



# MEDITEC CATALOG

## 2018



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### **Mission Statement**

"Through innovation, we will provide an exceptional learning experience for our customers and clients."

### **Vision Statement**

"To be a part of every learner's experience worldwide."

## **Core Values**

### **Passion**

Passion is a state in which employees are willing to go the extra mile, are engaged in their work, act as good organizational citizens, endorse the organization, and perform at or above the expected performance level.

### **Accountability**

Accountability is taking responsibility for one's own work and behavior, consistently doing what is right and actively participating in activities and interactions that support the strategy and mission of the organization.

### **Integrity**

Integrity is having values and behaving consistently with one's values, rather than wavering due to outside influences. Integrity is standing strong in how one should live and behave.

### **Respect**

Respect includes consideration of others' privacy and their physical space and belongings, as well as respect for different viewpoints, philosophies, beliefs, and personalities.

## **Honor Code**

The core values of 360training.com are passion, accountability, integrity, and respect. All students, faculty, and staff of 360training.com are expected to uphold these values towards their peers and community.

## **Accreditation and Licensing**

360training.com, Inc. dba Meditec is registered under the Utah Postsecondary Proprietary School Act (Title 13, Chapter 34, Utah Code). However,

A. Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, or accredits the institution. It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements.

This may be accomplished by calling the prospective school or employer.

B. The institution is not accredited by any regional or national accrediting agency recognized by the United States Department of Education.

C. Meditec maintains a form of surety as part of their registration with the Division

## About 360training.com

360training.com (Austin, TX) services over 1,500 eLearning partners who together have trained more than 3 million users worldwide. Their strategic use of technology, content, and service helps organizations and professionals in a wide range of industries best manage career, compliance, and certification needs. Ranked as the 6th fastest growing tech company in the 2006 Deloitte and Touché Fast 50, 360training.com's customers include industry leaders Guaranty Bank, IBC, Trammell Crow Company, Centex Homes, Duke Energy, and more.

For more information, visit [www.360training.com](http://www.360training.com).

360training.com's staff of 200+ employees is organized into industry-focused teams with core domain knowledge in the areas of instructional design, multimedia engineering, information technology, customer support, and content development. Our focus efficiently assists our selected clients in providing career education or workforce training to rapidly expand market share and product offerings, increase profit margins and revenues, and compete within their industry without the need for over-investments or increased overhead. 360training.com provides and fully supports comprehensive eLearning technology and content to colleges, proprietary schools, associations, and corporations.

## Executive & Administrative Team

The 360training.com Executive Management Team is comprised of a diverse group of individuals who bring unique experiences and leadership to the organization, helping to drive the company's core mission of providing integrated technology, content, and Services-focused strategies to help organizations improve their compliance and workforce training initiatives.

### **Our Executive Team consists of the following staff:**

- Tom Anderson, Chief Executive Officer
- Samantha Montalbano, Chief Operating Officer

### **Our Administrative Team consists of the following staff:**

- Muddassir Katchi, Vice President, Product
- Nancy Meason, Director of Admissions

## Facilities

360training.com operates as a distance learning institution. This means that we do not provide physical facilities for our students. Instead, all study is conducted from whatever location works best for the student, whether that be at home, in a library, at an adult education center, or any other location with an Internet-connected computer. Our main office is 6801 N Capital of Texas Highway, Suite 150, Austin, TX 78731. This is where we manage operations and house all records.

Toll-Free: 866-451-3854  
Fax: 512-853-5754  
[www.meditec.com](http://www.meditec.com)

## Academic Calendar

Prospective students can enroll at any time during the school year, and can start immediately.

The school is open every day of the year. However, instructor support will not be available on the following days:

### 2018

- Monday, January 1 - **New Year's Day Holiday**
- Monday, February 19 - **President's Day**
- Monday, May 28 - **Memorial Day**
- Wednesday, July 4 - **Independence Day**
- Monday, September 3 - **Labor Day**
- Thursday, November 22 - **Thanksgiving Day**
- Friday, November 23 - **Day after Thanksgiving**
- Tuesday, December 25 - **Christmas Eve (In Lieu)**

## List of Programs of Study

Medical and Health Programs		
Clinical Medical Technician (CCMA, CET, CPT)	Clinical Medical Assistant (CCMA)	Pharmacy Technician (CPhT)
Dental Assisting	Medical Administrative Assistant	Physical Therapy Aide
EKG Technician (CET)	Optician Certification Training	Veterinary Assistant Program
Medical Billing Certificate	Medical Transcription	Veterinary Assistant with Office Management
Certified National Pharmaceutical Representative (NAPSR)	Certified Electronic Health Records Specialist (CEHRS)	

Business Programs		
Accounting Clerk	Customer Service Representative	Professional Bookkeeping with Quickbooks 2015
Business Office Manager	Administrative Professional with MOS 2013	Graphic Design with Photoshop with Software

Legal Programs		
Legal Secretary	Legal Transcription	Paralegal
Certified Mediator and Arbitrator (MWB)		

Fitness Programs		
Advanced Certificate Program in Personal Fitness Training (ACE)	Personal Fitness Training (ACSM)	Functional Nutrition
Advanced Certificate Program in Personal Fitness Training (ACSM)	Personal Fitness Training (ACE)	Family Nutrition
Advanced Personal Fitness Trainer + Corrective Exercise (NASM)	Personal Fitness Trainer + Corrective Exercise (NASM)	

Culinary Programs		
Culinary Fundamentals	Pastry Arts Program	

Photography/Interior Design Programs		
Photography	Interior Design	

Human Development Programs		
Event Management and Design	Certified Wedding Planner	Child Development Associate Training
Optician Certification	Wind Energy Professional	



# MEDITEC 2018

## Medical and Health Programs



## Clinical Medical Assistant (CCMA)

Program Clock Hours: 320

Program Tuition: \$3295

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### Program Description:

This training program prepares medical assistant students to perform patient clinical skills in various medical office settings. A Clinical Medical Assistant performs clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, obtaining laboratory specimens for testing, educating patients, and maintaining clinical equipment in an ambulatory care setting. Medical assistants perform routine clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and optometrists running smoothly.

Clinical duties may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises. They instruct patients about medication and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, and change dressings.

Not available in the following states:

AZ, NJ, SD, WA

### Program Outline:

Course #	Course Title	Total Clock Hours
CMA15	Clinical Medical Assistant	320



## Clinical Medical Technician (CCMA, CET, CPT)

Program Clock Hours: 920

Program Tuition: \$3995

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### Program Description:

The Clinical Medical Technician program is designed to prepare students to function as professionals in multiple healthcare settings. Medical technicians with a clinical background perform various clinical tasks including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and phlebotomy. Job opportunities are prevalent with physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities.

This program also includes the online study guide, CCMA, CET, and CPT practice exam, and a voucher to pursue the National Healthcareer Associations (NHA) Certified Clinical Medical Assistant, Certified EKG Technician Exam, and Certified Phlebotomy Technician Exam.

*Program also includes an optional clinical externship at a local healthcare provider! Additional fees may apply for a background check, drug test and other externship site testing requirements. Fees will be paid by the student at the time of placement in the optional externship.*

### Program Outline:

Course #	Course Title	Total Clock Hours
CMA15	Clinical Medical Assistant	920
EK015	EKG Technician	
PH015	Phlebotomy Technician	

## Dental Assisting

Program Clock Hours: 750

Program Tuition: \$3295

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### Program Description:

The program prepares students for entry-level positions as a chair-side dental assistant. This course covers the history of dentistry, introduction to the dental office, the legal aspects of dentistry, introduction to oral anatomy, dental operator, introduction to tooth structure (primary and permanent teeth), the oral cavity; and other areas. *Program also includes an optional clinical externship at a local healthcare provider!*

The purpose of this program is to familiarize students with all areas of administrative and clinical dental assisting focusing on the responsibilities required to function as an assistant in a dental practice. This course covers the following key areas and topics:

- Introduction to the dental office and history of dentistry and dental assisting
- Legal aspects of dentistry including policies and guidelines
- Introductory oral anatomy, dental operator, and dental equipment
- Introductory tooth structure including primary and permanent teeth
- The oral cavity and related structures
- Dental hand-pieces, sterilization, and other areas

### Program Outline:

Course #	Course Title	Clock Hours
DA15	Dental Assisting	750

## Medical Billing Certificate

Program Clock Hours: 140

Program Tuition: \$1595

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### Program Description:

The Medical Billing program is designed to prepare individuals for entry-level employment as a medical biller in the medical industry. Graduates of this program will be employable by private health care practices, clinics and other health care facilities.

The program teaches students how to perform medical billing and submit claims to insurance companies. Upon completion of the program, students will possess the skills and knowledge necessary to obtain employment.

### Program Outline:

Course #	Course Title	Clock Hours
MBL-101	Medical Billing	140

### Enhanced Programs:

Program Name	Program Code	Hours	Tuition
Medical Billing and Coding	MB01	340	\$3195
Medical Billing and Coding (CBCS)	MCB03	390	\$3395
Medical Office Management with Billing and Coding (CMAA)	MOM04	690	\$3795
Medical Office Management with Billing and Coding (CBCS)	MOM02	690	\$3795
Medical Office Management with Billing and Coding (CMAA & CBCS)	MOM03	690	\$3995
Medical Transcription with Billing and Coding (CBCS)	MTBC01	640	\$3995

## Medical Administrative Assistant

Program Clock Hours: 300

Program Tuition: \$2795

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### Program Description:

Medical Office Management involves managing the daily operations of a medical/healthcare facility. This course introduces you to the overall business operations of a medical office. You will learn the specifics of the role of a medical office manager. These include personnel management, vendor management, front office management, as well as billing and payment management. You will also learn about medical records and the importance of the computerization of a medical office. This course is valuable for all those preparing for a career as a medical office manager. Through scenarios and interactivities, this course provides you with ample opportunity to apply and practice the concepts learned, and prepares you for your role as a professional in the health insurance industry.

### Program Outline:

Course #	Course Title	Clock Hours
MOFC-305	Medical Administrative Assistant	300

### Enhanced Programs:

Program Name	Program Code	Hours	Tuition
Medical Administrative Assistant (CMAA)	MOMMT02	350	\$3395
Medical Administrative Assistant with Medical Transcription (CMAA)	MCB03	600	\$3995
Medical Administrative Assistant with Billing and Coding (CMAA)	MOM04	690	\$3795
Medical Administrative Assistant with Billing and Coding (CBCS)	MOM02	690	\$3795
Medical Administrative Assistant with Billing and Coding (CMAA & CBCS)	MOM03	690	\$3995

## Medical Transcription

Program Clock Hours: 250

Program Tuition: \$2795

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### Program Description:

This program has a pre-requisite for Medical Terminology or Equivalent Experience. Students without this pre-requisite must add the Meditec Medical Terminology Course, or should select one of the Meditec Medical Transcription courses that includes Medical Terminology

The Medical Transcription program is designed to prepare individuals for entry-level employment as a medical transcriptionist, and related occupations in the medical industry. Program graduates will be employable by private health care practices, clinics, government agencies, insurance companies and other health care facilities.

The program includes dictation by men, women and ESL doctors, all styles and difficulties. Answer keys are used to compare student work against the actual transcripts, one report at a time. Upon completion of the Medical Transcription program, graduates can overcome transcription problems, such as inaudible dictation, background noise, and accents.

### Program Outline:

Course #	Course Title	Clock Hours
MTR-105	Medical Transcription	250

### Enhanced Programs:

Program Name	Program Code	Hours	Tuition
Medical Transcription Plus	MTR02	300	\$3195
Medical Administrative Assistant with Medical Transcription (CMAA)	MCB03	600	\$3995
Medical Transcription with Billing and Coding (CBCS)	MTBC01	640	\$3995
Medical Transcription with Coding (CBCS)	MTRC01	500	\$3795

## Pharmacy Technician (ExCPT)

Program Clock Hours: 350

Program Tuition: \$2795

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### Program Description:

This comprehensive program will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's (PTCB) exam. Course content includes pharmacy medical terminology, reading and interpreting prescriptions, defining generic and brand name drugs, and more!

*The program also includes an optional clinical externship at a local healthcare provider*

This program will prepare students to enter the pharmacy field and to pursue certification including the Pharmacy Technician Certification Board's PTCB exam. This course covers the following key areas and topics:

- Duties and the role of a pharmacy technician
- Governance of controlled substances
- Related laws and regulations
- Classification of drugs
- Frequently prescribed medications
- Characteristics of a prescription
- Preparing and dispensing prescriptions
- Pharmaceutical calculations
- Aseptic techniques, unit dose, and repackaging
- Pharmaceutical calculations revisited

This program also includes the online study guide, practice exam, and CPhT exam voucher to sit for the NHA Certified Pharmacy Technician (CPhT) Exam.

Not available in the following states:

FL, MN, ND, UT, WA, IL

### Program Outline:

Course #	Course Title	Clock Hours
PT015	Pharmacy Technician (ExCPT)	350

### Enhanced Programs:

Program Name	Program Code	Hours	Tuition
Retail Pharmacy Technician with Customer Service Representative (ExCPT)	RPTCSR015	520	\$3995

## Veterinary Assistant with Office Management

Program Clock Hours: 485

Program Tuition: \$3995

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### Program Description:

This online program will prepare you to become a productive member of a veterinary team. You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs. You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication. This program is designed for people who want to work at a veterinary hospital and those who are already employed in positions in which they look after animals.

