understanding of what it takes to become an Information Technology Specialist learning both theory and technical skills needed for the position. Students will learn about computers, networking, various devices, operating systems and more. The core program covers the following industry certifications CompTIA A+, CompTIA Network+, and CompTIA Security+ certification.

### Program Information

The Information Technology Specialist student will complete instructional and laboratory procedures for a period of up to 24 weeks. Successful completion of all courses is required to receive a program certificate of completion.



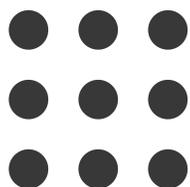
# Information Technology Specialist

## Career Outlook

According to the Department of Labor, Overall employment of computer support specialists is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations. About 70,400 openings for computer support specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Demonstrate ethical conduct in all job-related activities.
2. Present an image appropriate for the profession of business in appearance and behavior.
3. Communicate clearly when speaking and in writing.
4. Demonstrate a respectful attitude when interacting with diverse client populations.
5. Apply maintenance, monitoring and troubleshooting.
6. Apply various components that make up LAN infrastructure.
7. Apply designing system resiliency and fault tolerance.
8. Cryptographic methods and services..
9. Discover how to address security incidents that occur.



## Help Desk IT Support Technician

- Certificate Program
- Online Delivery
- 250 Instructional Clock Hours
- 25 Weeks

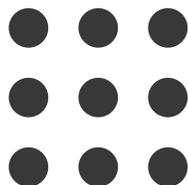


### Course Description

The HelpDesk IT Support program prepares students for various industry certifications as well as prepares them for a career as a HelpDesk IT Support technician. On average a HelpDesk IT Support technician makes between \$41,000 to \$58,000 annually. During the program students will get a full understanding of what it takes to become a HelpDesk IT Support technician learning both theory and technical skills needed for the position. Students will learn about computers, networking, various devices, operating systems, how to manage modern desktops and more. The core program covers the following industry certifications CompTIA A+, CompTIA Network+, and the Microsoft 365 Certified: Modern Desktop Administrator Associate certification.

### Program Information

The Help Desk IT Support Technician student will complete instructional and laboratory procedures for a period of up to 25 weeks. Successful completion of all courses is required to receive a program certificate of completion.



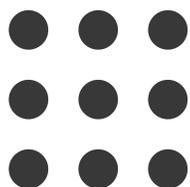
# Help Desk IT Support Technician

## Career Outlook

According to the Department of Labor, as the number of tech companies increases, the need for technicians will also increase, ultimately resulting in a projected 9 percent job growth from 2020 to 2030. About 70,400 openings for computer support specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. More support services will be needed as organizations upgrade their computer equipment and software. Computer support staff will be needed to respond to the installation and repair requirements of increasingly complex computer equipment and software. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Increased reliance on SaaS applications for remote work
2. More on troubleshooting and how to remotely diagnose and correct common software, hardware, or connectivity problems
3. Changing core technologies from cloud virtualization and IoT device security to data management and scripting
4. Changing core technologies from cloud virtualization and IoT device security to data management and scripting
5. Multiple operating systems now encountered by technicians on a regular basis, including the major systems, their use cases, and how to keep them running properly
6. Explain basic networking concepts including network services, physical connections, topologies and architecture, and cloud connectivity.
7. Explain routing technologies and networking devices; deploy ethernet solutions and configure wireless technologies.
8. Monitor and optimize networks to ensure business continuity. Monitor and optimize networks to ensure business continuity.
9. Explain security concepts and network attacks in order to harden networks against threats.
10. Troubleshoot common cable, connectivity, and software issues related to networking.
11. Perform post-installation configuration, Configure data access and protection, Manage Windows security, Configure remote connectivity, Manage and monitor Windows 10 and Deploy Windows 10.
12. Deploys, configures, secures, manages, and monitors devices and client applications in an enterprise environment.
13. Create and use task sequences and Monitor and troubleshoot deployment.



# Cyber Security Professional

- Certificate Program
- Online Delivery
- 250 Instructional Clock Hours
- 25 Weeks

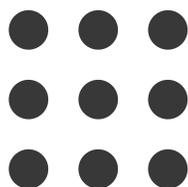


## Course Description

This career program prepares students for various industry certifications as well as prepares them for a career as a Cyber Security Professional. On average, a Cyber Security Professional makes between \$69,000 to \$102,000 annually. During the program, students will get a full understanding of what it takes to become a Cyber Security Professional learning both theory and technical skills needed for the position. Students will learn about computer security, network and security components and architecture, risk management, and security operations. This program also provides hands-on training on vulnerability assessments and malware detection as well as how to implement counter response and preventative measures when it comes to a network hack attack. The core program covers the CompTIA Security+, CompTIA CySA+, and CompTIA PenTest+ certifications.

## Program Information

The Cyber Security Professional student will complete instructional and laboratory procedures for a period of up to 25 weeks. Successful completion of all courses is required to receive a program certificate of completion.



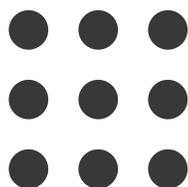
# Cyber Security Professional

## Career Outlook

According to the Department of Labor, as the number of cyber security companies increases, the need for analysts will also increase, ultimately resulting in a projected 33 percent job growth from 2020 to 2030. About 47,100 openings for cyber security analysts are projected each year, on average, over the decade. The increasing adoption of cloud services by small and medium-sized businesses and a rise in cybersecurity threats will create demand for information security analysts throughout the decade. Banks and financial institutions, as well as other types of corporations, will need to increase their information security capabilities in the face of growing cybersecurity threats. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Enterprise Security domain expanded to include operations and architecture concepts, techniques, and requirements
2. More emphasis on analyzing risk through interpreting trend data and anticipating cyber defense needs to meet business goals
3. Expanding security control topics to include Mobile and small form factor devices, as well as software vulnerability
4. Broader coverage of integrating cloud and virtualization technologies into a secure enterprise architecture
5. Inclusion of implementing cryptographic techniques, such as Blockchain-Cryptocurrency and Mobile device encryption
6. Assess the security posture of an enterprise environment and recommend and implement appropriate security solutions
7. Monitor and secure hybrid environments, including cloud, mobile, and IoT
8. Operate with an awareness of applicable laws and policies, including principles of governance, risk, and compliance
9. Identify, analyze, and respond to security events and incidents
10. Focusing on more threats, attacks, and vulnerabilities on the Internet from newer custom devices that must be mitigated, such as IoT and embedded devices, newer DDoS attacks, and social engineering attacks based on current events.
11. Includes coverage of enterprise environments and reliance on the cloud, which is growing quickly as organizations transition to hybrid networks.



