



2015-2016
MYCAA
ACADEMIC
CATALOG

CLARK STATE
Community College

Table of Contents

Academic and Science	08
Business	17
IT	36
Law and Criminal Justice	41
Medical & Healthcare	61

About Us



Welcome to Clark State! No matter where you live, your community's college is close to home. With campus locations in Springfield, Beavercreek and Bellefontaine, as well as our extensive offering of online classes, Clark State is just a short drive or a click away. Our students and corporate customers have chosen Clark State because of our reputation for quality and customer service.

OUR MISSION: To serve a diverse population of learners by providing access to high-quality, learning-centered education and services while fostering individual and community success. Clark State Community College is committed to offering high-quality professional education to its students. Clark State is regionally accredited by The Higher Learning Commission's North Central Association of College and Schools. Clark State emphasizes a broad and superior undergraduate education that imparts the knowledge, skills, and values so essential to educated responsible citizens. Additionally, the College provides high-quality associate degrees and professional programs in areas of need and importance within Ohio and beyond.

The goal of these programs is to increase access to higher education by facilitating the creation and implementation of high quality, interactive, non-credit courses and certificate programs.

All of the courses offered through Clark State's Workforce Development online programs are available to anyone, regardless of background or career path. Participants will find these programs to be convenient because they are available any time and are accessible from anywhere. Once you have completed a program, you will receive a certificate of completion from Clark State.

By offering self-paced online career-training programs, Clark State provides non-traditional students the opportunity to gain high demand skills and start new careers in growing industries. Clark State is committed to maintaining the strengths of its traditional outreach programs while increasingly involving the broader College in outreach programs that respond to the changing needs of the society in which we live.



What is the Military Spouse Career Advancement Account (MyCAA) program?

The My Career Advancement Account (MyCAA) program is a career development and employment assistance program sponsored by the Department of Defense. MyCAA helps qualified military spouses pursue licenses, certificates, certifications, or an associate degree necessary for gainful employment in high demand, high growth Portable Career Fields and Occupations (excluding associate degrees in general studies, liberal arts, and interdisciplinary studies that do not have a concentration).

MyCAA provides a maximum education benefit of up to \$4,000 with an annual fiscal year cap of \$2,000 to assist eligible military spouses in acquiring a professional credential needed to meet their portable career goal. Annual cap waivers are available if there is an upfront tuition cost that exceeds \$2,000 (up to the maximum education benefit of \$4,000).

Academic and Science

Course Title

American History & Government Specialist

Economics Professional Certificate Program with Externship

Environmental Specialist

Life Sciences Specialist

Public Speaking Expert

Research Specialist

Sociology

Successful Student Certificate Program with Externship

Writing Professional

Business

Course Title

Administrative Assistant with Bookkeeping and QuickBooks Certificate Program with Externship

Business Communication Professional

Business Information Systems Professional

Business Law Specialist

Business Management Professional

Business Math Specialist

Entrepreneurship Specialist

Finance Professional

Human Resources Professional

Lean Enterprise Professional

Marketing Professional

Organizational Behavior Professional

Professional Bookkeeping with QuickBooks Certificate Program with Externship

Project Management Associate

Project Management Professional

Project Management Specialist
Six Sigma Black Belt (CSSBB) Certificate Program with Externship
Six Sigma Green Belt (CSSGB) Certificate Program with Externship
Six Sigma Expert
Six Sigma Specialist
IT
Course Title
CompTIA A+ Specialist
CompTIA N+ Specialist
CompTIA S+ Specialist
Java Programming Specialist
Mobile Data Forensics and Analysis Course For Law Enforcement, Intelligence and Investigation Professionals
Law and Criminal Justice
Course Title
Civil Litigation Specialist
Contract Specialist
Corrections Specialist Professional
Criminal Investigation Professional
Criminal Procedure Specialist
Criminal Justice Professional
Criminal Law & Procedure Specialist
Family Law Professional
Homeland Security Specialist
Juvenile Justice Specialist
Law Enforcement Professional Program
Law Office Technology Specialist
Legal Assistant Certificate Program with Externship
Legal Writing Specialist