### Program Outline:

Course #	Course Title	Clock Hours
E2G107	Veterinary Assistant	170
LEAD-101	Introduction to Leadership	5
LEAD-102	Leaders and Work-Life Balance	5
LEAD-103	Leading and Managing Change	5
LEAD-104	Leading Teams	5
BUS-101	Business Essentials	30
MGMT-101	Management Fundamentals	25
MKT-101	Marketing and Sales	30
FIN-101	Business Financial Management	40
BUS-201	Business in the Electronic Age	30
BUS-301	Business Presentation Skills	25
COMM-201	Business Correspondence – Level 1	25
MGMT-301	Human Resource Management	30
COMM-101	Office Procedures – Level 1	30
COMM-102	Office Procedures – Level 2	30
Total		485

## Veterinary Assistant Program

Program Clock Hours: 225

Program Tuition: \$2495

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### Program Description:

This Online program is aligned with NAVTA standards and will prepare you to become a productive member of a veterinary team. You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs. You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication. This program is designed for people who want to work at a veterinary hospital and those who are already employed in positions in which they care for animals.

### Program Outline:

Course #	Course Title	Clock Hours
E2G107	Veterinary Assistant	225
Total		225



## Certified Electronic Health Records Specialist

Program Clock Hours: 155

Program Tuition: \$2295

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### Program Description:

You will learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist. Whether you already work in the medical field or you're transitioning from another career, becoming a CEHRS can open up new job opportunities for you, give you higher earning power, and make you an in-demand professional in a wide variety of healthcare settings such as Health Information Clerk, Medical Records Coordinator, Electronic Medical Records Technician and Electronic Medical Records Specialist.

This program will provide everything you need to make it happen!

If you're new to the healthcare industry, or need to brush up on medical industry language, we recommend enrolling in an alternate version of this program, as it better prepares you for your certification exam.

### Program Outline:

Course #	Course Title	Clock Hours
E2G-115	Certified Electronic Health Records Specialist	134
	Microsoft Excel Advanced Functions	1
	Medical Transcription - Module 3: Editing Records	20
Total		155

## Optician Certification

Program Clock Hours: 210

Program Tuition: \$3995

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### Program Description:

Opticians are in high demand in the job market, and the need for eye care professionals is constantly expanding. In this online program, you'll gain the skills and knowledge you need to obtain an entry-level job as an optician while you prepare yourself to achieve American Board of Optician (ABO) certification—a certification that's required by many states and is a stepping stone to career advancement. You will master the mathematical formulas that opticians need to know, discover how to read prescriptions for glasses and contact lenses, explore the basics of eyewear styles and materials, become familiar with the equipment opticians use, learn about prisms and lens types, and gain an understanding of eye anatomy and eye diseases. By the time you complete this program, you'll be fully prepared to begin a career as an optician—and you'll have the skills and knowledge you need to advance in this popular and exciting medical field.

### Program Outline:

Course #	Course Title	Clock Hours
E2G111	Optician Certification	150
COMM-101	Office Procedures – Level 1	30
COMM-102	Office Procedures – Level 2	30
Total		210

## Certified National Pharmaceutical Representative

Program Clock Hours: 165

Program Tuition: \$2295

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### Program Description:

The Certified National Pharmaceutical Representative Online Training Program will help you become an entry-level, **Certified Pharmaceutical Sales Representative**, even if you don't have pharmacology or medical education. In this program you will learn the skills necessary to become a certified pharmaceutical sales representative. The program covers pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals.

As a registered student of the CNPR program, you'll automatically become a member of NAPSRx, and you'll be eligible to sit for the **CNPR National Certification Exam at no additional cost**.

This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

### Program Outline:

Course #	Course Title	Clock Hours
E2G-116	Certified National Pharmaceutical Representative	90
	Basic Medical Terminology	50
	Customer Service	25
Total		165

## Physical Therapy Aide

Program Clock Hours: 465

Program Tuition: \$3995

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### Program Description:

In this online program, you will master all the skills you need to begin a career as a physical therapy aide. You will learn what physical therapy entails, identify the responsibilities of a PT aide, and develop a working knowledge of anatomy and medical terminology. In addition, you will get a solid grounding in patient care skills, infection control, and the legal and ethical regulations that affect healthcare providers. By the end of the program, you will be fully prepared to obtain an entry-level position as a PT aide in a healthcare facility.

### Program Outline:

Course #	Course Title	Clock Hours
E2G106	Physical Therapy Aide	150
LEAD-101	Introduction to Leadership	5
LEAD-102	Leaders and Work-Life Balance	5
LEAD-103	Leading and Managing Change	5
LEAD-104	Leading Teams	5
BUS-101	Business Essentials	30
MGMT-101	Management Fundamentals	25
MKT-101	Marketing and Sales	30
FIN-101	Business Financial Management	40
BUS-201	Business in the Electronic Age	30
BUS-301	Business Presentation Skills	25
COMM-201	Business Correspondence – Level 1	25
MGMT-301	Human Resource Management	30
COMM-101	Office Procedures – Level 1	30
COMM-102	Office Procedures – Level 2	30
Total		465

# MEDITEC 2018

## Business Programs



## Accounting Clerk

Program Clock Hours: 250

Program Tuition: \$2595

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### Program Description:

The Accounting Clerk program is designed to prepare individuals for entry-level positions such as accounts receivable & payable clerks and payroll clerks. Program graduates will be employable by companies in the service, merchandising, and manufacturing industries, as well as, professional offices. The program teaches students how to maintain account records and prepare financial statements.

Upon completion of the Accounting Clerk program, graduates can manage a payroll, create balance sheets & P/L statements, and use QuickBooks Pro. Students will be trained with Microsoft Office Specialist (MOS) approved courses to use Microsoft Office software (Excel, Word, PowerPoint, and Outlook).

### Program Outline:

Course #	Course Title	Clock Hours
MSO-101	Microsoft Excel 2010 – Level 1	30
MSO-102	Microsoft Excel 2010 – Level 2	25
MSO-201	Microsoft Outlook 2010 – Level 1	30
MSO-401	Microsoft Word 2010 – Level 1	30
FIN-201	Business Math	30
ACCT-101	Principles of Accounting I	25
ACCT-102	Principles of Accounting II	25
ACCT-201	Bookkeeping with QuickBooks	30
COMM-201	Business Correspondence – Level 1	25
Total Hours		250

## Business Office Manager

Program Clock Hours: 315

Program Tuition: \$3595

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### Program Description:

This comprehensive program exposes students to a vast array of general business knowledge, management and administration skills, and practical tools that will assist them in dealing with situations within an office environment and prepare them for a career as a Business Office Manager. Includes knowledge of how businesses utilize marketing, and financial services and apply them to office management. Video segments introduce Dr. Mills and other leaders who discuss such issues as how leaders become leaders, leadership ethics, and the differences between leaders, managers, and administrators

### Program Outline:

Course #	Course Title	Clock Hours
LEAD-101	Introduction to Leadership	5
LEAD-102	Leaders and Work-Life Balance	5
LEAD-103	Leading and Managing Change	5
LEAD-104	Leading Teams	5
BUS-101	Business Essentials	30
MGMT-101	Management Fundamentals	25
MKT-101	Marketing and Sales	30
FIN-101	Business Financial Management	40
BUS-201	Business in the Electronic Age	30
BUS-301	Business Presentation Skills	25
COMM-201	Business Correspondence – Level 1	25
MGMT-301	Human Resource Management	30
COMM-101	Office Procedures – Level 1	30
COMM-102	Office Procedures – Level 2	30
Total Hours		315

## Customer Service Representative

Program Clock Hours: 175

Program Tuition: \$1695

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### Program Description:

The Customer Service Representative program is designed to prepare individuals for entry-level employment as a customer service representative or related positions, such as a library clerk, information clerk, or as a courtesy, complaint, or inquiry receptionist. This program teaches students how to communicate effectively with customers.

Upon completion of the Customer Service Representative program, graduates will be able to gather and respond to customer feedback and manage customer relationships. Additionally, they will know how to use Microsoft Word, Excel, Outlook, and PowerPoint, using our Microsoft Office Specialist (MOS) approved courses.

### Program Outline:

Course #	Course Title	Clock Hours
MSO-101	Microsoft Excel 2010 – Level 1	30
MSO-201	Microsoft Outlook 2010 – Level 1	30
MSO-401	Microsoft Word 2010 – Level 1	30
COMM-101	Office Procedures – Level 1	30
COMM-301	Business Verbal Communication	30
COMM-401	Customer Service	25
Total Hours		175

### Enhanced Programs:

Program Name	Program Code	Hours	Tuition
Retail Pharmacy Technician with Customer Service Representative (ExCPT)	RPTCSR015	520	\$3995



## Administrative Professional with Microsoft Office Specialist 2016

Program Clock Hours: 770

Program Tuition: \$3995

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### Program Description:

The Administrative Professional with Microsoft Office Specialist 2016 training program teaches the key skills you need to become an Administrative Professional and prepare you for the Microsoft Certification Exams 77-727 and 77-728 (Excel), 77-725 and 77-726 (Word), 77-729 (PowerPoint), and 77-731 (Outlook).

You will learn essential skills including how to work in a modern professional office, how to maintain a professional image, personal and professional ethics, communication essentials, technology basics, record keeping and financial management, event planning and travel, and how to advance in an administrative career.

You will then learn essential skills of working at advanced level in Microsoft Word, Excel, PowerPoint, Outlook, and Access 2016.

Completed students will get one Microsoft Office Specialist (MOS) exam voucher, which may be used for any of the MOS exams (Word, Excel, PowerPoint, Access, and Outlook). Vouchers can only be used in the United States & Canada. Overseas students have the option of taking the exam after returning to US or during visit.

### Program Outline:

Course #	Course Title	Clock Hours
E2G101	Administrative Professional with MOS 2016	455
LEAD-101	Introduction to Leadership	5
LEAD-102	Leaders and Work-Life Balance	5
LEAD-103	Leading and Managing Change	5
LEAD-104	Leading Teams	5
BUS-101	Business Essentials	30
MGMT-101	Management Fundamentals	25
MKT-101	Marketing and Sales	30
FIN-101	Business Financial Management	40
BUS-201	Business in the Electronic Age	30
BUS-301	Business Presentation Skills	25
COMM-201	Business Correspondence Level 1	25
MGMT-301	Human Resource Management	30
COMM-101	Office Procedures Level 1	30
COMM-102	Office Procedures Level 2	30
Total		770

## Professional Bookkeeping with QuickBooks 2017

Program Clock Hours: 265

Program Tuition: \$3695

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### Program Description:

Complete work in this program that will prepare you to handle bookkeeping for a small business. Learn how to use QuickBooks 2017, the leading small business financial software program.

### Program Outline:

Course #	Course Title	Clock Hours
E2G113	Professional Bookkeeping with QuickBooks	100
LEAD-101	Microsoft Excel 2010, Level 1	25
LEAD-102	Microsoft Excel 2010, Level 2	25
LEAD-103	Microsoft Excel 2010, Level 3	25
LEAD-104	Principles of Accounting I	25
BUS-101	Principles of Accounting II	25
Total		265

## Graphic Design with Photoshop

Program Clock Hours: 515

Program Tuition: \$3995

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### Program Description:

Join a growing and in-demand career field! This nationally recognized training program will teach you the fundamentals of Adobe Photoshop, the gold standard for image creation and editing. This program will teach you graphic design basics and build your skills step-by-step, as you master the terms and processes used by professional graphic artists. You'll not only learn the rules and standards for effective graphic design, but you'll also discover strategies for creating graphics that convey desired messages, styles, and tones.

You'll practice with real-world examples, challenges, and thought-provoking assignments, and learn how to determine a client's needs, design marketing materials to meet those needs, in addition to assembling your designs in an online portfolio to enter the industry.

This program will help you create images that stand apart from the competition, in addition to positioning you for a rewarding career in graphic design.

Eligible users will get a voucher for "Adobe Photoshop CS6" exam

### Program Outline:

Course #	Course Title	Clock Hours
E2G105	Graphic Design with Photoshop	200
LEAD-101	Introduction to Leadership	5
LEAD-102	Leaders and Work-Life Balance	5
LEAD-103	Leading and Managing Change	5
LEAD-104	Leading Teams	5
BUS-101	Business Essentials	30
MGMT-101	Management Fundamentals	25
MKT-101	Marketing and Sales	30
FIN-101	Business Financial Management	40
BUS-201	Business in the Electronic Age	30
BUS-301	Business Presentation Skills	25
COMM-201	Business Correspondence Level 1	25
MGMT-301	Human Resource Management	30
COMM-101	Office Procedures Level 1	30
COMM-102	Office Procedures Level 2	30
Total		515

# MEDITEC 2018

## Human Development Programs



## Certificate in Photography

Program Clock Hours: 660

Program Tuition: \$3995

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### Program Description:

The "Professional Photography Course" is delivered online and consists of 12 modules and 12 interactive assignments. The normal time required to complete the course is 24 weeks. During this time you will be tutored in all aspects of professional photography by George Seper; one of the top freelance photographers around. His vast wealth of accumulated knowledge is provided to you together with the ways to apply this knowledge to the areas of photography that most interest you.