## CompTIA Security+

- Certificate Program
- Online Delivery
- 100 Instructional Clock Hours
- 10 Weeks

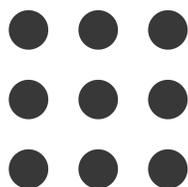


### Course Description

The CompTIA Security+ course prepares students for the CompTIA Security+ certification exam as well as helps to prepare them for a career as an Information Technology Specialist. On average an Information Technology Specialist makes between \$55,000 to \$77,000. During the program students will get a full understanding of what it takes to become an Information Technology Specialist learning both theory and technical skills needed for the position. Students will learn about identifying security fundamentals, analyzing risk, implementing host and software security, managing identity and access, addressing security issues and more. The core program covers the following industry certification CompTIA Security+.

### Program Information

The CompTIA Security+ student will complete instructional and laboratory procedures for a period of up to 10 weeks. Successful completion of all courses is required to receive a program certificate of completion.

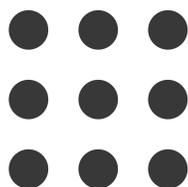


## Career Outlook

According to the Department of Labor, as the number of cyber security companies increases, the need for analysts will also increase, ultimately resulting in a projected 33 percent job growth from 2020 to 2030. About 47,100 openings for cyber security analysts are projected each year, on average, over the decade. The increasing adoption of cloud services by small and medium-sized businesses and a rise in cybersecurity threats will create demand for information security analysts throughout the decade. Banks and financial institutions, as well as other types of corporations, will need to increase their information security capabilities in the face of growing cybersecurity threats. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

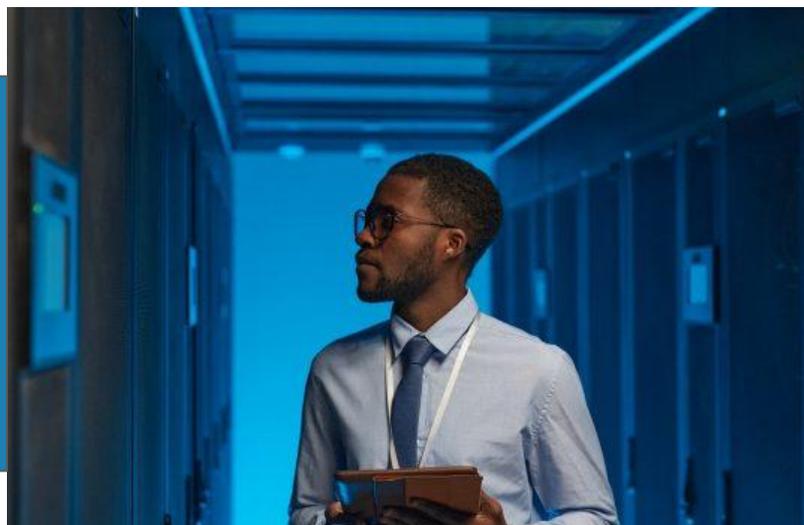
## Program Objectives

1. Assess the security posture of an enterprise environment and recommend and implement appropriate security solutions
2. Monitor and secure hybrid environments, including cloud, mobile, and IoT
3. Operate with an awareness of applicable laws and policies, including principles of governance, risk, and compliance
4. Identify, analyze, and respond to security events and incidents
5. Focusing on more threats, attacks, and vulnerabilities on the Internet from newer custom devices that must be mitigated, such as IoT and embedded devices, newer DDoS attacks, and social engineering attacks based on current events.
6. Includes coverage of enterprise environments and reliance on the cloud, which is growing quickly as organizations transition to hybrid networks.
7. Expanded to focus on administering identity, access management, PKI, basic cryptography, wireless, and end-to-end security.
8. Covering organizational security assessment and incident response procedures, such as basic threat detection, risk mitigation techniques, security controls, and basic digital forensics.
9. Expanded to support organizational risk management and compliance to regulations, such as PCI-DSS, SOX, HIPAA, GDPR, FISMA, NIST, and CCPA.



## CompTIA Network+

- Certificate Program
- Online Delivery
- 100 Instructional Clock Hours
- 10 Weeks

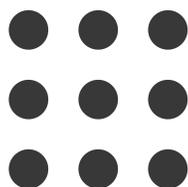


### Course Description

The CompTIA Network+ course prepares students for the CompTIA Network+ certification exam as well as prepares them for a career as a HelpDesk IT Support technician. On average a HelpDesk IT Support technician makes between \$41,000 to \$58,000 annually. During the program students will get a full understanding of what it takes to become a HelpDesk IT Support technician learning both theory and technical skills needed for the position. Students will learn about networking, network standards, devices, wide area networking, remote access, security, maintenance, monitoring, troubleshooting networks and more. The core program covers the following industry certification CompTIA Network+.

### Program Information

The CompTIA Network+ student will complete instructional and laboratory procedures for a period of up to 10 weeks. Successful completion of all courses is required to receive a program certificate of completion.



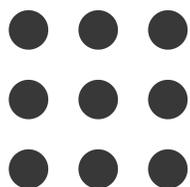
## CompTIA Network+

### Career Outlook

According to the Department of Labor, as the number of tech companies increases, the need for technicians will also increase, ultimately resulting in a projected 9 percent job growth from 2020 to 2030. About 70,400 openings for computer support specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. More support services will be needed as organizations upgrade their computer equipment and software. Computer support staff will be needed to respond to the installation and repair requirements of increasingly complex computer equipment and software. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

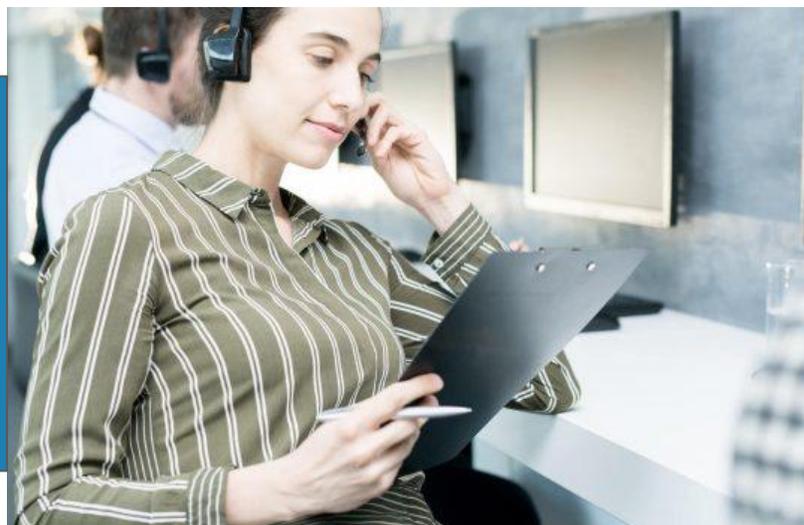
### Program Objectives

1. CompTIA Network+ validates the technical skills needed to securely establish, maintain and troubleshoot the essential networks that businesses rely on.
2. Explain basic networking concepts including network services, physical connections, topologies and architecture, and cloud connectivity.
3. Explain basic networking concepts including network services, physical connections, topologies and architecture, and cloud connectivity.
4. Monitor and optimize networks to ensure business continuity.
5. Explain security concepts and network attacks in order to harden networks against threats.
6. Troubleshoot common cable, connectivity, and software issues related to networking.