Mobile Data Forensics and Analysis Course For Law Enforcement, Intelligence and Investigation Professionals
Paralegal Certificate Program with Externship
Real Estate Law Professional Certificate Program with Externship
Victimology
Wills, Trusts & Estates Specialist
Tort Law Specialist
Medical & Healthcare
Course Title
Clinical Medical Assistant Certificate Program
Clinical Nurse Aide Certificate Program with Clinical Externship
Dental Assisting Certificate Program with Clinical Externship
Dialysis Technician Certificate Program
EKG Technician Certificate Program
Electronic Health Record Management Certificate Program
Medical Administrative Assistant Certificate Program
Medical Billing and Coding Certificate Program
Medical Billing & Coding w/ Medical Administrative Assistant Certificate Program Includes CMAA and CPC National Certification Exams
Nursing Assistant Specialist Certificate Program with Clinical Externship
Pharmacy Technician with Clinical Externship
Pharmacy Technician with Medical Administration Certificate Program with a Clinical Externship
Physician Office Assistant Professional Certificate Program with EHRM National Certification

American History & Government Specialist

The American History & Government Specialist Program

MyCAA Information

Course Code: **CSCC-A-USGOV**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

This course introduces students to the fundamentals of American government and politics focusing on the historical evolution of government and policies, the major institutions, and the major processes. Throughout the course, students will evaluate the various characteristics unique to American government through the critical lens of history and current international developments with a constant eye toward future limitations or promises still to be met.

Offering students an in-depth look at the fascinating developments that make up American History, students will gain a fundamental understanding of the history that has led to a successful nation today, the roots of various difficulties that continue to test the United States and the basic foundations that have endured through history to guide decisions for years to come. Alongside and in-depth look at how American government works, this course delivers a broad survey of American history from New World exploration and settlement through Independence, the Civil War, Reconstruction, Manifest Destiny, the Industrial Revolution, the Great Depression, and two World Wars all colored by the social, political and cultural developments that led to the US as it stands today.

At the conclusion of this program, students will be able to:

- Outline the institutional structures and how these structures interact with each other to explain the processes of government
- Apply an understanding of government processes to analyze contemporary politics
- Explain how the historical development of the United States affects the contemporary political environment
- Analyze the formal and informal processes by which public policy is made
- Explain how individual actors impact the contemporary political environment
- Apply informational literacy skills in the study of politics
- Describe the peoples of North America between 30,000 B.C. and 1682 A.D.
- Label significant American historical events on a timeline
- Examine the diversity present in the seventeenth century English Colonies
- Examine the challenges faced by Colonial families in a growing and diverse America
- Analyze the causes and events of the American Revolution
- Explain republican culture
- Analyze the challenges of the new democracy
- Analyze the steps involved in creating a democracy
- Examine inequalities in race and gender and their impact on American society
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the **American History & Government Specialist** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Economics Professional Certificate Program with Externship

The Economics Professional Program

MyCAA Information

Course Code: **CSCC-E-ECON**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,999**

Why ECA

- Regionally Accredited
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

The Economics Professional program presents basic concepts necessary to an informed understanding of the economy. Starting with individual consumer behavior and corporate actions, the program moves on to explain both micro- and macroeconomics and the interplay between these 2 perspectives in terms of output, unemployment, inflation, productivity and growth. The effects at the micro level are different to those at the macro level, but sometimes they can also run in parallel and students will study the different ways in which all aspects of the economy are affected. This extensive program Introduction assumes students are new to the study of economics outlining economic theory and moving through analysis of supply and demand, government action, competitive markets and different types of economic markets that present unique challenges. This program encompasses economic principles (both microeconomic and macroeconomic) and problems. The purpose of the program is for students to develop a logical, conceptual, and analytical understanding of economic principles.