The business of photography is not just about award winning images. It can also be about the right picture at the right time. Newspapers, magazines and websites worldwide are constantly on the lookout for new and interesting material. The opportunities are enormous and always growing. On successful completion of the course work, and upon approval of the faculty, the candidate is granted a Certificate in Photography. Students will receive a certificate from The Photography Institute for the photography portion of this program and an overall certificate of completion from 360training. Students will also receive instructional support from The Photography Institute and 360training.com

### Program Outline:

Course #	Course Title	Clock Hours
CPOE15	Photography course	345
LEAD-101	Introduction to Leadership	5
LEAD-102	Leaders and Work-Life Balance	5
LEAD-103	Leading and Managing Change	5
LEAD-104	Leading Teams	5
BUS-101	Business Essentials	30
MGMT-101	Management Fundamentals	25
MKT-101	Marketing and Sales	30
FIN-101	Business Financial Management	40
BUS-201	Business in the Electronic Age	30
BUS-301	Business Presentation Skills	25
COMM-201	Business Correspondence Level 1	25
MGMT-301	Human Resource Management	30
COMM-101	Office Procedures Level 1	30
COMM-102	Office Procedures Level 2	30
Total		660

## Certificate in Interior Design

Program Clock Hours: 660

Program Tuition: \$3995

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### Program Description:

This certificate in Interior Design is designed as a comprehensive, self-paced program that prepares early-stage as well as experienced professionals for career opportunities in interior design.

Design is an international language which communicates subtle or overt messages for the end user. When it works seamlessly it enhances life and makes things work better unconsciously.

The Diploma Course in Interior Design comprises of 12 in-depth modules designed to build the foundation that will lead to your qualification as a professional interior designer.

The duration of the Course is 24 weeks, however the course is self-paced, so you may take up to one year to finish it.

The modules are designed to be read sequentially and will help build your knowledge to enable you to design a residential space.

### Program Outline:

Course #	Course Title	Clock Hours
CIDOE15	Interior Design course	345
LEAD-101	Introduction to Leadership	5
LEAD-102	Leaders and Work-Life Balance	5
LEAD-103	Leading and Managing Change	5
LEAD-104	Leading Teams	5
BUS-101	Business Essentials	30
MGMT-101	Management Fundamentals	25
MKT-101	Marketing and Sales	30
FIN-101	Business Financial Management	40
BUS-201	Business in the Electronic Age	30
BUS-301	Business Presentation Skills	25
COMM-201	Business Correspondence Level 1	25
MGMT-301	Human Resource Management	30
COMM-101	Office Procedures Level 1	30
COMM-102	Office Procedures Level 2	30
Total		660

## Event Management and Design

Program Clock Hours: 615

Program Tuition: \$3795

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### Program Description:

The Event Management and Design Online Training Program will equip you with the knowledge to advance in the field if you're already working in special events, or it will prepare you to enter the profession with an understanding of the industry. You'll build a foundation that you can use to build a career in special events or start your own special event business. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

### Program Outline:

Course #	Course Title	Clock Hours
E2G104	Event Management and Design	300
LEAD-101	Introduction to Leadership	5
LEAD-102	Leaders and Work-Life Balance	5
LEAD-103	Leading and Managing Change	5
LEAD-104	Leading Teams	5
BUS-101	Business Essentials	30
MGMT-101	Management Fundamentals	25
MKT-101	Marketing and Sales	30
FIN-101	Business Financial Management	40
BUS-201	Business in the Electronic Age	30
BUS-301	Business Presentation Skills	25
COMM-201	Business Correspondence Level 1	25
MGMT-301	Human Resource Management	30
COMM-101	Office Procedures Level 1	30
COMM-102	Office Procedures Level 2	30
Total		615

## Certified Wedding Planner

Program Clock Hours: 655

Program Tuition: \$3795

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### Program Description:

Prepare for a career in wedding and special event planning by mastering the fundamentals of planning, orchestrating, and delivering stunning weddings and parties. This program allows you to earn your certification as a professional wedding and event planner, and will give you an opportunity to put your new skills to work in an optional internship.

In these lessons, you'll get step-by-step training and learn concise formulas for ensuring the success of any social event, from weddings and anniversaries, to birthdays and baby showers. Once you've grasped the basics of wedding planning, you'll translate theory into real-world applications as you discover how to cultivate the vendor and client relationships that are crucial to building your business. You'll learn insider techniques on how to market your business and expand your revenue streams in the fun and exciting celebration industry.

### Program Outline:

Course #	Course Title	Clock Hours
E2G102	Certified Wedding Planner	340
LEAD-101	Introduction to Leadership	5
LEAD-102	Leaders and Work-Life Balance	5
LEAD-103	Leading and Managing Change	5
LEAD-104	Leading Teams	5
BUS-101	Business Essentials	30
MGMT-101	Management Fundamentals	25
MKT-101	Marketing and Sales	30
FIN-101	Business Financial Management	40
BUS-201	Business in the Electronic Age	30
BUS-301	Business Presentation Skills	25
COMM-201	Business Correspondence Level 1	25
MGMT-301	Human Resource Management	30
COMM-101	Office Procedures Level 1	30
COMM-102	Office Procedures Level 2	30
Total		655



## Child Development Associate Training

Program Clock Hours: 435

Program Tuition: \$3295

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### Program Description:

If you like working with children, a career as a childcare professional might be right for you. This certificate program in Childcare and Education will allow you to earn your national Child Development Associate (CDA) certification, while working at your own pace in a flexible, self-directed online learning environment.

Through this convenient, affordable program, designed especially for working adult students, you will earn the 120 hours of professional development required by the Council of Professional Recognition for CDA certification. The program is available 24 hours a day, seven days a week, and you'll benefit from the support of a committed, knowledgeable instructor. You can start the program at any time of the year. Do not let a busy schedule keep you from your career in childcare!

Note: The CDA Credential is not provided with this program. This program provides students with the education requirements needed to obtain their credential. [Please click here](#) to see the full list of CDA requirements.

### Program Outline:

Course #	Course Title	Clock Hours
E2G103	Child Development Associate Training	120
LEAD-101	Introduction to Leadership	5
LEAD-102	Leaders and Work-Life Balance	5
LEAD-103	Leading and Managing Change	5
LEAD-104	Leading Teams	5
BUS-101	Business Essentials	30
MGMT-101	Management Fundamentals	25
MKT-101	Marketing and Sales	30
FIN-101	Business Financial Management	40
BUS-201	Business in the Electronic Age	30
BUS-301	Business Presentation Skills	25
COMM-201	Business Correspondence Level 1	25
MGMT-301	Human Resource Management	30
COMM-101	Office Procedures Level 1	30
COMM-102	Office Procedures Level 2	30
Total		435

## Wind Energy Professional

Program Clock Hours: 241

Program Tuition: \$2895

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### Program Description:

Wind energy companies are growing exponentially to meet America's demand for clean, renewable, domestic energy. This entry-level Wind Energy Professional Online Training Program prepares you for a career in the wind energy industry. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers. This program will provide everything you need to make it happen!

### Program Outline:

Course #	Course Title	Clock Hours
E2G-114	Wind Energy Professional	240
	Confined Space Entry	1
Total		241

# MEDITEC 2018

## Legal Programs



## Legal Secretary Certificate

Program Clock Hours: 330

Program Tuition: \$2295

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### Program Description:

The Legal Secretary program is designed to prepare individuals for employment as a legal secretary. Program graduates will be employable by law firms, attorneys, and other businesses requiring legal services. The program teaches students fundamentals of the profession, including American Law, court systems, litigation, law specialties, and how to build their own Cybrary.

Upon completion of the Legal Secretary program, graduates can perform interview (interrogations), legal writing, and use citations for legal documents.

### Program Outline:

Course #	Course Title	Clock Hours
PL02	Paralegal	270
COMM-101	Office Procedures – Level 1	30
COMM-102	Office Procedures – Level 2	30
Total Hours		330

## Legal Transcription Certificate

Program Clock Hours: 117

Program Tuition: \$1895

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### Program Description:

The Legal Transcription program is designed to prepare individuals for employment as legal transcriptionists, legal word processors, or legal transcribers. Program graduates will be employable by law firms, attorneys, court systems, and other businesses requiring legal services. The program teaches the students fundamentals of law, legal ethics, and law specialties

Legal transcriptionists transcribe legal dictation creating legal documents for attorneys and other entities. A legal transcriptionist must have a good command of legal terminology and how different documents are formatted. It is well suited to working from home since the files can easily be moved electronically. This program will review the topics essential to performing legal transcription work.

Upon completion of the Legal Transcription program, graduates can overcome transcription problems, such as inaudible dictation, background noise, and accents. Additionally, they will understand English grammar, rules for report filing, and proper transcription techniques.

### Program Outline:

Course #	Course Title	Clock Hours
LAW-501	Business Law	30
LT02	Legal Transcription	87
Total Hours		117

## Paralegal Certificate

Program Clock Hours: 477

Program Tuition: \$2895

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### Program Description:

The Paralegal program is designed to prepare individuals for employment as a paralegal, legal transcriptionist, legal word processor, or legal transcriber. Program graduates will be employable by law firms, attorneys, court systems, and other businesses requiring legal services. The program teaches students about U.S. law and law specialties, including pleadings, formats, and citations.

Upon completion of the Paralegal program, graduates will be able to build a Cybrary, cite legal documents, file reports, and overcome transcription problems. Additionally, they will also know English grammar and proper transcription techniques.

### Program Outline:

Course #	Course Title	Clock Hours
PL02	Paralegal	270
LAW-501	Business Law	30
FIN-201	Business Math	30
COMM-101	Office Procedures – Level 1	30
COMM-102	Office Procedures – Level 2	30
LTR-103	Legal Transcription	87
Total Hours		477

## Certified Mediator and Arbitrator

Program Clock Hours: 204.30

Program Tuition: \$3995

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### Program Description:

Arbitrators and mediators help resolve conflicts outside of the court system by facilitating negotiation and dialogue between disputing parties.

So whether you are looking to improve your conflict resolution skills and abilities in the workplace, at home, or in private practice, the Certified Mediator and Arbitrator program is for you. This three course program will provide you with a comprehensive knowledge and skill set and end with a Certification Exam based on your studies.

In this program, you will learn how to effectively help others negotiate and collaborate through difficult disputes. This program provides Mediators Without Borders® training on the InAccord Conflict Analysis model for both mediation and arbitration practice, in addition to practice opportunities where you can apply your new skills in simulated role plays. As part of the arbitration training, you will learn how to facilitate a hearing, weigh evidence and testimony, and render an award.

### Program Outline:

Course #	Course Title	Clock Hours
E2G-117	Certified Mediator and Arbitrator	199.99
	Paralegal - Module 6: Grammar, Spelling, Word Usage, Punctuation, and Capitalization for the Paralegal	1.83
	Paralegal - Module 19: Interviews	0.48
	Arbitration and Mediation	2
Total		204.30

# MEDITEC 2018

## Fitness Programs



Personal Fitness Trainer



## Advanced Certificate Program in Personal Fitness Training (ACE)

Program Clock Hours: 400

Program Tuition: \$2,995

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### Program Description:

The Online Professional Certificate in Personal Fitness Training is a web-based, interactive educational program that includes input and guidance from faculty/instructors drawn from colleges/universities, the allied health/medical field, and the personal fitness training profession.

The certificate program is designed to supply essential education which integrates the exercise science curriculum and practical training techniques into a systematic model that teaches students to help their clients through different training levels and phases. Students will be prepared for careers involving medically-based fitness facilities, community wellness programs, personal training studios, physical therapy clinics, corporate fitness centers, YMCA's/JCC's, and private and commercial health clubs.

In addition, the program prepares students for the American Council on Exercise (ACE) Certified Personal Trainer Certification. ACE provides graduating certificate students a Preferred Discount on the ACE Personal Training Certification Exam and study materials. The program also includes an optional 60-hour field internship.

### Program Outline:

Course #	Course Title	Clock Hours
FIT-201	Introduction to Exercise Science – Level 1	50
FIT-202	Introduction to Exercise Science – Level 2	50
FIT-301	Health Risk Profiles and Fitness Assessment Techniques	50
FIT-401	Business Administration and Management Aspects for Personal Trainers	50
FIT-501	Designing Exercise Prescriptions for Normal/Special Populations	50
FIT-601	Nutritional Analysis and Management	50
FIT-701	The Science and Biomechanics of Resistance/Weight Training Techniques	50
FIT-801	Functional Flexibility, Core, and Balance Training	50
Total Hours		400

## Advanced Certificate Program in Personal Fitness Training (ACSM)

Program Clock Hours: 400

Program Tuition: \$2,995

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### Program Description:

The Online Professional Certificate in Personal Fitness Training is a web-based, interactive educational experience that includes input and guidance from faculty/instructors drawn from colleges/universities, the allied health/medical field, and the personal fitness training profession.

The certificate program is designed to supply essential education which integrates the exercise science curriculum and practical training techniques into a systematic model that teaches students to help their clients through different training levels and phases. Students will be prepared for careers involving medically-based fitness facilities, community wellness programs, personal training studios, physical therapy clinics, corporate fitness centers, YMCA's/JCC's, and private and commercial health clubs.

In addition, the program prepares students for the American College of Sports Medicine (ACSM) Certified Personal Trainer Certification. ACSM provides graduating certificate students a Preferred Discount on the ACSM Personal Training Certification Exam and study materials. The program also includes an optional 60-hour field internship.

### Course Outline:

Course #	Course Title	Clock Hours
FIT-201	Introduction to Exercise Science – Level 1	50
FIT-202	Introduction to Exercise Science – Level 2	50
FIT-301	Health Risk Profiles and Fitness Assessment Techniques	50
FIT-401	Business Administration and Management Aspects for Personal Trainers	50
FIT-501	Designing Exercise Prescriptions for Normal/Special Populations	50
FIT-601	Nutritional Analysis and Management	50
FIT-701	The Science and Biomechanics of Resistance/Weight Training Techniques	50
FIT-801	Nutritional Analysis and Management	50
Total Hours		400

## Family Nutrition

Program Clock Hours: 100

Program Tuition: \$1695

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### Program Description

The Online Professional Certificate in Family Nutrition has been designed to meet the growing demand for allied health/medical and fitness professionals, parents, and the general public who want to learn to develop healthy food strategies, family support education, and advanced nutritional planning for moms, children, and the entire family. This Web-based Certificate program provides an in-depth examination of developing nutritionally fit, fun, and energized families through foods and proper nutrition! In addition, learn Healthy Habit Strategies – to cope with family dynamics and the different environments each member of the family lives in.