## CompTIA A+

- Certificate Program
- Online Delivery
- 100 Instructional Clock Hours
- 10 Weeks

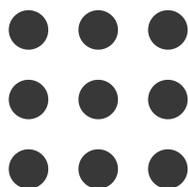


### Course Description

The CompTIA A+ course prepares students for both of the CompTIA A+ certification exams as well as prepares them for a career as a HelpDesk IT Support technician. On average a HelpDesk IT Support technician makes between \$41,000 to \$58,000 annually. During the program students will get a full understanding of what it takes to become a HelpDesk IT Support technician learning both theory and technical skills needed for the position. Students will learn about computers, operating systems, mobile devices, multimedia, laptops, printers, preventative maintenance, security fundamentals, networking and more. The core program covers the following industry certification CompTIA A+.

### Program Information

The CompTIA A+ student will complete instructional and laboratory procedures for a period of up to 10 weeks. Successful completion of all courses is required to receive a program certificate of completion.

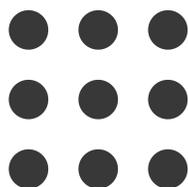


## Career Outlook

According to the Department of Labor, as the number of tech companies increases, the need for technicians will also increase, ultimately resulting in a projected 9 percent job growth from 2020 to 2030. About 70,400 openings for computer support specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. More support services will be needed as organizations upgrade their computer equipment and software. Computer support staff will be needed to respond to the installation and repair requirements of increasingly complex computer equipment and software. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Identifying, using, and connecting hardware components and devices, including the broad knowledge about different devices that is now necessary to support the remote workforce
2. Install and support Windows OS including command line & client support. System configuration imaging and troubleshooting for Mac OS, Chrome OS, Android and Linux OS.
3. Troubleshoot PC and mobile device issues including common OS, malware and security issues.
4. Explain types of networks and connections including TCP/IP, WIFI and SOHO
5. Troubleshoot real-world device and network issues quickly and efficiently
6. Identify and protect against security vulnerabilities for devices and their network connections
7. Install & configure laptops and other mobile devices and support applications to ensure connectivity for end- users
8. Compare & contrast cloud computing concepts & set up client-side virtualization
9. Follow best practices for safety, environmental impacts, and communication and professionalism



## CompTIA CySA+

- Certificate Program
- Online Delivery
- 120 Instructional Clock Hours
- 12 Weeks

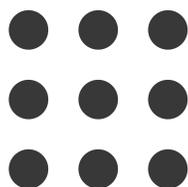


### Course Description

The CompTIA CySA+ course prepares students for the CompTIA CySA+ certification as well as prepares them for a career as an Information Security Professional. On average an Information Security Professional makes between \$69,000 to \$102,000 annually. During the program students will get a full understanding of what it takes to become an Information Security Professional learning both theory and technical skills needed for the position. Students will get an understanding of how to manage threats & vulnerabilities, address attacks & software vulnerability mitigation, infrastructure management, hardware & software assurance and more. The core program covers the following industry certification CompTIA CySA+.

### Program Information

The CompTIA CySA+ student will complete instructional and laboratory procedures for a period of up to 12 weeks. Successful completion of all courses are required to receive a program certificate of completion.

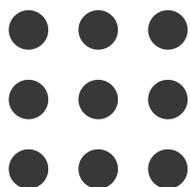


## Career Outlook

According to the US Bureau of Labor Statistics (BLS), employment of information security analysts (which includes cybersecurity experts) is projected to grow 33 percent from 2020 to 2030, much faster than the average for all occupations. This growth is driven by the increasing need for organizations to protect their computer networks and systems from cyberattacks, data breaches, and other security threats. As more businesses and government agencies store and transmit sensitive information online, the demand for cybersecurity experts is likely to remain strong. Additionally, the BLS notes that cybersecurity experts can expect competitive salaries and benefits, with a median annual wage of \$103,590 in May 2020.

## Program Objectives

1. Analyze security threats and vulnerabilities: Students will be able to identify, assess, and respond to various security threats and vulnerabilities in a network.
2. Implement secure network architecture concepts: Students will learn how to design and implement a secure network architecture that is resilient against security threats.
3. Implement security controls: Students will be able to implement various security controls to protect against threats such as malware, phishing, and social engineering.
4. Conduct security assessments: Students will learn how to conduct security assessments and penetration tests to identify vulnerabilities and weaknesses in an organization's network.
5. Identify and respond to security incidents: Students will be able to identify and respond to security incidents in a timely and effective manner to minimize the impact on the organization.
6. Securely administer systems and applications: Students will learn how to securely administer systems and applications to ensure they are protected against threats.
7. Implement secure data and information access: Students will be able to implement secure data and information access controls to prevent unauthorized access and data breaches.
8. Implement cryptography: Students will learn how to implement cryptography to protect data and information from unauthorized access and ensure data confidentiality.
9. Implement identity and access management: Students will be able to implement identity and access management controls to protect against unauthorized access and ensure data security.
10. Explain the importance of security awareness and training: Students will understand the importance of security awareness and training to ensure that all employees are aware of security risks and how to mitigate them.



## CompTIA Cloud+

- Certificate Program
- Online Delivery
- 100 Instructional Clock Hours
- 10 Weeks

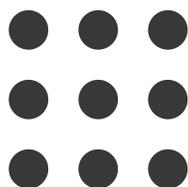


### Course Description

CompTIA Cloud+ is a globally recognized certification designed for IT professionals to validate their skills in cloud computing. The course delves into cloud models, virtualization, infrastructure, security, resource management, and business continuity. It ensures that candidates understand how to securely implement, maintain, and optimize cloud infrastructure and services. Designed for a variety of IT roles, it provides a solid foundation for those looking to pursue careers in cloud support, management, or operations. The certification is vendor-neutral, ensuring broad applicability across different cloud platforms.

### Program Information

The CompTIA Cloud+ student will complete instructional and laboratory procedures for a period of up to 10 weeks. Successful completion of all courses are required to receive a program certificate of completion.