Program Objectives

At the conclusion of this program, students will be able to:

- Analyze the economic way of thinking
- Explain how free and competitive markets allocate resources through the interaction of supply and demand
- Evaluate the different effects caused by changes in demand and supply conditions
- Analyze how government actions affect markets
- Evaluate the effects of trade on the economy
- Analyze the effects of externalities
- Analyze a firm's cost of production and firm behavior in perfectly competitive markets
- Differentiate between monopoly, monopolistic competition, and oligopoly
- Measure components of the macroeconomy
- Analyze the factors influencing economic growth
- Contrast fiscal and monetary policy
- Macroeconomics
- Microeconomics
- Use Microsoft Office

CERTIFICATION

Upon successful completion of this program, students would be eligible to sit for the Microsoft Office Specialist (MOS) exam. Although there are no state approval, state registration or other state requirements for this program, students who complete this program will be prepared and are eligible to sit for this national certification exam. Students who complete this program are encouraged to complete the externship option with their program. Students who complete this program can and do sit for the MOS national certification exams and are qualified, eligible and prepared to do so. Clark State Community College works with each student to complete the exam application and register the student to take their national certification exam.

Environmental Specialist

The Environmental Specialist Program

MyCAA Information

Course Code: **CSCC-SC-ENV**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Job Outlook

Employment of environmental scientists and specialists is projected to grow 15 percent from 2012 to 2022, faster than the average for all occupations. Heightened public interest in the hazards facing the environment, as well as the increasing demands placed on the environment by population growth, is expected to spur demand for environmental scientists and specialists

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

For this program, students will take an in-depth look at the functions of all things on planet earth, its atmosphere, composition and structure as well as the inhabitants that occupy it. The program will explore various toxic substances that can affect the delicate balance that results from this complex interconnectivity and understand how just the slightest alteration in one aspect can affect the whole.

Further, this program explores the relationship between man and the environment. Students will examine the balance between natural resources and the needs of mankind. Students will further explore the scientific, political, economic, and social implications of environmental science that affect a variety of public policy decisions at multiple levels of government.

At the conclusion of this program, students will be able to:

- Examine the field of Environmental Science in terms of science, theoretical perspectives, economics, and environmental ethics
- Explain the foundations of environmental science
- Examine environmental economics and policies
- Examine population growth and demographic transitions
- Evaluate soil as a system and its importance in the environment
- Describe the function of the earth's atmosphere, its composition, structure, and the changing global climate
- Examine toxic substances and their effects
- Appraise the importance of water and marine ecosystems
- Examine the biodiversity on earth and conservation biology and its benefits
- Analyze land use and planning for creating livable cities
- Examine non-renewable energy sources, and their impact on the environment
- Examine renewable energy
- Analyze waste disposal methods and the types of waste we generate
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the **Environmental Specialist** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Life Sciences Specialist

The Life Sciences Specialist Program

MyCAA Information

Course Code: **CSCC-SC-BIO**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,999**

Job Outlook

Employment of environmental scientists and specialists is projected to grow 15 percent from 2012 to 2022, faster than the average for all occupations. Heightened public interest in the hazards facing the environment, as well as the increasing demands placed on the environment by population growth, is expected to spur demand for environmental scientists and specialists.

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Students completing this program will gain a fundamental understanding of the biological principles and the properties of life, considering the structure and function of plants and animals, their relationship to various organisms, to each other and the environment they inhabit. Taking an in-depth look at cell biology principles, reproduction, development and growth, students will begin to understand the mechanics of evolution, inheritance and genetics. Students will learn the various ways for classifying different organisms, animals, and plants, as well as the human body, the characteristics and distinctions between them as well as the way in which all of these organisms contribute to the overall environment.

This program also provides an overview of the anatomical structures and physiology of the human body. Each body system is discussed in terms of the major anatomical structures and functions including how each system participates in homeostasis of the body. In addition, the program discusses selected major pathologies, including disease definitions and causes, signs and symptoms, diagnostic procedures, and possible treatments. Finally, the program will present common issues and changes that occur in each body system through the lifespan.