### Program Outline:

Course #	Course Title	Clock Hours
FIT-103	Family Nutrition	100

## Functional Nutrition

Program Clock Hours: 100

Program Tuition: \$1695

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### Program Description:

The Online Professional Certificate in Functional Nutrition has been designed to meet the growing demand for personal trainers, athletic trainers, allied health/medical and fitness professionals and the general public who would like to obtain the latest roadmap on selecting the best functional nutrients and super foods. This comprehensive Web-based Certificate program provides an in-depth examination of contemporary nutrition topics designed to inform individuals about the latest research on eating super foods, organically, and genetically modified foods. Additional topics include shopping for functional foods successfully, environmental nutrition issues, and educating you on eating earth-friendly food sources.

### Program Outline:

Course #	Course Title	Clock Hours
FIT-105	Functional Nutrition	100

## Personal Fitness Training (ACE)

Program Clock Hours: 250

Program Tuition: \$2495

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### Program Description:

The Online Professional Certificate in Personal Fitness Training is a web-based, interactive educational experience that includes input and guidance from outstanding faculty/instructors drawn from colleges/universities, the allied health/medical field, and the personal fitness training profession.

The certificate program is designed to supply essential education integrating exercise science curriculum and practical training techniques into a systematic model that teaches students to progress their clients through different training levels and phases. Students will be prepared for careers working at medically-based fitness facilities, community wellness programs, personal training studios, physical therapy clinics, corporate fitness centers, YMCA's/JCC's and private and commercial health clubs.

Included with the either certificate program registration, you will receive complimentary access to receive the National Posture Institute's Certified Resistance Training Professional™ (RTP™) designation. In addition, the program prepares students for the American Council on Exercise (ACE) Certified Personal Trainer Certification. ACE provides graduating certificate students a Preferred Discount on the ACE Personal Training Certification Exam and study materials.

### Program Outline:

Course #	Course Title	Clock Hours
FIT-106	Personal Fitness Training (ACE)	250

## Personal Fitness Training (ACSM)

Program Clock Hours: 250

Program Tuition: \$2495

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### Program Description:

The Online Professional Certificate in Personal Fitness Training is a web-based, interactive educational experience that includes input and guidance from outstanding faculty/instructors drawn from colleges/universities, the allied health/medical field, and the personal fitness training profession.

The certificate program is designed to supply essential education integrating exercise science curriculum and practical training techniques into a systematic model that teaches students to progress their clients through different training levels and phases. Students will be prepared for careers working at medically-based fitness facilities, community wellness programs, personal training studios, physical therapy clinics, corporate fitness centers, YMCA's/JCC's, and private and commercial health clubs. Included with the either certificate program registration, you will receive complimentary access to receive the National Posture Institute's Certified Resistance Training Professional™ (RTP™) designation. In addition, the program prepares students for the American College of Sports Medicine (ACSM) Certified Personal Trainer Certification. ACSM provides graduating certificate students a Preferred Discount on the ACSM Personal Training Certification Exam and study materials.

### Program Outline:

Course #	Course Title	Clock Hours
FIT-107	Personal Fitness Training (ACSM)	250

## Personal Fitness Trainer + Corrective Exercise (NASM)

Program Clock Hours: 140

Program Tuition: \$2495

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### Program Description:

The NASM Certified Personal Trainer and Exam Preparation is a unique online training program that prepares for the NASM CPT exam. The NASM CPT certification is one of the most respected and in-demand certifications in the health and fitness industry.

The NASM Corrective Exercise Specialization (CES) provides you with cutting-edge, scientifically valid education, as well as the assessments, techniques and corrective exercise strategies to put it into practice.

This program series includes exam preparation, all study materials, as well as the exam fees. The NCCA accredited NASM CPT Personal Trainer Exam is taken at a local testing center (PSI), and you can schedule your exam date after completion of the program.

### Program Outline:

Course #	Course Title	Clock Hours
GES162	Personal Fitness Trainer + Corrective Exercise (NASM)	140

## Advanced Personal Fitness Trainer + Corrective Exercise (NASM)

Program Clock Hours: 240

Program Tuition: \$3995

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### Program Description:

The NASM Certified Personal Trainer and Exam Preparation is a unique online training program that prepares for the NASM CPT exam. The NASM CPT certification is one of the most respected and in-demand certifications in the health and fitness industry.

The NASM Corrective Exercise Specialization (CES) provides you with cutting-edge, scientifically valid education, as well as the assessments, techniques and corrective exercise strategies to put it into practice.

This program series includes exam preparation, all study materials, as well as the exam fees. The NCCA accredited NASM CPT Personal Trainer Exam is taken at a local testing center (PSI), and you can schedule your exam date after completion of the program.

### Program Outline:

Course #	Course Title	Clock Hours
GES162	Advanced Personal Fitness Trainer + Corrective Exercise (NASM)	240





## Course Description

#### ACCT-101 PRINCIPLES OF ACCOUNTING I

This course examines the principles of financial accounting. The steps in the accounting cycle, the preparation of financial statements for corporations, and the handling of financial data for service and merchandising firms will be covered. (25 CI Hrs)

#### ACCT-102 PRINCIPLES OF ACCOUNTING II

This course is a continuation of Accounting I. The recording, classification, and analysis of economic transactions of the corporation are the subject of the course. The student will analyze transactions, use journals and ledgers, prepare financial statements, and summarize results at the close of the fiscal period. Students will also learn the basics of decision making and financial analysis. (25 CI Hrs)

#### ACCT-201 BOOKKEEPING WITH QUICKBOOKS

This course is designed for students who wish to use a computer system, e.g. QuickBooks Pro, to handle daily bookkeeping transactions. Students learn how to use the EasyStep Interview to create a company file, customize a company's Chart of Accounts, manage lists, create business forms and reports, use registers, pay bills, and manage a payroll. The course is presented using a combination of conceptual material, how-to procedures, and practical tasks, and emphasizes hands-on use and exploration of QuickBooks Pro. (30 CI Hrs)

#### BUS-101 BUSINESS ESSENTIALS

This course covers the fundamentals of business, areas of management, marketing, operations, accounting, information systems, finance, and legal studies. Students will examine marketing and human resource communication for both internal and external users. The course includes relevant case studies and exercises. (30 CI Hrs)

#### BUS-201 BUSINESS IN THE ELECTRONIC AGE

This course explains how the effects the Internet and other modern technological innovations have affected the global business landscape, specifically the components of eBusiness: business-to-business commerce, business-to-consumer commerce, and internal business processes.

It focuses on how technology has altered the way businesses operate, with respect to communications, distribution, sales and marketing, procurement, and management of information. In addition, students examine how organizations use the Internet and software systems to remain productive and competitive in their existing marketplaces, thereby driving technological innovation. (30 CI Hrs)

#### BUS-301 BUSINESS PRESENTATIONS

This course is designed to introduce students to tools and techniques used to create and deliver effective presentations to different audiences, including managers, colleagues and existing and prospective clients. Students are given the opportunity to explore and practice these techniques throughout the course. Students gain insight into producing effective presentations including planning, creating, strengthening, and delivery. Students are given the opportunity to practice presentation skills through hands-on tasks and exercises found throughout each lesson. (25 CI Hrs)

#### BUS-401 BUSINESS ADMINISTRATION INTEGRATIVE PROJECT

This course includes exercises that encompass skills learned throughout the Business Administration Certificate program. These case studies are practical in nature and real-life scenario-based, wherever possible. Students gain a better understanding of how the various functions of business administration work together. Learning objectives are accomplished through a combination of information review, analysis, and practical tasks. Students are given ample opportunity to practice, apply, and improve their business skills through completion of these projects. (40 CI Hrs)

#### BUS-601 PRINCIPLES OF SELLING

In this course, you will gain an understanding and appreciation for the sales profession. You will learn about environments in which you can sell and acquire the skills and knowledge relating to the consultative selling approach. You will also be given ample opportunity throughout this course to explore the various selling processes in depth. (25 CI Hrs)

**BUS-602 PROFESSIONAL SELLING**  
In this course, you will learn the critical factors to a successful sales career -- targeting the right clients, managing complex business relationships and key accounts, and properly understanding territories and business cycles. You will also learn about building relationships, time management, and personal development. (25 CI Hrs)

#### CMA15 CLINICAL MEDICAL ASSISTANT

This program provides students with the knowledge and skills related to the medical office duties of the medical assistant. The Clinical Medical Assisting textbook is used for this section.

#### COMM-101 OFFICE PROCEDURES - LEVEL 1

This course teaches students necessary office procedures, such as basic banking, records management, postal and courier services, telephone and fax services, dealing with the public, and using the Internet to research information. (30 CI Hrs)

#### COMM-102 OFFICE PROCEDURES - LEVEL 2

This course covers a variety of topics as it simulates an office environment and challenges students with tasks that they would typically perform. Students develop an understanding of the various levels of management and associated responsibilities. They also learn about the various forms used in the office and how to complete these forms. Sections on organizing workspace, planning work activities, and using a scheduling system to organize events are included. Students also learn about reprographics, preparing for a meeting, procedures to follow in a meeting, and requirements when making travel arrangements. (30 CI Hrs)

#### COMM-201 BUSINESS CORRESPONDENCE - LEVEL 1

This course places emphasis on the acquisition of skills and style mechanics needed to create personal and office communication. The parts of a business letter are examined in detail, as are the guidelines for organizing and writing a letter. Students will learn how to write neutral and inquiry letters, as well as positive and negative letters. Proper punctuation and word usage skills are also addressed.

#### **CORRESPONDENCE - LEVEL 2**

This course places emphasis on editing and proofreading business letters covered in Level 1, as well as other documents required in business. This course is designed specifically for the correspondence required in a corporate environment. Students will learn how to create form letters, write a report using different styles, and prepare agendas for different types of meetings. (25 CI Hrs)

#### **COMM-301 BUSINESS VERBAL COMMUNICATION**

This course is designed to introduce students to the primary aspects of successful verbal communication in a business context. Students will develop and implement an action plan for continuously improving their own verbal communication skills. They gain practical knowledge about business communications that can be applied in real-world scenarios. In this course, students learn to identify and work toward excellent verbal interaction, whether through speaking, listening, asking questions, conducting or participating in meetings, or conversing on the telephone. Students have ample opportunity to apply concepts learned by completing tasks and exercises throughout the course. (30 CI Hrs)

#### **COMM-401 CUSTOMER SERVICE**

This course teaches students the fundamentals of customer service and helps them develop core competencies for providing excellent customer service. Students discover who their customers are and how to be customerservice oriented. They are given tips to manage time and stress, communicate effectively, and maintain customer relationships. The course highlights how to handle customer conflicts and complaints professionally. It identifies common customer service pitfalls and how to avoid these. Students are given ample opportunity to practice their customer service skills through hands-on tasks. (25 CI Hrs)

#### **CRE-101 CREATIVITY IN TEAMS AND ORGANIZATIONS**

This course looks at spurring creativity and innovation in teams and organizations. Drawing on the latest academic thinking, it outlines the key factors for creative teams. (5 CI Hrs)

#### **CRE-102 INNOVATION IN TEAMS AND ORGANIZATIONS**

This course looks at innovation in corporations and the public sector. It reviews the latest academic thinking on innovation, including Clay Christensen's seminal thinking on disruptive technology and the proper response. (5 CI Hrs)

#### **CRE-103 INTRODUCTION TO CRITICAL THINKING**

This course is an introduction to the importance of critical thinking in the business world. Critical thinking is an intellectual model for reasoning through issues to reach well-founded conclusions about them. Asking questions is at the heart of critical thinking. (5 CI Hrs)

#### **CRE-104 PERSONAL CREATIVITY**

This course addresses Personal Creativity. Through tools and exercises drawn from Adrian Brown's book, *Creativity & Innovation*, it seeks to help unlock the creativity within individuals. By stimulating creativity through various techniques (mind-mapping, DO-IT, SCAMPER, right and left brain thinking) participants learn to tap into their personal creativity and apply it to organizational challenges. (5 CI Hrs)

#### **DA03 DENTAL ASSISTING**

The purpose of this program is to familiarize students with all areas of administrative and clinical dental assisting focusing on the responsibilities required to function as an assistant in a dental practice. This program prepares students for entry-level positions as a chair-side dental assistant. This course covers the history of dentistry, introduction to the dental office, the legal aspects of dentistry, introduction to oral anatomy, dental operator, introduction to tooth structure (primary and permanent teeth), the oral cavity; and other areas. (750 CI Hrs)

#### **ECON-101 MACROECONOMICS**

This course teaches how to apply economic principles to macroeconomic problems, including inflation, employment, growth, business cycles, and governmental budgets. Emphasis is placed on evaluating real world events using theories, equations, and graphs as diagnostic tools. (30 CI Hrs)

#### **ECON-201 MICROECONOMICS**

This course deals with the behavior of individual households and firms. Students will examine how households make decisions about what goods to buy and how firms make decisions about what to offer and how to produce it. After they examine household and firm behavior, students will have insight into how the interactions between supply and demand affect prices. (30 CI Hrs)