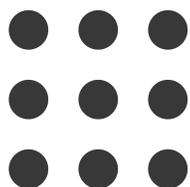


## Career Outlook

According to the Department of Labor, as the number of tech companies increases, the need for technicians will also increase, ultimately resulting in a projected 9 percent job growth from 2020 to 2030. About 70,400 openings for computer support specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. More support services will be needed as organizations upgrade their computer equipment and software. Computer support staff will be needed to respond to the installation and repair requirements of increasingly complex computer equipment and software. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Configuration and Deployment
2. Analyze sizing, subnetting, and basic routing for a provided deployment of the virtual network.
3. Apply elements required to extend the infrastructure into a given cloud solution.
4. Apply the appropriate ACL to the target objects to meet access requirements according to a security template.
5. Apply the appropriate security automation technique to the target system.
6. Apply the appropriate maintenance automation technique to the target objects.
7. Determine when to provision/ deprovision cloud resources.
8. Troubleshoot automation/orchestration issues.
9. Troubleshoot a deployment issue.



## CompTIA IT (ITF+) Fundamentals

- Certificate Program
- Online Delivery
- 100 Instructional Clock Hours
- 10 Weeks

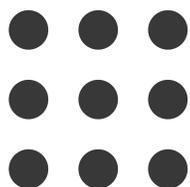


### Course Description

Dive into the essentials of the IT world with this comprehensive course, tailored for beginners. Delve deep into foundational IT topics such as hardware, software, networking, and cybersecurity. Engage with hands-on activities and real-world scenarios to solidify your understanding. By the end of this course, you'll be well-prepared to take the ITF+ exam and set the stage for more advanced IT certifications. No prior IT experience required.

### Program Information

The CompTIA IT (ITF+) Fundamentals student will complete instructional and laboratory procedures for a period of up to 10 weeks. Successful completion of all courses is required to receive a program certificate of completion.



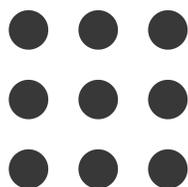
# CompTIA IT (ITF+) Fundamentals

## Career Outlook

According to the Department of Labor, as the number of tech companies increases, the need for technicians will also increase, ultimately resulting in a projected 9 percent job growth from 2020 to 2030. About 70,400 openings for computer support specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. More support services will be needed as organizations upgrade their computer equipment and software. Computer support staff will be needed to respond to the installation and repair requirements of increasingly complex computer equipment and software. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Hardware Basics: Understand the primary components of devices, their functions, and the interplay between hardware and software.
2. Software Management: Grasp the differences between operating systems, applications, and software development methodologies.
3. Networking Concepts: Comprehend the fundamentals of networking, including types of connections, devices, and basic troubleshooting.
4. IT Security Foundations: Recognize key cybersecurity threats, vulnerabilities, and foundational protective measures.
5. Database Principles: Distinguish between types of databases, their uses, and basic management practices.
6. IT Operations: Gain insights into IT operational roles, best practices, and the interaction between different IT departments.
7. Troubleshooting Skills: Develop the ability to diagnose, resolve, and document common hardware and software issues.
8. Preparing for IT Careers: Understand the various IT career paths, roles, and the skills required for each.



## CompTIA PenTest+

- Certificate Program
- Online Delivery
- 100 Instructional Clock Hours
- 10 Weeks

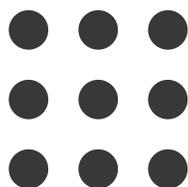


### Course Description

The CompTIA PenTest+ course will prepare students for the CompTIA PenTest+ certification exam. Students will learn about planning and engagement, information gathering and vulnerability scanning, network based attacks, web and database attacks, attacking cloud environments, specialized and fragile systems, post-exploitation, post-engagement activities, social engineering, and physical attacks, and tools and code analysis.

### Program Information

The CompTIA PenTest+ student will complete instructional and laboratory procedures for a period of up to 10 weeks. Successful completion of all courses are required to receive a program certificate of completion.

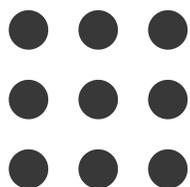


## Career Outlook

According to the US Bureau of Labor Statistics (BLS), employment of information security analysts (which includes cybersecurity experts) is projected to grow 33 percent from 2020 to 2030, much faster than the average for all occupations. This growth is driven by the increasing need for organizations to protect their computer networks and systems from cyberattacks, data breaches, and other security threats. As more businesses and government agencies store and transmit sensitive information online, the demand for cybersecurity experts is likely to remain strong. Additionally, the BLS notes that cybersecurity experts can expect competitive salaries and benefits, with a median annual wage of \$103,590 in May 2020.

## Program Objectives

1. Develop an understanding of penetration testing methodologies, including reconnaissance, scanning, enumeration, exploitation, and post-exploitation techniques.
2. Gain practical skills in using various tools and techniques for conducting penetration testing, such as network and application vulnerability scanners, password cracking tools, and exploit frameworks.
3. Understand the legal and ethical considerations related to penetration testing, including laws and regulations related to hacking, data privacy, and confidentiality.
4. Develop skills in identifying and exploiting common vulnerabilities in networks, systems, and applications, such as SQL injection, cross-site scripting (XSS), and buffer overflow.
5. Learn how to write clear and concise penetration testing reports that effectively communicate the results of the testing to technical and non-technical stakeholders.
6. Understand the principles and techniques of social engineering and how they can be used to gain unauthorized access to systems and networks.
7. Develop skills in identifying and mitigating security risks related to mobile devices, cloud services, and Internet of Things (IoT) devices.
8. Gain practical experience in conducting penetration testing on various platforms, including Windows, Linux, and mobile operating systems.
9. Learn how to effectively manage penetration testing projects, including scoping, testing, and reporting.
10. Understand the importance of ongoing security assessments and how they can help organizations maintain a secure and compliant environment.



## Certified Logistics Associate (CLA)

- Certificate Program
- Online Delivery
- 120 Instructional Clock Hours
- 12 Weeks

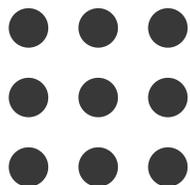


### Course Description

The Certified Logistics Associate (CLA) course offered via Career Academy, prepares students for the MSSC Certified Logistics Associate (CLA) certification exam as well as helps to prepare them for a career as a Logistics Associate. This is a foundational-level logistics certification. On average a Certified Logistics Associate makes between \$42,000 to \$52,000 annually. During the program students will get a full understanding of what it takes to become a Certified Logistics Associate learning both theory and technical skills needed for the position. Students will learn about global supply chain logistics life cycle, the logistics environment, material handling equipment, safety principles, quality control principles, workplace communications and more. The core program covers the following industry certification Certified Logistics Associate (CLA).

### Program Information

The Certified Logistics Associate student will complete instructional and laboratory procedures for a period of up to 12 weeks. Successful completion of all courses is required to receive a program certificate of completion.