At the conclusion of this program, students will be able to:

- Explain basic biology concepts and terminologies
- Outline the structure of the living world
- Explain the relationship among DNA, mRNA, amino acids, and proteins
- Distinguish between two types of cellular division
- Classify components of animal and plant cells
- Analyze energy flows and membrane transport within the cell
- Determine the mechanisms of evolution
- Analyze different patterns of inheritance
- Distinguish different types of biodiversity
- Analyze population growth and decline
- Explain basic industrial biotechnological procedures
- Outline components of ecology
- Describe the organization of the human body
- Explain the contribution that each body system makes to homeostasis of the body
- Identify the major anatomical structures and the purposes of each body system
- Explain basic physiological processes in each of the body systems
- Describe selected human diseases in terms of definition, cause, signs and symptoms, diagnostic procedures, and possible treatments for each of the body systems
- Describe common issues or changes that occur in each body system throughout the lifespan
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the **Life Sciences Specialist** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Public Speaking Expert

The Public Speaking Expert Program

MyCAA Information

Course Code: **CSCC-A-SPKG**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

The Public Speaking Expert program helps students to set themselves apart from their peers and colleagues with polished, professional presentation skills that will be tapped by superiors for a variety of presentations, from bringing in prospective clients and ultimately close deals. This valuable program provides students with a basic understanding of public speaking and how to prepare and present a variety of speeches.

Good public speaking skills are extremely rare and successful students will absolutely be set apart from their colleagues should they master the skills offered in this program. With particular attention paid to Microsoft PowerPoint presentations, this program will ensure students understand how to enhance a presentation through this medium.

At the conclusion of this program, students will be able to:

- Demonstrate knowledge of public speaking and speech delivery principles
- Analyze the delivery of other students' speeches
- Perform audience analysis tasks
- Prepare speech topics and outlines
- Select supporting materials and presentation aids in speech preparation
- Prepare each of the components of a speech
- Prepare a variety of different speech types
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the Research Specialist course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Research Specialist

The Life Sciences Specialist Program

MyCAA Information

Course Code: **CSCC-A-RSCH**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

The Research Specialist Program takes students through the fundamentals of qualitative research from gathering data, developing surveys, and recording sources properly to thinking critically about your findings and challenging yourself to draw unexpected conclusions from your efforts. More often, the challenge to research is synthesizing your discoveries into written form – turning a collection of notes into a final expression or argument. This program will show students how to get from start to finish on a research project through proven strategies alongside emerging trends in internet and digital research.

At the conclusion of this program, students will be able to:

- Demonstrate an understanding of the fundamentals of qualitative research
- Design an original qualitative research question to draw valid conclusions about a socially relevant topic
- Gather data using an appropriate qualitative research method
- Develop an appropriate survey for collecting data
- Gather research data from indirect sources of data
- Synthesize research by writing a white paper
- Evaluate the methodology, evidence, and conclusions of others' research by following a scientific research methodology
- Analyze the challenges and ethical issues in social research
- Enhance your research skills by using the Internet in an effective and efficient manner
- Examine the emerging technical trends in the field of descriptive research
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the **Research Specialist** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Sociology

The Sociology Program

MyCAA Information

Course Code: **CSCC-A-SOC**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Throughout this program, students will take a look at culture, values, socialization, cooperation, conflict, inequality, deviance, violence, social conflict and control alongside the different social stratifications that make up our existence, our relationships and our everyday lives. The program focuses on globalization, cultural diversity, critical thinking, new technology, and the growing influence of mass media.

Students who complete this program will gain a comprehensive understanding of Sociology, its origins, theories, applications and implications. This course explores sociological processes that underlie everyday life.

At the conclusion of this program, students will be able to:

- Examine the field of sociology in terms of history, theoretical perspectives, research methods, and ethical issues
- Explain cultures and their role in social interactions
- Examine socialization and factors that affect socialization and social interactions
- Assess deviance and the reasons for deviant behaviors
- Analyze the different social stratifications
- Explain sexual and racial discrimination
- Critique inequalities in gender and age and their impacts on society
- Assess the various social groups and organizations within societies, and discuss their origin
- Analyze poverty and its effects on society
- Examine factors that influence decision making and choice
- Analyze the history of politics, globalization, and the effects of transformation
- Examine the role of family in socialization
- Examine diversity in U.S. families and study trends in marriages, remarriages, and divorce
- Examine issues in education and factors that affect the educational system in the United States
- Analyze religion in the U.S. and other world religions
- Examine urbanization, evolution of various cities, and growth in population in the U.S. and the world
- Analyze the history, theory of population growth, and demographics
- Explain the process of social change
- Examine the effects of growth and technology on social interactions and the environment
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the **Sociology** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Successful Student Certificate Program with Externship

The Successful Student Program

MyCAA Information

Course Code: **CSCC-A-STDT**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Regionally Accredited
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

This program provides students with the information and skills they need to succeed in their studies, including setting academic goals, managing time and financial resources to meet those goals, and developing an awareness of how they learn. Students also build thinking, listening, reading, study skills, note-taking, test-taking, and information literacy skills. The program also includes discussions on stress management and career development. Throughout, students will apply critical thinking skills to solve problems and evaluate situations. The skills students learn from this program will be essential to student success not only in the academic context, but will also carry over to any professional undertakings thereafter.