#### **EK015 EKG TECHNICIAN**

The EKG Technician coursework covers the specific knowledge and skills related to cardiovascular anatomy and physiology and performance of a 12-lead EKG test. Students learn how to accurately place leads onto the patient, run the EKG machine, perform basic measurements using the EKG strip, and identify normal tracings of the heart's electrical activity as well as identify common dysrhythmias. (350 CI Hrs)

#### **ETPS-101 ACCOUNTING AND FINANCE FOR ENTREPRENEURS**

This course provides an introduction to key topics in accounting and finance for those involved in new ventures. It reviews financial accounting basics, including GAAP Principles and financial statements, and also covers key issues in finance, broadly defined as any financial or monetary activity that involves a company. (5 CI Hrs)

#### **ETPS-102 BUSINESS LAW FOR ENTREPRENEURS**

This course covers the basics of business law for an entrepreneur. It reviews legal structures for a new venture, intellectual property, employment law, contracts, government regulation, and personal and real property. (5 CI Hrs)

#### **ETPS-103 INTRODUCTION TO ENTREPRENEURSHIP**

This course explores the different aspects of entrepreneurship and how entrepreneurs create and establish successful new ventures. It reviews issues and activities involved in starting a new business, including the decisions that must be made before an enterprise can be launched and established. (5 CI Hrs)



## FIN-101 BUSINESS

### FINANCIAL MANAGEMENT

This course helps students develop core competencies to gather and analyze financial information available in typical business scenarios. The course focuses on the principles of accounting, financial data reporting, and information provided in financial statements. Students learn to use financial statements to make constructive short-term and long-term business decisions and see how such decisions affect the bottom line. (40 CI Hrs) MANAGEMENT

The Online Professional Certificate in Fitness Management was developed to establish an industry standard in fitness management education for allied health and fitness professionals, personal trainers, fitness managers, and entrepreneurs that wish to establish a successful business model and fitness operation. (200 CI Hrs)

## FIT-105 FUNCTIONAL NUTRITION

The Online Professional Certificate in Functional Nutrition has been designed to meet the growing demand for Registered Dietitians, DTRs, personal trainers, athletic trainers, allied health/medical and fitness professionals and the general public who would like to obtain the latest roadmap on selecting the best functional nutrients and super foods. (100 CI Hrs)

## FIT-106 PERSONAL FITNESS TRAINING (ACE)

The Online Professional Certificate in Personal Fitness Training is a web-based, interactive educational experience that includes input and guidance from outstanding faculty/instructors drawn from professionals, school administrators, parents, and the general public who want to develop healthy food programs and strategies for children in today's school systems. (100 CI Hrs)

## FIT-110 SPORTS NUTRITION AND PERFORMANCE

The Online Professional Certificate in Sports Nutrition and Performance has been designed to meet the growing demand for Registered Dietitians, DTRs, personal trainers, athletic trainers, allied health/medical and fitness professionals, and the general public who want to learn about developing individualized sports nutrition programs for clients, patients, or for personal improvement. (200 CI Hrs)

## FIT-103 FAMILY NUTRITION

This web-based certificate program provides an in-depth examination of developing nutritionally fit, fun, and energized families through foods and proper nutrition. (100 CI Hrs)

## FIT-401 BUSINESS ADMINISTRATION AND MANAGEMENT ASPECTS FOR PERSONAL TRAINERS

This course gives personal trainers a solid background in developing or starting a personal training business and prepares them for financial management, marketing strategies, and business plan development. Techniques for effective management include standards and guidelines, facility/studio personnel management, and operational issues from a small personal training (PT) studio to managing a PT department at a large health facility. (50 CI Hrs)

## FIT-501 DESIGNING EXERCISE PRESCRIPTIONS FOR NORMAL/ SPECIAL POPULATIONS

This course teaches how to develop an exercise prescription in relation to health implications for normal/special populations related to age, medical condition, and fitness level. Topics include cardiac conditions, diabetes, physical disabilities, HIV and AIDS, asthma, sensory impairments, pregnancy, and program design for children to senior populations. This course is designed as a research-based class with emphasis on designing a step-by-step process to creating individualized exercise programs. (50 CI Hrs)

## FIT-601 NUTRITIONAL ANALYSIS AND MANAGEMENT

Students will study the basic nutrition principles and how to apply them when designing structured nutritional programs for clients in collaboration with registered dietitians and nutritionists. The focus will be on vitamin, mineral, and supplement knowledge; the effects of nutrition on the exerciser and non-exerciser; strategies for successful weight management; and recognizing normal to disordered eating patterns. (50 CI Hrs)

## PROFESSOR SCIENCE AND BIOMECHANICS OF RESISTANCE/ WEIGHT TRAINING TECHNIQUES

The Online Professional Certificate in School Nutrition/Weight Training has been designed to meet the growing demand for Registered Dietitians. Alignment is introduced to analyze weight training techniques, exercise equipment, and the risk/ benefit analysis of a specific exercise chosen. Equipment modalities reviewed include stability balls, exercise bands, free weights, body weight, and commercial strength equipment. (50 CI Hrs)

## FIT-801 FUNCTIONAL FLEXIBILITY, CORE, AND BALANCE TRAINING

Students will study principles and techniques for evaluation and implementation of exercise prescriptions that include instruction in flexibility, core, and balance training. Students will learn how the beginning phases of an exercise program are based upon the starting point/level of the client based upon performance of initial assessments, neurological ability, and individual goals. In addition, students will learn to implement the Sequential Exercise Training (SET) Model to enhance posture, body alignment, stability, proprioception, and awareness to more complicated exercise movements or functional movements. (50 CI Hrs)

## HRM-101 COMPENSATION

In this course, you will consider the many issues surrounding the key aspects of pay policy: legal requirements, pay equity within an organization, competitive pay within the relevant industry, how and when to grant raises, and different ways payment can be structured. (5 CI Hrs)

## HRM-102 EMPLOYEE SELECTION

In this course, you will learn about the process of selecting the best candidate from a large, diverse pool of high-quality applicants. Based on D. Quinn Mills' book, Principles of Human Resource Management, the course discusses how to conduct an effective job interview, asking questions that elicit relevant information, and avoiding questions that might be seen as discriminatory. You will also consider how to discover more about a candidate through the use of reference checks, background checks, and testing. (5 CI Hrs)

### HRM-103 EQUAL EMPLOYMENT OPPORTUNITY

In this course, you will learn about many of the major employment laws, Equal Opportunity issues, and the anti-discriminatory regulations employers must be aware of in hiring, promoting, and firing employees. (5 CI Hrs)

### HRM-104 INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

Human Resource Management includes the vital tasks of recruiting, screening, interviewing, training, appraising, disciplining, rewarding, and developing the employee— both for business and non-profit enterprises. The course draws on material from Harvard Business School professor D. Quinn Mills' book, *Principles of Human Resource Management*. (5 CI Hrs)

### HRM-105 PERFORMANCE MANAGEMENT

This course considers the different elements of performance management. In its broadest sense, "performance management" is what every good manager does every day: Makes sure employees know what they need to do to achieve the organization's goals, checks to make sure the employees are doing those things, praises employees for doing the right things, and uses constructive criticism when that is not the case. A formal performance management system simply makes sure all those management tasks get done consistently across an organization. (5 CI Hrs)

### HRM-106 TALENT MANAGEMENT AND CAREER DEVELOPMENT

Drawing on material from Harvard Business School professor D. Quinn Mills' book, *Principles of Human Resource Management*, this course covers the challenges and issues that organizations face in developing and retaining their employees. (5 CI Hrs)

### INTR-102 GLOBAL MARKETING

The Global Marketing course reviews the essential skills for the practice of marketing in an international business context.

It covers practical applications of marketing including: assessing the external environment, performing strengths-weaknesses-opportunities-threats (SWOT) analysis, conducting international market research, developing a marketing plan and budget, determining the global marketing mix (product, price, placement, and promotional strategies), and conducting competitor analysis. (30 CI Hrs)

### INTR-103 GLOBAL SUPPLY CHAIN MANAGEMENT

The course provides an overview of essential skills for managing supply-chain logistics in an international business context. It covers practical applications of supply-chain management including: transportation modes; taxes, duties and quotas; trade agreements; packaging requirements; use of intermediaries; documentation requirements; legal and regulatory requirements; insurance; trade conventions; and the offshore procurement process. (30 CI Hrs)

### INTR-104 GLOBAL TRADE FINANCE

The Global Trade Finance course provides an overview of essential skills for managing financial transactions in an international trade. It covers practical applications of trade finance including: political and economic risks, foreign exchange tactics and risks, credit and payment risks, optimal terms of payment, arranging financing, and setting the business's overall financial plan. (30 CI Hrs)

### LAW-501 BUSINESS LAW

This course is designed to familiarize students with legal problems that arise both in society and the business world. Various areas of law will be reviewed including contracts, sales, agency, and government regulations of labor and business. Ethics and the use of the principles studied will also be examined. By the end of the course, students can identify legal problems, determine available actions, and make the right decision. (30 CI Hrs)

### LAW-601 PARALEGAL (PROGRAM)

The Paralegal program is designed to prepare individuals for employment as a paralegal, legal transcriptionist, legal word processor, or legal transcriber. Program graduates will be employable by law firms, attorneys, court systems, and other businesses requiring legal services.

The program teaches students about U.S. law and law specialties, including pleadings, formats, and citations. (477 CI Hrs)

### LAW-701 PARALEGAL (COURSE)

This Paralegal course is a self-paced, online course with the chief goal of providing students with the legal knowledge and practical skills essential to becoming proficient, ethical paralegals. Individuals are prepared for working under the supervision of an attorney performing a broad variety of legal tasks. Students will learn about the paralegal profession, present and future. The program teaches students about U.S. law and law specialties, including pleadings, formats, and citations. Other areas covered will include a formal introduction to law and the history of American law, the court system, and substantive law. Legal terminology and skills involving civil litigation and legal analysis and writing will help prepare the student for the challenges of today's paralegal. (270 CI Hrs)

### LEAD-101 INTRODUCTION TO LEADERSHIP

This course examines how to be a successful (that is, effective) leader. Based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, a text used at Harvard Business School, this course asks the crucial questions about leadership in today's organizations: What is leadership and why is it important? What does effective leadership require? What is visionary leadership? What is the role of charisma? What is the difference between managing, administering, and leading? (5 CI Hrs)

### LEAD-102 LEADERS AND WORK-LIFE BALANCE

This course addresses the question of work-life balance, one which is of great importance to leaders in all settings. Based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, a text used at Harvard Business School, this course looks at methods and techniques to reconcile work and family. You will also consider the question of personal fulfillment and the needs and demands of leadership. (5 CI Hrs)

#### LEAD-103 LEADING AND MANAGING CHANGE

Whether adopting new technology or adapting to a drastic shift in an organization's core focus, managers play a fundamental role in effecting changes. Based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, a text used at Harvard Business School, this course addresses the key issues managers face in a dynamic environment. By understanding the steps in effecting change and how to overcome resistance, a manager can successfully lead change at various levels of an organization. (5 CI Hrs)

#### LEAD-104 LEADING TEAMS

This course addresses the key issues surrounding leadership in a team. Why

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

accountability, communication, and leadership are shared. (5 CI Hrs)

#### LTR-103 LEGAL TRANSCRIPTION

The Legal Transcription program is a self-paced, online program providing students with general legal knowledge and practical skills vital to becoming proficient legal transcriptionists. Individuals are prepared for working in a law firm or legal office, a service providing legal transcription, or as a freelance legal transcriptionist from their own home office. (87 CI Hrs)

#### MBL-101 MEDICAL BILLING

This program is designed to prepare individuals for entry-level employment as a medical biller in the medical industry. Graduates of this program will be employable by private health care practices, clinics and other health care facilities. (140 CI Hrs)

#### MCD-105 ICD-10 MEDICAL CODING

This program is designed to prepare individuals for entry-level employment as a claims examiner, medical coder and related occupations in the medical industry. Graduates of this program will be employable by private health care practices, clinics, government agencies, insurance companies and other health care facilities. (200 CI Hrs)

#### MGMT-101 MANAGEMENT FUNDAMENTALS

This course is an introductory management course that provides students with the necessary tools required of effective supervisors or managers. Students draw on their experiences to research information and apply their knowledge to typical management situations. Students will develop soft skills including communication, problem-solving, decision-making, negotiating, planning and organizing, time management, facilitating, and coordinating. The hard skills they will learn include setting goals, preparing forecasts and budgets, maintaining records, drafting training plans, and developing strategies. (25 CI Hrs)

#### MGMT-201 BUSINESS SUPERVISORY SKILLS

This course is designed to provide students with the skills and knowledge necessary to function as an effective supervisor/manager. It provides students with strategies for motivating staff, building effective teams, managing stress and change in the workplace, resolving conflicts, and managing a diverse workforce. Students prepare for leadership roles by assessing their own personal leadership style and improving Emotional Intelligence (EQ) in order to work effectively with and motivate employees. Students are given the opportunity to practice, apply, and improve business supervisory skills through the completion of exercises throughout the lessons. (25 CI Hrs)

#### MGMT-301 HUMAN RESOURCE MANAGEMENT

This course introduces students to the key concepts and processes of effective human resource management and exposes them to this dynamic and diverse field. This course provides a foundation of techniques and activities that organizations use to acquire, develop, and maintain an effective workforce. Topics include: human resources planning, recruitment and selection of staff, training and development, performance appraisal, compensation, and employee safety, security, and health. Current events, relevant legislation, and future trends are also explored. (30 CI Hrs)

#### MKT-101 MARKETING AND SALES

This course introduces students to the theory and practice of modern marketing concepts, principles, and techniques, as well as examines the importance of marketing in society and the company. The role of marketing is explored at the local, national, and international levels. Both the final consumer and the business customer are considered. This course explores concepts relating to consumer behavior, marketing segmentation, positioning, brand management, advertising, promotion, packaging, pricing, and other components of the marketing mix. Students are given ample opportunity to practice, apply, and improve their marketing and sales skills through review questions and practical exercises. (30 CI Hrs)

#### MOFC-305 MEDICAL OFFICE MANAGEMENT

Medical Office Management involves managing the daily operations of a medical/ healthcare facility. This course introduces you to the overall business operations of a medical office. You will learn the specifics of the role of a medical office manager. These include personnel management, vendor management, front office management, as well as billing and payment management. You will also learn about medical records and the importance of the computerization of a medical office. (300 CI Hrs)

#### MSO-101 MICROSOFT EXCEL 2010 – LEVEL 1

This course teaches students to create and manage worksheets and workbook files; enter data and create basic formulas to perform calculations.