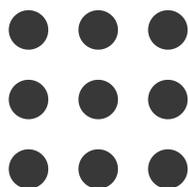
## Certified Logistics Associate (CLA)

### Career Outlook

According to the Department of Labor, as the number of tech companies increases, the need for Logisticians will also increase, ultimately resulting in a projected 30 percent job growth from 2020 to 2030. About 24,500 openings for Logistic Specialist are projected each year, on average, over the decade. Employment of logisticians is expected to grow as companies and government agencies increasingly rely on these workers to move products more efficiently, solve problems, and identify areas for improvement. As e-commerce continues to expand, these workers will be needed to help with the complex logistics involved, such as just-in-time delivery to consumers. In addition, as more goods are purchased online, timeliness of delivery will become a more critical component of firm competition, further increasing demand for logisticians. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

### Program Objectives

1. Demonstrate an understanding of the various roles in the global supply chain logistics life cycle
2. Demonstrate an understanding of the logistics environment
3. Operate and use equipment
4. Practice safety principles
5. Practice safety principles in the handling of materials and operation of equipment
6. Practices quality control principles
7. Employ work communication practices
8. Practices teamwork and good workplace behavior to solve problems
9. Uses relevant computer systems and applications to increase productivity



## Certified Logistics Technician (CLT)

- Certificate Program
- Online Delivery
- 120 Instructional Clock Hours
- 12 Weeks

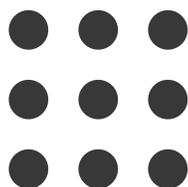


### Course Description

The Certified Logistics Technician (CLT) course prepares students for the MSSC Certified Logistics Technician (CLT) certification exam as well as helps to prepare them for a career as a Logistics Technician. This is an intermediate-level logistics certification. On average a Certified Logistics Technician makes \$49,000 per year but can make up to as high as \$59,000 per year. During the program students will get a full understanding of what it takes to become a Certified Logistics Technician learning both theory and technical skills needed for the position. Students will learn about global supply chain logistics life cycle, the logistics environment, material handling equipment, safety principles, quality control principles, workplace communications, product receiving, product storage, order processing, packaging and shipping, inventory control, dispatch and tracking and more. The core program covers the following industry certification Certified Logistics Associate (CLA) and the Certified Logistics Technician (CLT).

### Program Information

The Certified Logistics Technician student will complete instructional and laboratory procedures for a period of up to 12 weeks. Successful completion of all courses is required to receive a program certificate of completion.



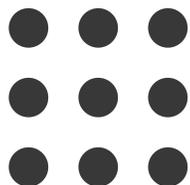
# Certified Logistics Technician (CLT)

## Career Outlook

According to the Department of Labor, as the number of tech companies increases, the need for Logisticians will also increase, ultimately resulting in a projected 30 percent job growth from 2020 to 2030. About 24,500 openings for Logistic Specialist are projected each year, on average, over the decade. Employment of logisticians is expected to grow as companies and government agencies increasingly rely on these workers to move products more efficiently, solve problems, and identify areas for improvement. As e-commerce continues to expand, these workers will be needed to help with the complex logistics involved, such as just-in-time delivery to consumers. In addition, as more goods are purchased online, timeliness of delivery will become a more critical component of firm competition, further increasing demand for logisticians. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Demonstrate an understanding of the various roles in the global supply chain logistics life cycle
2. Demonstrate an understanding of the logistics environment
3. Operate and use equipment
4. Practice safety principles
5. Practice safety principles in the handling of materials and operation of equipment
6. Practices quality control principles
7. Employ work communication practices
8. Practices teamwork and good workplace behavior to solve problems
9. Uses relevant computer systems and applications to increase productivity
10. Receive products
11. Stock products
12. Process product orders
13. Prepare packages for shipment and ship products
14. Maintain control of inventory
15. Handle hazardous materials in a safe manner
16. Evaluate transportation modes
17. Perform dispatch, routing, and tracking operations
18. Understand U.S. measurements and metric system conversions



## Logistics Specialist

- Certificate Program
- Online Delivery
- 240 Instructional Clock Hours
- 24 Weeks

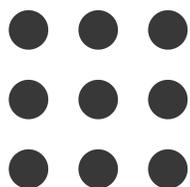


### Course Description

The Certified Logistics Professional program offered via MedCertify.com, prepares students for the MSSC Certified Logistics Associate (CLA) and Certified Logistics Technician certification exams as well as helps to prepare them for a career as a Logistics Associate first and then Technician. This is a foundational-level and intermediate-level logistics certification program. During the program students will get a full understanding of what it takes to become a Certified in Logistics learning both theory and technical skills needed for the position. Students will learn about global supply chain logistics life cycle, the logistics environment, material handling equipment, safety principles, quality control principles, workplace communications, product receiving, product storage, order processing, packaging and shipping, inventory control, dispatch and tracking and more.

### Program Information

The Logistics Specialist student will complete instructional and laboratory procedures for a period of up to 24 weeks. Successful completion of all courses is required to receive a program certificate of completion.



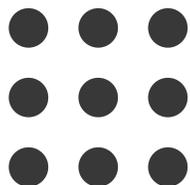
# Logistics Specialist

## Career Outlook

According to the Department of Labor, as the number of tech companies increases, the need for Logisticians will also increase, ultimately resulting in a projected 30 percent job growth from 2020 to 2030. About 24,500 openings for Logistic Specialist are projected each year, on average, over the decade. Employment of logisticians is expected to grow as companies and government agencies increasingly rely on these workers to move products more efficiently, solve problems, and identify areas for improvement. As e-commerce continues to expand, these workers will be needed to help with the complex logistics involved, such as just-in-time delivery to consumers. In addition, as more goods are purchased online, timeliness of delivery will become a more critical component of firm competition, further increasing demand for logisticians. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Prepare students to successfully pass the MSSC Certified Logistics Associate (CLA) exam
2. Equip students to pass the MSSC Certified Logistics Technician (CLT) exam
3. Provide foundational understanding of the global supply chain logistics life cycle
4. Develop proficiency in using material handling equipment and safe operation practices
5. Teach principles of safety, quality control, and regulatory compliance (e.g. OSHA)  
Cultivate skills in inventory control, dispatching, and tracking operations
6. Instruct students in order processing, packaging, shipping, receiving, and storage
7. Build competency in evaluating transportation modes (truck, air, rail, water)
8. Strengthen workplace communications, teamwork, and problem-solving skills
9. Support career readiness with resume development, interview preparation, and job search strategies



# Certified Lean Six Sigma Yellow Belt

- Certificate Program
- Online Delivery
- 120 Instructional Clock Hours
- 12 Weeks

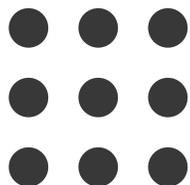


## Course Description

The Certified Lean Six Sigma Yellow Belt course prepares students for the IASSC Certified Lean Six Sigma Yellow Belt certification exam. Certified Lean Six Sigma Yellow Belts are some of the most sought-after professionals globally. Yellow Belts can earn between \$55,000 and \$99,000 per year. During the program students will get a full understanding of what it takes to become a Lean Six Sigma Yellow Belt. Students will start with an overall introduction to Lean and Six Sigma. Students will also learn about the project selection process, the role of change management, and the various phases of Lean Six Sigma. They will then move onto define phase basics, fundamentals and project chartering. And wrap up with an in-depth review and understanding of the measure phase. The core program covers the following industry certifications Lean Six Sigma White Belt and the Certified Lean Six Sigma Yellow Belt.