Students accomplish the learning objectives for each lesson through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the skills covered in the course. (30 CI Hrs)

#### MSO-102 MICROSOFT EXCEL 2010 – LEVEL 2

This course teaches students intermediate to advanced-level concepts and features of the Microsoft Excel 2010 application. (25 CI Hrs)

#### MSO-201 MICROSOFT OUTLOOK 2010 – LEVEL 1

This course will provide an overview and introduction to Microsoft Word 2010 and its use within the Windows environment. You will learn basic concepts and techniques for working with Microsoft Word's most commonly used features and functions. There will be opportunities to explore and practice these techniques throughout the course. (30 CI Hrs)

#### MSO-301 MICROSOFT POWERPOINT 2010 – LEVEL 1

Microsoft PowerPoint is a feature-rich application that makes it easy for you to build and deliver professional-looking presentations. This course will provide an overview of the PowerPoint 2010 application, and cover the basic concepts and techniques necessary for working with its most commonly used features and functions. Throughout the course, you will be given ample opportunity to explore and practice the techniques covered. (30 CI Hrs)

#### MSO-401 MICROSOFT WORD 2010 – LEVEL 1

This course will provide an overview and introduction to Microsoft Word 2010 and its use within the Windows environment. You will learn basic concepts and techniques for working with Microsoft Word's most commonly used features and functions. There will be opportunities to explore and practice these techniques throughout the course. (30 CI Hrs)

#### MSO-402 MICROSOFT WORD 2010 – LEVEL 2

In this course, you will learn to increase productivity and enhance your documents using some of Microsoft Word's intermediate to advanced level features. There are many opportunities to explore and practice these techniques throughout the course. (30 CI Hrs)

#### MTM 205 MEDICAL TERMINOLOGY

The Medical Terminology program prepares the student for in-depth understanding of the terms used in a medical office. This program is recommended for learners who have no experience with medical terminology or in a medical office. (50 CI Hrs)

#### MTR-105 MEDICAL TRANSCRIPTION

The Medical Transcription program is designed to prepare individuals for entry-level employment as a medical transcriptionist, medical transcription editor, and related occupations in the medical industry. Program graduates will be employable by private health care practices, clinics, government agencies, insurance companies and other health care facilities. (250 CI Hrs)

#### NPM-101 BUDGETING IN A NONPROFIT ORGANIZATION

This course covers budgets and how they are used in nonprofit organizational settings. You will gain an understanding of the uses and functions of budgets and the relationship between strategic budgeting and tactical budgeting. (5 CI Hrs)

#### NPM-102 CAPITAL CAMPAIGNS

This course covers the key terminology and practices surrounding running a successful capital campaign within a nonprofit organization. You will learn about the phases of conducting a capital campaign—evaluation, feasibility study, organization, solicitation, and post-campaign activities—as well as how to avoid common pitfalls in capital campaigns. (5 CI Hrs)

#### NPM-103 FUNDRAISING FOR NONPROFIT ORGANIZATIONS

Fundraising is one of the central activities of a nonprofit organization. To help finance operating budgets, nonprofits must raise money every year. In addition, special projects and improvements to facilities may be needed. In these situations, fundraisers will often launch large capital campaigns or apply for foundation grants. (6 CI Hrs)

#### NPM-104 HOW TO READ A NONPROFIT FINANCIAL STATEMENT

This course offers a guide to the basics of grant writing, an increasingly crucial method for raising money to fund projects and programs for nonprofits and other organizations. The course explores the relationship of grant writing to an organization's strategy for fundraising. It also outlines the six stages of grant writing and highlights grant writing best practices. (5 CI Hrs)

#### NPM-105 LEADERSHIP IN A NONPROFIT ORGANIZATION

This course addresses the key issues surrounding leadership. This course considers the foundations of leadership and examines how to be a successful and effective leader. The actual work of leadership requires specific qualities and skills. Some of these skills are unique to the nonprofit sector. (5 CI Hrs)

#### NPM-106 NONPROFIT BOARD AND VOLUNTEER DEVELOPMENT

Volunteers are the lifeblood of most nonprofit organizations. Board members are a special type of volunteer. They help to guide the direction of a nonprofit, to promote the organization in the community, and to ensure that the nonprofit's mission is fulfilled. (5 CI Hrs)

#### NPM-107 PRINCIPLES OF MARKETING FOR NONPROFIT ORGANIZATIONS

This course examines how nonprofits use marketing to publicize their mission and to gather contributions of time and money. The course also discusses marketing planning in the nonprofit organization. (5 CI Hrs)

#### PH015 PHLEBOTOMY TECHNICIAN

The Phlebotomy Technician Program prepares students to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects of blood collection and will review the skills needed to perform venipunctures safely. Also includes terminology, blood collection procedures, order of draw and other engaging topics. The program also prepares professionals to collect blood and other specimens from clients for the purpose of laboratory analysis. (350 CI Hrs)

#### PT015 PHARMACY TECHNICIAN (CPHT)

This program will prepare students to enter the pharmacy field and to pursue certification including the Pharmacy Technician Certification Board's PTCEB exam. (350 CI Hrs)

#### SCMD-101 INTRODUCTION TO BLOGS AND BLOGGING WITH WORDPRESS

Blogging is an integral part of any social media strategy. Your blog becomes your own corner of the "social" web by allowing you to contribute original online content, and to add fresh updates to your other social media platforms. (25 CI Hrs)

#### SCMD-102 SOCIAL NETWORKING ESSENTIALS

Social networking can be the most effective way to market any business or organization on the social web. But using these platforms inappropriately can prove disastrous. This course focuses on the three top social media platforms: Facebook, LinkedIn, and Google Plus. The course demonstrates how to prepare profiles and pages within these popular social networking platforms for business use, with an emphasis on optimization, best practices, and digital ethics. (25 CI Hrs)

#### SCMD-103 TWITTER, LOCATION-BASED MARKETING, AND THE MOBILE WEB

As the world relies more on mobile technology, micro-blogging tools like Twitter, location-based services like foursquare, and mobile apps gain in popularity. This course provides detailed coverage of the Twitter platform, and introduces you to location-based services. The course continues with an introduction mobile tools and technologies vital to online success. (25 CI Hrs)

#### SCMD-104 MEDIA COMMUNITIES, SOCIAL BOOKMARKING, AND CROWD SOURCING

Media sharing communities like YouTube, Flickr, and SlideShare are an important part of any social media strategy. They offer a platform to connect with others around media, and to get a lot of exposure for individuals and businesses. These media sharing sites also make it easy to share images, video, and documents and integrate them into other social media accounts and websites. (25 CI Hrs)

#### SCMD-105 SOCIAL MEDIA WIDGETS AND INTEGRATION

Once your social media presence starts to take shape, it is time to get serious about integration and automation - and social media widgets are at the heart of that process. This course serves as an introduction, or an overview, of the different types of social media widgets available and how they fit into a good social media integration plan. (25 CI Hrs)

#### SCMD-106 SOCIAL MEDIA OPTIMIZATION AND ANALYTICS TACTICS

It is no longer possible to separate search and social media optimization. A holistic approach is needed to optimize all content for all of the places it may be found online. This course addresses optimization tactics as they apply to an overall online presence - focusing on search engines, social media platforms, and the mobile web. (25 CI Hrs)

#### SCMD-107 SOCIAL MEDIA FOR BUSINESS: STRATEGIES, PLANS, POLICIES, AND PRIVACY

Social media is not an option for business success; it is a necessity. But social media channels can be challenging to penetrate for business owners and marketers wanting to reach their target audience. Maintaining social media guidelines and policies can help avoid the mistakes many other business have made. This course is for those who are serious about using social media to its full potential to help their brand, small business, PR/marketing firm, or nonprofit find success with social media. (25 CI Hrs)

#### SCMD-108 SOCIAL MEDIA FOR NONPROFITS

This course introduces learners to the use of social media in communicating, marketing, public relations, and fundraising for nonprofits. It explores the major social media platforms (Facebook, LinkedIn, Twitter, YouTube, Pinterest) as vehicles for nonprofits to reach their members, volunteers, and donors. (5 CI Hrs)

#### TMO-10-101 MICROSOFT OFFICE WORD 2010

This course provides the knowledge to navigate Microsoft Office Word 2010 software at the feature and functionality level. This course ensures you the skills needed to create and edit professional-looking documents for a variety of purposes and situations. This course covers blogging, business plans, reports, case studies, forms, documentation, journals, letters, marketing materials, outlining, papers, web info. (8 CI Hrs)

#### TMO-10-201 MICROSOFT OFFICE ACCESS 2010

The course is designed for a person who works as a user support professional, trainer, teacher, professor, database user, or database creator who needs to create or maintain a basic Access database. This course provides the knowledge to create, modify, and extend functionality of basic database objects, including tables, queries, forms, and reports. In addition, it provides know-how to construct and modify basic relationships among database entities and can instruct others in basic Access functionality and usage. (8 CI Hrs)

#### TMO-10-301 MICROSOFT OFFICE OUTLOOK 2010

This course provides the knowledge to format message content by using character and paragraph formatting, use graphic elements such as charts and tables, and create contact records, tasks, and appointments from incoming messages. It will also enable you to create contact groups, schedule meetings, and share schedules to facilitate communication with other Outlook users. (8 CI Hrs)



#### TMO-10-401 MICROSOFT OFFICE EXCEL 2010

This course provides the knowledge to create and edit professional-looking spreadsheets for a variety of purposes and situations, charting, data entry, budgets, forms. In addition, this course will provide the necessary skill sets required for graphing, reporting, process data, technical support, trending, format numerical (financial, statistical, etc.) reports. (8 CI Hrs)

#### TMO-10-501 MICROSOFT OFFICE POWERPOINT 2010

This course provides the knowledge to create complex slide shows, such as product plans, reports, and marketing materials. The skill sets to create slide shows based on custom templates generated by others and frequently reuse slides will also be shown. The knowledge provided will instruct you how to include sophisticated data presented in visual formats, how to pause and move back and forth in slide shows, jump to specific slides, drill down to supporting data, and mark up slides. (8 CI Hrs)

#### E2G101 ADMINISTRATIVE PROFESSIONAL WITH MICROSOFT OFFICE SPECIALIST

The Administrative Professional with Microsoft Office Specialist 2013 training program teaches the key skills you need to become an Administrative Professional and prepare you for the Microsoft Office Specialist Certification

(Outlook), and 77-424 (Access). You will learn essential skills including how to work in a modern professional office, how to maintain a professional image, personal and professional ethics, communication essentials, technology basics, record keeping and financial management, event planning and travel, and how to advance in an administrative career. You will then learn essential skills of working at advanced level in Microsoft Word, Excel, PowerPoint, Outlook, and Access 2013.

#### CIDOE15 CERTIFICATE IN INTERIOR DESIGN

This certificate in Interior Design is designed as a comprehensive, self-paced program that prepares early-stage as well as experienced professionals for career opportunities in interior design.

Design is an international language which communicates subtle or overt messages for the end user. When it works seamlessly it enhances life and makes things work better unconsciously. The Diploma Course in Interior Design comprises of 12 in-depth modules designed to build the foundation that will lead to your qualification as a professional interior designer.

#### CPOE15 CERTIFICATE IN PHOTOGRAPHY

This is a new cutting edge photography course written and directed by some of the best working photographers in their field. The aim of the course is to provide you with the knowledge and skills required for a career as a professional photographer or as a keen hobbyist. This is an up-to-date and massively comprehensive course covering every aspect of photography. The "Professional Photography Course" is delivered online and consists of 12 modules and 12 interactive assignments. The normal time required to complete the course is 24 weeks. During this time you will be tutored in all aspects of professional photography by George Seper; one of the top freelance photographers around. His vast wealth of accumulated knowledge is provided to you together with the ways to apply this knowledge to the areas of photography that most interest you

#### E2G102 CERTIFIED WEDDING PLANNER

In these lessons, you'll get step-by-step training and learn concise formulas for ensuring the success of any social event, from weddings and anniversaries, to birthdays and baby showers. Once you've grasped the basics of wedding planning, you'll translate theory into real-world applications as you discover how to cultivate the vendor and client relationships that are crucial to building your business. You'll learn insider techniques on how to market your business and expand your revenue streams in the fun and exciting celebration industry.

#### E2G112 CHARTERED TAX PROFESSIONAL

The Chartered Tax Professional Online Certificate Program will teach you to prepare tax returns for individuals, small business corporations, partnerships, and sole proprietorships. In fact, you can start working and earning money while completing the program. After successfully finishing just the first two modules in the Chartered Tax Professional Certificate Program, you'll be qualified to prepare individual tax returns for almost all U.S. taxpayers. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers

#### E2G103 CHILD DEVELOPMENT ASSOCIATE TRAINING

Through this convenient, affordable program, designed especially for working adult students, you will earn the 120 hours of professional development required by the Council of Professional Recognition for CDA certification. The program is available 24 hours a day, seven days a week, and you'll benefit from the support of a committed, knowledgeable instructor. You can start the program at any time of the year. Do not let a busy schedule keep you from your career in childcare!

#### MMDACP15 DIGITAL ANALYTICS AND CONVERSION PROFESSIONAL

In this program, you'll gain the skills you need to enter the field of web analytics. For those already working in the field, this program will provide you with the formal education and certification you may need in order to further your career. In addition, you'll qualify for membership in the Online Marketing Certified Professional (OMCP®). This professional association is currently at the forefront of establishing online marketing industry standards for training and continuing professional development.

#### MMEMMA15 EMAIL MARKETING, MARKETING AUTOMATION AND MOBILE MARKETING

No business, large or small, can afford to ignore online marketing any more. And that means there is a newfound and growing demand for marketing professionals with expertise in online marketing. Skills in demand include social media marketing, pay-per-click advertising, search engine optimization, mobile advertising, local search

advertising, web analytics, and landing page conversion optimization

**E2G104 EVENT MANAGEMENT AND DESIGN** The Event Management and Design Online Training Program will equip you with the knowledge to advance in the field if you're already working in special events, or it will prepare you to enter the profession with an understanding of the industry. You'll build a foundation that you can use to build a career in special events or start your own special event business. This online

certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

**E2G105 GRAFIC DESIGN WITH PHOTOSHOP** Join a growing and in-demand career field! This nationally recognized training program will teach you the fundamentals of Adobe Photoshop, the gold standard for image creation and editing. This program will teach you graphic design basics and build your skills step-by-step, as you master the terms and processes used by professional graphic artists. You'll not only learn the rules and standards for effective graphic design, but you'll also discover strategies for creating graphics that convey desired messages, styles, and tones.

**MMLPDA15 LANDING PAGE CONVERSION AND DIGITAL ANALYTICS PROFESSIONAL CERTIFICATION**

With the Landing Page Conversion & Digital Analytics, you'll start by learning the landscape of online marketing with the Foundations Course; then dive into your Conversion Optimization training to learn how to keep visitors on your site, and compel them to convert. You'll gain a comprehensive overview of landing page optimization that includes real-world examples of what works, what doesn't, and what steps you can take to test your theories.

**E2G111 OPTICIAN CERTIFICATION TRAINING** Opticians are in high demand in the job market, and the need for eye care professionals is constantly expanding. In this online program, you'll gain the skills and knowledge you need to obtain an entry-level job as an optician while you prepare yourself to

achieve American Board of Opticianry (ABO) certification—a certification that's required by many states and is a stepping stone to career advancement.

You will master the mathematical formulas that opticians need to know, discover how to read prescriptions for glasses and contact lenses, explore the basics of eyewear styles and materials, become familiar with the equipment opticians use, learn about prisms and lens types, and gain an understanding of eye anatomy and eye diseases. By the time you complete this program, you'll be fully prepared to begin a career as an optician—and you'll have the skills and knowledge you need to advance in this popular and exciting medical field.

**MMPSP15 PAID SEARCH PROFESSIONAL**

With the Paid Search Professional Concentration, you'll start by learning the landscape of online marketing with the Foundations Course; then dive deep into your targeted PPC training to make sure the ads you're paying for are bringing a return. You'll come out the other side with a comprehensive, cross-discipline approach to designing, building, and maintaining PPC campaigns. Finally, you'll get specialized training in specifics with short courses that dive deeper into the advertising opportunities of top social media channels..

**E2G109 PRESTON BAILEY'S FUNDAMENTALS OF FLORAL DESIGN**

The course is designed for beginners who have no experience with flowers, flower arranging, or floral design. Students learn the tricks that every good professional floral designer depends on. They also gain a strong foundation in the basics, which prepares them for learning the more complex techniques of Preston's unique floral designs. Students who complete this course also have the unique opportunity to apply for internships with Preston and his team at Preston Bailey Designs.

**MMSMP15 SEARCH**

**MARKETING PROFESSIONAL**

With the Search Marketing Professional Concentration, you'll start by learning the landscape of online marketing with the Foundations Course; then dive deep into your Search Engine Optimization (SEO) training.

You'll master keyword research, SEO copywriting, site architecture, link building, and local search optimization strategies - everything you need to know to complete an SEO project from start to finish. Combine that with generating the content that consumers are looking for, and you'll have the skills to help any company rank successfully.

**E2G106 PHYSICAL THERAPY AIDE**

In this online program, you will master all the skills you need to begin a career as a physical therapy aide. You will learn what physical therapy entails, identify the responsibilities of a PT aide, and develop a working knowledge of anatomy and medical terminology. In addition, you will get a solid grounding in patient care skills, infection control, and the legal and ethical regulations that affect healthcare providers. By the end of the program, you will be fully prepared to obtain an entry-level position as a PT aide in a healthcare facility

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## General Policies



## PURPOSE

The sole purpose of Meditec school policies is to maintain the standards of student performance necessary to be employed at a competitive level following graduation and to maintain the integrity and reputation of the school. The policies are not intended to eliminate any student unless they are unwilling or unable to perform at the required levels. The contents of these policies are subject to change without notice.

## PRIVACY POLICY

Meditec respects the privacy of our students. We are committed to protecting their privacy and committed to developing technology that gives students the most powerful and secure online experience. Billing and personal information are encrypted whenever transmitted or received online. Personal information is accessible only to staff, agents, or contractors of Meditec. To protect the supplied information, usernames and passwords are provided to access it. This privacy statement applies to all websites and domains owned or operated by Meditec. This privacy statement covers personally identifiable information, anonymous data collection and aggregate reporting. Personally identifiable information is any information that is associated with a student's name or personal identity.

## What We Collect

During the registration process, the personal information students provide to us may include, name, address, phone, fax, email address, social security number, license number, date of birth, username and password, billing information, transaction, and credit card information.

When students browse our website, they do so anonymously. We do log the IP address to give us an idea of which part of our website you visit and how long you spend there. We do not link an IP address to any personal information unless the user has logged in to our website. Like many other commercial websites, our websites may use a standard technology called a –cookie to collect information about how the student uses the site.

## How We Use It

A student's information may be used for the following purposes:

- To make the site easier for students' use, so personal information is not entered more than once.
- To deliver services that are requested or purchased.
- To help effectively complete the educational requirements.
- To help us create and publish content most relevant to each student.
- To alert students of product upgrades, special offers, updated information and other new services provided.
- To provide feedback in an online survey.
- To participate in promotional offers.
- To request assistance or fill out support requests.

## Who We Share It With

Personal information is never sold or rented to 3rd parties and will only be disclosed if required by law (for example, a subpoena), regulation, or in good faith to (a) comply with legal processes served on the site, or (b) protect the rights and property of the school, or (c) where our records indicate fraudulent activity or other deceptive practices that a governmental agency should be made aware of, or (d) where student communications suggests possible harm to others.

Upon registration, a student's information will not be shared with third parties without written permission, other than for the limited exceptions already listed. It will only be used for the purposes stated above. Personal information may be used to reply to inquiries, handle complaints, provide operational notices, keep records up to date, to notify students via periodic e-mails of technical service issues, specials, or other related product/ service information. Personal information may be shared with agents or contractors of the school for the purpose of performing service for Meditec

## Security of Personal Information

Online registration is designed to give students options concerning the privacy of their credit card information, name, address, e-mail and any other information provided.

Industry standard security measures are made available through online browsers called SSL encryption. Meditec also subscribes to the use of a fraud management service to further secure student data. At any time, students may contact the school to provide credit card information over the phone rather than online. Student information is protected from loss, misuse, unauthorized access or disclosure, alteration or destruction by the use of password-controlled servers with limited access within the school. Students will have access to their personal information to ensure it is correct and current, as well as to register and access courses. Access will be given by using a username and password for any site with personal information. School agents will not have access to view passwords created and maintained by students. In the event that a password is lost, agents will reset a password upon a student's request after identity verification has been completed.

## Use of Cookies

Our websites are not setup to track, collect or distribute personal information. Our site does generate certain kinds of non identifying site usage data, such as the number of hits and visits to our sites. This information is used for internal purposes only. The statistics contain no personal information and cannot be used to gather such information.

Our websites use –cookies to help personalize a student's online experience. A cookie is a text file that is placed on a hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to a student, and can only be read by a web server in the domain that issued the cookie. Students have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but can be modified to decline cookies if that is preferred. Students who choose to decline cookies may not fully experience the interactive features of our websites.

## **COSTS AND ACCEPTED PAYMENT**

Charges are variable per program and as listed for each program are assessed as follows:

- Registration fees
- Tuition
- Online program access and/or setup fees
- Program examinations and activities
- Certificate(s)
- Textbooks, software, hardware, shipping and handling, and certification exam voucher(s), where applicable

### **Accepted Payment Types and General Terms**

- All transactions will be in US Dollars.
- Online shopping cart purchases must be made by debit or credit card.
- All installment/payment plan purchases, both down payment and monthly installments, must be made by check debit or credit card.
- For businesses or other third party entities making a purchase for an employee or beneficiary, a corporate business check will only be accepted when the purchase is paid in full upon receipt of invoice.

### **Installment/Payment Plans**

Installment payment plans may be available only to legal residents of the U.S. Eligibility extends to legal residents of the U.S. territories and active U.S. military personnel stationed overseas. International sales must be paid in full by debit or credit card.

### **Financial Assistance**

For students with limited finances, the school will make every reasonable effort to identify a state or federal program that may provide financial aid or assistance. The school does not guarantee that it will participate in all state and federal programs, or that a student will qualify to receive such aid or assistance. Meditec students are not currently eligible for Title IV funding.

### **Delinquent and Disputed Payments**

Payment in full or an agreed upon method of payment such as an installment payment plan contract must be completed prior to program access being provided to a student. Program access may be suspended in the event of payment delinquency by more than 30 days.

Additional costs and fees may be associated with corporate actions required to collect delinquent accounts, which may include postage/delivery charges, service charges, interest, late fees, court cost and/or other legal fees where applicable.

Additional fees may be assessed for capricious use of dispute options as a means to avoid payment or violate the terms or other provisions of the enrollment agreement, payment plan agreement, or other official written policies of the school. In addition, program access may be suspended after receipt of a dispute notification pending its resolution.

### **PROGRAM DURATION**

Students will be expected to submit their signed Enrollment Agreement within 72 hours of receipt. Failure to do so will cause students to lose access to their program until such time as the signed Enrollment Agreement is received.

#### **Start Date**

A student's program will officially start the date indicated on the Enrollment Agreement is received and access to the program is provided to the student.

#### **End Date**

The student's enrollment term will be determined by the scheduled duration as listed in the program description and calculated from the student's official start date.

### **SHIPMENT AND REPLACEMENT OF PRINTED MATERIALS**

Some programs may include printed materials such as textbooks or software. If such materials are included with a program, they will be shipped to a student 72 hours from the date of start date (minus Saturdays, Sundays, and legal holidays). Materials may be shipped via UPS, FedEx or the U.S. Postal Service and will be sent Ground service or a comparable method. Delivery is generally estimated at 10-14 business days after enrollment but may be delayed by weather or other emergent conditions beyond the school's control. Students who are being shipped to an APO/FPO or P.O. Box address may experience a delay in delivery times.

Students whose shipment orders are incomplete, lost or damaged during transit must notify the school within 3 months of enrollment in

order to receive a replacement free of charge. After the 3- month period has elapsed, students must make arrangements to obtain the required texts at their cost and through alternate retailers. Items that cannot be purchased through alternate retailers may be purchased directly from the school. Fees must be paid for up front and in full and may not be added to an existing payment plan.

### **ATTENDANCE AND EXTENSIONS**

Students are not required to attend their program on specific dates or times. Program attendance and completion may happen at any time during the enrollment term. It is understood that once the original enrollment period has expired, the student will lose access to the online program materials and shall not be provided with technical or instructor support nor receive their awarded credentials until an extension has been put in place. Students may request one 3-month extension free of charge. After the one free extension, a fee will be charged to the student for any subsequent extensions. The cost of an enrollment extension shall be as posted on the School's website and shall be applicable at the time the extension is requested. The cost of an extension is subject to change without notice but shall never be less than \$200.00 per 6-week extension block. Every program has a maximum timeframe of 16 or 24 months, which is posted on the School's website. After the maximum timeframe has passed from a student's enrollment date, the student will not be eligible for an extension. If a student has not successfully completed their program(s) after 24 months, the enrollment will terminate permanently, and the student shall have no other recourse but to re- enroll and repurchase the program as a new student.

### **Extension Conditions**

- To qualify for an enrollment extension, students must not be delinquent on a payment plan offered through the school, where applicable.
- To qualify for an enrollment extension, those students whose programs were purchased using government funds, such as WIA or MyCAA, may be required to receive special permission from those agencies prior to qualifying for an extension.

- Where applicable, extensions must be paid in full at the time of purchase and may not be added to an existing payment plan.
- Unused time within an extension block will not be credited or refunded. Students must request 6-week blocks individually to ensure that they receive only the additional time needed to complete their program(s).

## REQUIREMENTS FOR CERTIFICATE OF COMPLETION

The student must follow all course and instructor directions for course module completion and testing. The instructor will perform a final review of all testing results and have full discretion with respect to a pass or fail determination. At the conclusion of a course, a final examination process is administered. The final exam will establish the overall competency required to obtain a Certificate of Completion. The examination process may consist of multiple parts and the overall grade shall be determined by an aggregate average of any and all sections of each course and/or element. The final grade shall be based on a minimum passing percentage. Letter grades will not be given.