## Program Information

The Certified Lean Six Sigma Yellow Belt student will complete instructional and laboratory procedures for a period of up to 12 weeks. Successful completion of all courses is required to receive a program certificate of completion.



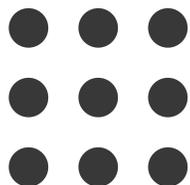
# Certified Lean Six Sigma Yellow Belt

## Career Outlook

According to the Department of Labor, as the number of tech companies increases, the need for Logisticians will also increase, ultimately resulting in a projected 30 percent job growth from 2020 to 2030. About 24,500 openings for Logistic Specialist are projected each year, on average, over the decade. Employment of logisticians is expected to grow as companies and government agencies increasingly rely on these workers to move products more efficiently, solve problems, and identify areas for improvement. As e-commerce continues to expand, these workers will be needed to help with the complex logistics involved, such as just-in-time delivery to consumers. In addition, as more goods are purchased online, timeliness of delivery will become a more critical component of firm competition, further increasing demand for logisticians. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Understand the history and background of Lean Six Sigma
2. Know how to participate in Lean Six Sigma projects that deliver meaningful results
3. Be able to use several key Lean Six Sigma Tools
4. Understand the DMAIC problems solving methodology
5. Understand the Crimson Corporation Process Improvement Roadmap®
6. Be able to make process improvements in your work area
7. Understand the importance of “soft skills” in a LSS project



# Certified Lean Six Sigma Green Belt

- Certificate Program
- Online Delivery
- 120 Instructional Clock Hours
- 12 Weeks

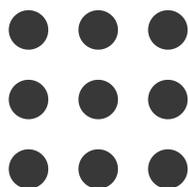


## Course Description

The Certified Lean Six Sigma Green Belt course prepares students for the IASSC Certified Lean Six Sigma Green Belt certification exam. Certified Lean Six Sigma Green Belts are some of the most sought-after professionals globally. Green Belts can earn between \$95,000 and \$124,000 per year. During the program students will get a full understanding of what it takes to become a Lean Six Sigma Green Belt. Throughout this course students will explore and understand the define phase, the measure phase, analyze phase, patterns of variation, inferential statistics, hypothesis testing, the improve phase, regression, control phase and more. The core program covers the following industry certification Certified Lean Six Sigma Green Belt.

## Program Information

The Certified Lean Six Sigma Green Belt student will complete instructional and laboratory procedures for a period of up to 12 weeks. Successful completion of all courses is required to receive a program certificate of completion.



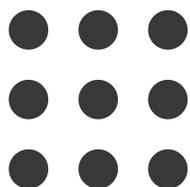
# Certified Lean Six Sigma Green Belt

## Career Outlook

According to the Department of Labor, as the number of tech companies increases, the need for Logisticians will also increase, ultimately resulting in a projected 30 percent job growth from 2020 to 2030. About 24,500 openings for Logistic Specialist are projected each year, on average, over the decade. Employment of logisticians is expected to grow as companies and government agencies increasingly rely on these workers to move products more efficiently, solve problems, and identify areas for improvement. As e-commerce continues to expand, these workers will be needed to help with the complex logistics involved, such as just-in-time delivery to consumers. In addition, as more goods are purchased online, timeliness of delivery will become a more critical component of firm competition, further increasing demand for logisticians. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Learn how to successfully complete a LSS Project
2. Understand the key factors critical to a successful implementation of Lean Six Sigma
3. Be able to utilize the Business Improvement Guide (BIG) project execution process
4. Understand the Crimson Corporation Process Improvement Roadmap®
5. Have a solid understanding of LSS
6. Understand and be able to use the core LSS tools
7. Be able to mentor and coach other team members just starting to learn about LSS
8. Be able to make process improvement changes within the organization
9. Be able to provide immediate benefits to the organization by completing a LSS project
10. Understand and be able to effectively use basic tools and methods of project management and organizational change management (OCM)
11. Understand how to effectively manage teams and meetings to drive project success



# Certified Lean Six Sigma Black Belt

- Certificate Program
- Online Delivery
- 120 Instructional Clock Hours
- 12 Weeks

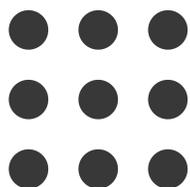


## Course Description

The Certified Lean Six Sigma Black Belt course prepares students for the IASSC Certified Lean Six Sigma Black Belt certification exam. Certified Lean Six Sigma Black Belts are some of the most sought-after professionals globally. Black Belts average about \$126,000 for an annual salary. During the program students will get a full understanding of what it takes to become a Lean Six Sigma Black Belt. Throughout this course students will explore and understand the define phase, the measure phase, analyze phase, patterns of variation, inferential statistics, hypothesis testing, the improve phase, regression, control phase, statistical process control, project closure, the tollgate process and more. The core program covers the following industry certification Certified Lean Six Sigma Black Belt.

## Program Information

The Certified Lean Six Sigma Black Belt student will complete instructional and laboratory procedures for a period of up to 12 weeks. Successful completion of all courses is required to receive a program certificate of completion.



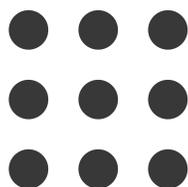
# Certified Lean Six Sigma Black Belt

## Career Outlook

According to the Department of Labor, as the number of tech companies increases, the need for Logisticians will also increase, ultimately resulting in a projected 30 percent job growth from 2020 to 2030. About 24,500 openings for Logistic Specialist are projected each year, on average, over the decade. Employment of logisticians is expected to grow as companies and government agencies increasingly rely on these workers to move products more efficiently, solve problems, and identify areas for improvement. As e-commerce continues to expand, these workers will be needed to help with the complex logistics involved, such as just-in-time delivery to consumers. In addition, as more goods are purchased online, timeliness of delivery will become a more critical component of firm competition, further increasing demand for logisticians. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

## Program Objectives

1. Knowledge and level of understanding to teach White and Yellow Belt classes
2. Understand the key elements of implementing Lean Six Sigma in an organization
3. Understand advanced statistical concepts
4. Understand the background and theory of Lean Six Sigma
5. Be able Mentor and Coach other team members just starting to learn about LSS
6. Manage multiple, complex projects
7. Learn the skills and knowledge to earn a LSS Black Belt Certificate



# School Policies

## Attendance

Good academic performance and attendance is crucial for a successful learning experience at MedCertify.com. Each class includes material, labs or other exercises that build upon each other throughout the duration of the course and program. It is important that students complete all assignments for which they are enrolled. All MedCertify.com programs are self-paced, however, each course and program has been built into an acceleration weekly module for guided completion. Each course and program has a guided plan for completing each course and program within the recommended duration of the program.