The minimum passing percentage may vary by course, but in no case shall the minimum passing percentage be lower than 70%. A certificate of completion will be awarded when the final examination score is equal to or above the base minimum score established for the given course.

## PLACEMENT ASSISTANCE

Job Search Assistance is provided through the Career Services Department. Students may contact Career Services Department to:

- Inquire information relating to occupation & Labor market information, state licensing requirements, and pertinent professional certifications.
- Receive assistance with resume/cover letter writing, job search guidance, interviewing
- Request for program externship placement assistance (if applicable)

Utilization of career services is voluntary. Students may access available services through Career

Services Department for up to 1 year after program completion

## CANCELLATION AND REFUND POLICIES

A full refund, minus the cost of any completed courses, will be made to any student who cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment agreement is signed. Refund requests must be submitted to: Student Services Department ctp.support@360training.com 13801 Burnet Road, Suite 100, Austin, TX 78727-1281

If applicable, student must return any shipped materials to the address above in new condition at their own expense prior to the refund being processed. The cost of items not returned or returned in used condition shall be deducted from the refund amount

If a 3rd party submits payment for a student's program, including state or federal funds and a refund is issued, refunded monies may not be returned to the student directly.

Students will not be eligible for a refund after the 3 business days have expired.

**Refund Policy for Students Called to Active Military Service** If a student who is enrolled in a program at the Meditec withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard, the student may elect one of the following options for each program in which the student is enrolled if tuition and fees are collected in advance of the withdrawal:

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

A grade of incomplete with the designation withdrawn-military: for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged

from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(b) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has

- (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
- (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program

The refund policy for students called to active military service does not apply to their spouses or dependants. Documentation of the recall to active service will be required prior to the issue of refund when applicable.

## Refund Policy for Veterans

In the event the veteran or other eligible person fails to enter the program, withdraws, or is terminated prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the program shall not exceed \$100 plus the pro rata portion of the total charges. The completed portion will be calculated as the number of courses completed prior to withdrawal. Refunds shall be totally consummated no later than forty-five

(45) days after termination

## CONDUCT POLICY

Students are required to follow school policies while attending Meditec. It is the student's responsibility to conduct him or herself in a proper and respectable manner while enrolled in school.

The following forms of misconduct, but not limited to, are subject to disciplinary action in the form of immediate termination from the school:

- Each student is expected to do his/her own work. Presenting work done by others, using dishonest means in taking tests, or aiding in cheating is forbidden and could result in a student receiving a Zero or other disciplinary action.
- Altering, forging, misusing, or



destroying school documents, records or identification.

- Violating the intellectual property rights of the school as relates to our online and printed content. This includes, but is not limited to, sharing our content (whether by loan or sale) with anyone who is not a student or staff member of the school.

- Abusing or threatening abuse to any other student or school representative, whether in person, by phone, e-mail, or electronic bulletin boards. This includes hazing and sexual misconduct.

- Attempting to commit or committing an unlawful act involving members of the school's community (this can also be a violation of state or federal laws).

- Violating any local, State, or Federal laws

- Providing false information to the school with the intent to deceive.

Any other action which clearly is in violation of school policy and which adversely affects the educational mission of the school may be cause for disciplinary action

Re admittance following a disciplinary action is at the discretion of the school and relative to the nature and severity of the conduct violation. Students should immediately report any violations of conduct policy to the Manager of Student Services.

All verbal and written warnings are limited to ONE before a more severe form of disciplinary action is implemented. Any student who receives a written or verbal warning for any conduct code violation will only receive ONE, after which any further violations will result in suspension or immediate termination, depending on the severity of the offense.

All disciplinary actions resulting in a suspension are limited to ONE before a more severe form of disciplinary action is implemented. Any student who receives a suspension for any conduct code violation will only receive ONE, after which any further violations will result in immediate termination without a refund.

Any student who has been terminated for any conduct code violation will have their access to all Meditec systems disabled immediately.

## **PROGRAM WARRANTY AND ERRORS DISCLAIMER**

As with all intellectual products, the perceived value, satisfaction, level of competency, or enjoyment derived by the consumer, is both varied and personal and is never guaranteed nor warranted by the author and/or publisher. As with all educational endeavors, the level of knowledge, competency, or skill derived from any course of study, is based solely upon the individual's existing level of education and experience, as well as their ability to read, interpret, and comprehend and then to employ the new skills and knowledge acquired from the program adequately. All students are not equal in their abilities, and, therefore, the resulting level of competency, knowledge, or skill derived from a given course of study, is not equal, nor is it guaranteed.

### **Failure to Pass or Certify**

As with any course of intellectual study, the student is responsible for all learning, comprehension, and application of the knowledge. Failure to pass the final exam and/or to achieve the necessary score required for certification shall not be grounds for redress under warranty. There are no other warranties or guarantees, express or implied, except as written herein. No verbal agreements or other statements shall supplant or otherwise supersede this disclaimer.

Students are not provided with a warranty or guarantee for any of the information in the course material, online (electronic) or hard copy materials, including, but not limited to, warranties of fitness for a particular purpose or merchantability, nor are any such representations implied with respect to the material set forth, and the author and publisher take no responsibility with respect to such material. The author and publisher shall not be liable for any special, consequential or exemplary damages resulting in whole or in part, from the readers' use of, or reliance upon, the material contained in the courseware, nor has it performed any independent analysis with any of the information contained herein. It does not assume and expressly disclaims any obligation to obtain and include information other than that provided.

## **ERRORS**

All of the training materials provided with the program have been reviewed for completeness and accuracy. However, neither the author nor the publishers accept any responsibility or liability with regard to misinterpretation of the content. With respect to any third party product that has been incorporated with the purchase program, all efforts will be made to bring such errors to the attention of the original author/publisher, but the school shall not be responsible for such errors. Any and all errors brought to the attention of the program instructor or Manager of Student Services will to the best of their ability be corrected within content provided by the school. Due to production and program release schedules a timeframe or due date for corrections cannot be guaranteed. Some corrections may not be made until a future version of the course material is published.

## **QUALIFICATIONS FOR INTERNSHIP PLACEMENT**

As with any course of study, the school cannot and is not responsible for individual learning, comprehension, and/or for the student's ability to apply the skills or knowledge provided. Failure to pass an examination related to or within the specialty field based on such knowledge or to apply the skills, knowledge, or understanding successfully for any purpose, shall not be considered reasonable cause for a refund, credit, time limit extension, or for any other purpose. Where applicable, an internship program may be included with the program enrollment and will generally require an exceptional testing result above the minimum required to obtain a certificate. The school does not guarantee placement into an internship program. Once the course minimum passing score is achieved in testing, no further testing will be permitted in order to increase the testing score in order to achieve the necessary qualification for internship placement.

## **PROGRAM TRANSFERS**

**Students may transfer from one program to another if the following conditions can be met:**

- Students who purchased the program with state and/or federal their sponsor prior to requesting the

transfer.

- The original enrollment must not be expired and must have been paid in full. Students who have purchased the program through a payment plan must have paid it in full before requesting transfer. A student whose program has expired must follow the extension policy on ensuring their program is active before requesting to transfer.

- Each original course must not have been completed; any completed courses must be purchased by the student at the prorated retail price at the time of transfer. Students will not be charged for completing any courses included with the new program.

- The student must purchase any shipped materials not used in their new program as returns will not be accepted. Students will not receive a second copy of duplicated materials.

- The student must pay a transfer fee of \$150.

- The student must pay any remaining balance when transferring to a higher priced program. (The cost of the new program will be the retail cost at the time of transfer)

- All fees must be paid up front in full or deducted from any applicable credit before the transfer will be completed. (Fees may not be added to a payment plan)

- The cost of the new program may not be less than half of the original program retail cost.

- Students will be required to execute a new enrollment agreement and would start the new program with a full enrollment term.

Students must submit their request to transfer in writing to the Student Support Department.

## **STUDENT TRANSFERS**

That enrollments are nontransferable. In exceptional circumstances, at the school's discretion, a student may be permitted to transfer a program enrollment to another student, if the following conditions can be met:

- Students who purchased the program with state and/or federal funds must receive permission from their sponsor prior to requesting the transfer.

- The original enrollment must not be expired and must have been paid in full.

- Each original course must not have been completed; any completed courses must be purchased by the new student at the prorated retail price at the time of transfer.

- The original student must be able

to transfer all necessary hardware, software, or other applicable course materials to the new student in as near-new condition as possible and the new student must agree to accept those materials as new.

- New student must agree to pay to replace any materials that are deemed to be in an unusable or unacceptable condition.

- New student must pay the transfer fee of \$150.

- The new student will be required to execute a new enrollment agreement and would start the program with a full enrollment term.

The original student will not be refunded for their enrollment unless the new student agrees to submit a replacement payment, in which case the original student shall be refunded once payment is received from the new student. Students must submit their request to transfer in writing to the Student Support Department.

## **REPLACEMENT CERTIFICATE**

Students may request a replacement Certificate of Completion by contacting the Student Support Department. Each replacement certificate may be purchased for a fee of \$25 and will be processed weekly and sent via UPS, FedEx or the U.S. Postal Service.

Students requesting a replacement certificate due to a name change must provide supporting documentation such as a marriage license, divorce decree or court-ordered name change before the certificate will be issued.

## **REQUIRED PREREQUISITES**

For any of these programs, you must have a high school diploma or GED and be 18 years of age. Since a portion of each program is taken online, you should be familiar with computers and have access to a computer with an Internet connection (if you don't have one at home your local public library will often provide this at no cost to you).

## **GRADUATION DATA/ EMPLOYMENT DATA**

Graduation and Employment rates for graduates are tracked to the best of Meditec's ability but are reliant on information from the graduates themselves. Specific information related to internships is precise

## **NOTICE CONCERNING: NON-TRANSFERABILITY OF COURSEWORK**

These courses are non-credit bearing and non-transferable to other institutions. School neither implies nor guarantees that credits completed at the school will be accepted by other institutions. Credits earned at another educational institution may not be accepted by Meditec. You should obtain confirmation that Meditec will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement.

## **ACCESS WITHOUT STUDENT CONSENT**

The school may release student information without written consent of the students to:

- Other schools and Meditec officials who have legitimate educational interest Other schools where students have applied for admission

- Authorized representatives of the Department of Education or the Comptroller General of the United States

- Veterans Administration

- State and local authorities, where required

- Accrediting agencies

- Appropriate persons or agencies in connection with student applications for or receipt of financial aid

- Courts, in compliance with a court order or subpoena, provided that a reasonable attempt is made to notify the student prior to compliance

- Appropriate persons or agencies in the event of a health or safety emergency, where such Release without consent is necessary under the circumstances

- Organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction.

- In all other cases, the school shall obtain the written consent of the students prior to releasing such information to any organization.

## **NON DISCRIMINATION**

Applicants will not be denied admission on the basis of race, color, national origin, sex, disability, orientation, age or veteran status, religion or any other protected status



## DISABLED APPLICANTS

The school does not discriminate on the basis of disability in admissions, or access to, or treatment, in its programs or activities. However, due to factors concerning a student's ability to complete course work, comply with safety standards, and be employable after graduation, all disabled persons should consult the Director of Admissions or the Manager of Student Services prior to enrollment

## TECHNICAL SUPPORT AND REQUIREMENTS

Students will be provided with technical support access to resolve issues directly related to the program content owned and developed by the school. The technical support staff will not provide direct configuration assistance for a student's computer and will expect that all students have access to a computer that has been configured to meet the minimum requirements listed below. Software installation and technical support will not be provided. Students must contact the manufacturer of any software provided or used with a program for assistance with installing, updating, upgrading, or maintaining the software. Technical support will not be provided for any supplemental materials not directly required for the program regardless

of their inclusion with materials provided with registration. As part of the technical support process, students may be asked to allow a school representative to have remote access to their computer so they may interact directly with the student's system. If they wish, students may decline such action but will be required to locate 3rd party technical assistance to resolve technical issues if the school's agent cannot resolve the issue by alternate methods. Meditec's courseware system supports the Microsoft IE Browser version 7.0 or higher and the Mozilla Firefox Browser version 3.5 or higher. It does not support any other web browsers.

A Windows PC platform is recommended, but an Apple Mac or Unix/Linux based platform can be used with one of the approved browsers. NOTE: The courseware system does not support the use of Smart Phones or Tablet Computers. Students will need a current version of Adobe Acrobat Reader installed on their computer. Students can download it from Adobe Software for free ([get.adobe.com/reader](http://get.adobe.com/reader))

### Required Materials

Since a portion of each program is taken online, you should be familiar with computers and have access to a computer with a stable

Internet connection. Some courses may require materials, software or PC capabilities beyond the standard program requirements. Students who enroll in these programs or courses must be able to meet these requirements prior to enrolling. Failure to do so will not make the student eligible to cancel their program after enrollment beyond the normal cancellation and refund policies. Please visit <http://www.meditec.com/my360/student-support/pc-requirements-materials-included/> to view the system requirements needed for your program.

Note that: Medical Transcription, Accounting Clerk Certificate, Bookkeeping Clerk, Business Administration, Business Office Manager, Paralegal, Photography and Interior Design, Real Estate courses, Legal Secretary, Legal Transcription, Customer Service Representative, Veterinary Assistant, Physical Therapy Aide, Event Management and Design, Certified Wedding Planner, Child Development Associate Training, Administrative Professional with Microsoft Office Specialist 2013, Graphic Design with Photoshop with Software, Social Media programs are **non MAC compatible programs.**



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