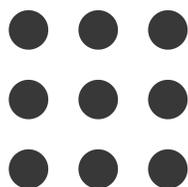
MedCertify.com has selected three consecutive weeks with no activity of academic requirements, without prior administrative approval, as the unofficial date which a student is deemed to have withdrawn. Students have six months from the last attended date of class to request a refund of monies paid towards tuition. After this deadline, no refunds will be issued.

## Career Services

Staff and faculty are available to assist students and graduates with career planning, resumes, interview skills and job assistance. Resume development is included as a component of each program. MedCertify.com does not guarantee employment.

## Conduct

MedCertify.com students are expected to abide by all the standards and policies established by MedCertify.com. Students will not ask for, receive, or give unauthorized help on quizzes, graded assignments, or examinations. Students will not share login credentials, documents, links, or other course supplements with other students or non-students. Students behaving unethically or failing to abide by the school's Code of Conduct will be subject to disciplinary action up to and including dismissal from MedCertify.com. First Offense will be a Verbal Warning, Second Offense will be a Written Warning and Third Offense will be Dismissal from the program.



# School Policies

## CPR Requirements

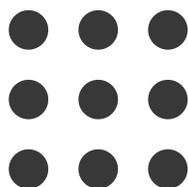
Students are required to obtain “Healthcare Provider” CPR to begin observation/externship. CPR is required at most healthcare facilities. Documentation is required. Online CPR courses will not be acceptable. CPR courses may be available locally, it is the responsibility of the student to obtain CPR, not the schools. Ask your Instructor for details. This is only applicable for the Clinical Medical Assistant and Personal Trainer programs.

## Disciplinary/Sanctions Action

A student who violates any provision of these policies shall be subject to appropriate disciplinary action, up to and including suspension or termination from MedCertify.com. A student who wishes to appeal may do so by submitting an appeal letter in writing to the Compliance Administrator (Donnita Davis - donnita@medcertify.com ) stating why they think they should be reinstated. An appeals committee will meet to determine the findings and notification will be given to the student with resolution within thirty days. Should the appeal be granted, students must meet with the Instructor to create a plan of program completion.

## Transcripts/Certificates

Certificates and Transcripts are available upon request, unless the student is in financial debt to the school. No transcript of grades will be released without the student’s prior approval in writing. The first copy of your certificate and transcript, at time of exit interview, is free, with a \$10 fee per page thereafter. Two weeks’ notice is required Missouri Residents will be provided certificates upon completion of a program regardless of any financial obligation..



# School Policies

## Exit Interview

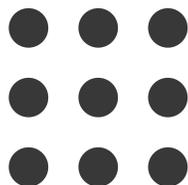
All students must go through an exit interview 10 days after program requirements have been achieved. This process will be completed via electronic submission. After this process, is when the student will be mailed their program transcripts and certificates. If a student is eligible to sit for the national certification, the representative will be able to assist you during this time. See National Certification Exam Fee.

## Grievance/Complaint Procedure

The first step to resolve a complaint or issue is to discuss it with your instructor or other parties involved. If the issue is unresolved, after following the initial procedures, the issue isn't resolved to your satisfaction; you may file a grievance as follows; all grievances must be made in electronic file format within seven days of the original grievance and submitted via email to the Grievance Committee at [grievance@medcertify.com](mailto:grievance@medcertify.com). The grievance will be addressed within 30 days. MedCertify.com recognizes the right of students to express their grievances. MedCertify.com seeks to work together for a solution and to address those concerns. If all steps have been followed as stated and a resolution is not forthcoming, students may file a complaint with the Kentucky Commission on Proprietary Education.

To file a complaint with the Kentucky Commission on Proprietary Education: each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to 500 Mero Street, 4th Floor Frankfort, Kentucky 40601. This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

Missouri residents may also file a grievance against the school with the Missouri Department of Higher Education and Workforce Development after they have exhausted the school's grievance process.



# School Policies

## STUDENT PROTECTION FUND

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

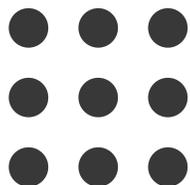
## PROCESS FOR FILING A CLAIM AGAINST THE STUDENT PROTECTION FUND

To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at <https://kcpe.ky.gov/Pages/Student-Protection-Fund.aspx>

## Holidays Observed

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day

Instructor Scheduled Breaks: July 4th week and Christmas week.



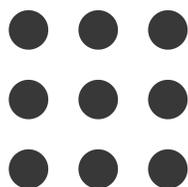
# School Policies

## Insurance

All students of MedCertify.com are covered by the school's liability policy. The coverage is paid for by student fees. Students, however, are responsible for their health insurance.

## Legal Notice of Fees

If it is necessary to seek legal counsel against a student to defend the school's integrity, the student is responsible for all legal fees, disbursements and expenses incurred. This may include; social media posts, public slander, and false BBB posts. The student agrees to pay both their legal representation and that of the schools without seeking repayment. These fees and costs include but are not limited to; mileage, hotel accommodations, parking, meals, hourly rates or wages, investigators, consultants, telephone charges, postage, photocopying, messengers and delivery fees.



# School Policies

## National Certification Exam Fees

At program completion, students meeting eligibility requirements have the option to sit for national certification exams on campus. Exam payment is made directly to the National Healthcareer Association (NHA) or American Medical Certification Association (AMCA) by the student at the time of exam registration 10 days prior to test date. Examination fees start at \$109 per exam but vary depending on exams taken. If an exam is failed, students are eligible to retake the exam with an additional fee after 30 days. Exam fees are not included in program tuition. Student websites: [www.nhanow.com](http://www.nhanow.com), [www.amcaexams.com](http://www.amcaexams.com), [www.danb.org](http://www.danb.org), [www.ptcb.org](http://www.ptcb.org), [www.pmi.org](http://www.pmi.org), [www.comptia.org](http://www.comptia.org), [www.danb.org/docs.microsoft.com/en-us/certifications/](http://www.danb.org/docs.microsoft.com/en-us/certifications/), [www.cisco.com](http://www.cisco.com), [www.isc2.org](http://www.isc2.org), [www.hrci.org](http://www.hrci.org), [www.leansixsigmainstitute.org](http://www.leansixsigmainstitute.org), [www.msscusa.org](http://www.msscusa.org).

### **NHA Exams:**

CCMA- Certified Clinical Medical Assisting  
CBCS- Certified Billing and Coding Specialist  
CMAA- Certified Medical Administrative Assistant  
CEHRS- Certified Electronic Health Record Specialist

### **NASM Exams:**

CPT- Certified Personal Trainer

### **PTCB Exams:**

CPhT- Certified Pharmacy Technician

### **PMP Exams:**

CAPM- Certified Associate Project Management

### **Optional Exams (after extra fee and skills):**

CPT/PTC- Phlebotomy Technician (Must complete 30 venipuncture & 10 capillary sticks)

### **DANB Exams:**

RHS- Radiation Health and Safety Certification  
ICE- Infection Control Certification

### **Business Exams:**

Associate Professional in Human Resources (aPHR)  
Microsoft Office Specialist Certification (MOS)

### **Lean Six Sigma Exams:**

Lean Six Sigma Yellow Belt  
Lean Six Sigma Green Belt  
Lean Six Sigma Black Belt

### **AMCA Exams:**

DSTC- Dental Support Technician Certification  
MAC- Medical Assistant Certification  
MAAC- Medical Administrative Assistant Certification  
BCSC- Billing & Coding Specialist Certification  
EHRC- Electronic Health Record Certification  
CPhT- Certified Pharmacy Technician

### **CompTIA Exams:**

CompTIA A+  
CompTIA Network+  
CompTIA Security+  
CompTIA CySA+  
CompTIA CASP+

### **Microsoft Exams:**

Microsoft 365 Certified: Modern Desktop Administrator Associate certification

### **Cisco Exams:**

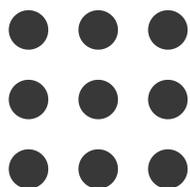
Cisco Certified Network Associate (CCNA)  
Cisco Certified Networking Professional - Enterprise

### **Other Exams:**

Certified Information Systems Security Professional (CISSP)

### **Logistics Exams:**

Certified Logistics Associate (CLA)  
Certified Logistics Technician (CLT)



# School Policies

## OnBoarding/Orientation

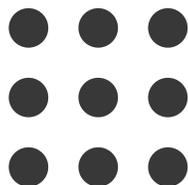
The transition to secondary education is an important time in each student's life. Student orientation is a requirement as it will help set the stage for success at MedCertify.com. Orientation offers assistance to enrolled program requirements and helps students gain success.

## Repeating a Course

A student is required to repeat any course in which he or she receives a "D" or "F", as well as any course from which he or she has withdrawn prior to completion. The new grade will replace the original grade for the purpose of calculation of the completion GPA. However, all courses will be considered as attempted credit hours for the purpose of determining successful course completion percentages (quantitative progress).

## Rules and Regulations

MedCertify.com reserves the right to change any provision or requirements in this catalog at any time without notice. The school further reserves the right to require a student to withdraw from the school for just cause including but not limited to libel or slander, defined as any cause deemed detrimental to the school or other students, as determined by MedCertify.com directors.



# School Policies

## Student Academic Progress Reporting

While enrolled at MedCertify.com, all students must meet the following minimum requirements:

1. Students must maintain a minimum grade average of 70% to continue and to successfully complete the course
2. Students must complete all required course and program coursework
3. Students will have a maximum time of 6 months (180 days) to complete any individual enrolled course to include LMS work and/or externship/observation.
4. If progress is not being made we will proceed with 3 consequences: Verbal Warning, Written Academic Success Plan, Administrative Withdrawal.

### Grading Scale:

|   |            |
|---|------------|
| A | 90-100     |
| B | 80-89      |
| C | 70-79      |
| D | 60-69      |
| F | 0-59       |
| I | Incomplete |
| W | Withdrawn  |

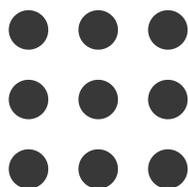
After the successful completion of enrolled course requirements and financial obligations of the enrolled program, the student will be awarded a certificate of completion. Progress Reporting will be provided every 14 days.

## Transfer

MedCertify.com recognizes that sometimes a student enrolls into a program and later decides they would prefer to change to a different program offered by the school. The student must submit a request via electronic request.

## 2025 Program Schedule \*Subject to Change

- January 10
- February 13
- March 22
- April 18
- May 16
- June 14
- July 24
- August 14
- September 26
- October 23
- November 20
- Individual Course starts. Please contact your Admissions Rep.



## Directory

### **Administrative Officers:**

Donnita Davis - ASN, NRCMA, NRCPT - Compliance Administrator

LihWen Lin - Operations Manager

### **Campus Directory:**

Robin Goodstadt-Sinewitz - Admissions Representative

Sara McElroy - Student Support Services

Chelsea Givens - Student Services Team Lead - Senior Academic & Career Counselor

Amy Guinnane - Student Services Manager

Alicia McGowen - Student Support Services

Kevin Stuart - Education Consultant

Lori Brow - Partner Relations Manager

*Donnita Davis* - ASN, NRCMA, NRCPT - Donnita earned these credentials through education at Azusa Pacific University & Delta Community College.

*Chelsea Givens* - NRCMA, NRCPT - Chelsea studied at Ayers College and grew her experience and on the job education through Ochsner Clinic Foundation.

*Patrick Loner* - MCSE, MCSA, MCDST, MCITP, CCNA, CompTIA A+, Network+, Security+, and Cloud+ - Patrick has earned his Associates in Business and his BA in Information Technology from the American Intercontinental University.

*Richard Weller* - PMP, Six Sigma, Scrum Master, SAfr - SPC, RTE, MSP®, ICP-BAF, Microsoft® Certified Technology Specialist: Project Server, Managing Projects & Sharepoint 2010, Microsoft Certified Professional: Microsoft Certified Professional, Citizen Developer Foundation, Practitioner and Business Architect - Richard has his Bachelor's degree in Business Administration with a minor in Computer Science from the University of Rio Grande. He also graduated with a Masters Degree in Business Administration (MBA) with a minor in Project Management from Wright State University.

*Chris Pinna* - Lean Six Sigma Master Black Belt (Management and Strategy Institute), Design for Six Sigma Master Black Belt (Rath & Strong), Improvement Advisor (Institute for Healthcare Improvement), Enterprise Design Thinking (IBM) - Christopher earned an MSc in International Management from the University of Exeter, United Kingdom and a BS in Business Economics from Hofstra University, New York.