Program Objectives

At the conclusion of this program, students will be able to:

- Create long- and short-term goals that align with your personal mission statement
- Create an academic time-management plan
- Create long- and short-term financial goals
- Solve a problem using critical and creative thinking
- Recommend effective learning strategies for your learning preferences
- Create class notes using active listening techniques
- Create reading notes using active reading techniques
- Recommend strategies for studying for and taking a test
- Recommend strategies to appropriately communicate with diverse audiences
- Evaluate sources for reliability, credibility, currency, and accuracy
- Create a stress-management plan
- Create a career exploration plan
- Use Microsoft Office

CERTIFICATION

Upon successful completion of this program, students would be eligible to sit for the Microsoft Office Specialist (MOS) exam. Although there are no state approval, state registration or other state requirements for this program, students who complete this program will be prepared and are eligible to sit for this national certification exam. Students who complete this program are encouraged to complete the externship option with their program. Students who complete this program can and do sit for the MOS national certification exams and are qualified, eligible and prepared to do so. Clark State Community College works with each student to complete the exam application and register the student to take their national certification exam.

Writing Professional

The Life Sciences Specialist Program

MyCAA Information

Course Code: **CSCC-A-WRIT**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

The Writing Professional program develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications. Students will have the opportunity to really break down the writing process and see how it is useful in constructing and finally writing their own work. Students will discover various styles and sentence structures that can alter the meaning and impact of their writing and ensure they have the tools necessary to convey the meaning they intend, communicate their thoughts effectively and clearly and ensure their writing is presented professionally in terms of grammar, spelling and other issues that can otherwise inhibit successful writing.

Students will learn the various techniques appropriate to different writing purposes as well as the different tones and styles applicable to particular contexts (professional, academic, clinical, etc.) In understanding how other sources can help to solidify a piece of writing, students will gain the skills they need to conduct basic research into external sources, what kinds of sources are best used for particular purposes and how best to incorporate this information into their writing in the most effective way possible.

At the conclusion of this program, students will be able to:

- Apply the steps of the writing process
- Identify essay components
- Write effective and grammatically correct paragraphs
- Analyze the role of reading and writing in your academic and professional career
- Write effective and grammatically correct essays
- Apply strategies to achieve clarity and effective style in writing
- Differentiate between the writing pattern types
- Identify sentence types, parts of a sentence, and patterns
- Discriminate between proper and improper use of punctuation in writing
- Apply the proper use of punctuation in writing
- Apply the proper use of spelling in writing
- Examine strategies and guidelines for writing an effective research paper
- Write an effective and grammatically correct research paper
- Apply research strategies and methods for finding information
- Describe the various information sources available for research
- Apply the steps of the writing process and appropriate research and citation methods to write essays, literary analyses, and research papers
- Critique writing samples in terms of style, substance, and appropriate research and citation methods
- Differentiate between the writing styles required by the different disciplines
- Differentiate between the MLA, APA, and Chicago style guides
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the **Writing Professional** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Administrative Assistant with Bookkeeping and QuickBooks Certificate Program with Externship

The Administrative Assistant with Bookkeeping Profession

MyCAA Information

Course Code: **CSCC-B-ADMIN**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,999**

Why ECA

- Regionally Accredited
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

As the pace of business increases every day, more and more business professionals and executive require and rely on the administrative, accounting and record-keeping expertise of assistants. Demand for professionals with administrative and bookkeeping skills is estimated to grow 14% through 2020. Combined with QuickBooks software training, individuals who have all of these skills will be in high demand for years to come. This program will cover:

- **Administrative Assistant Office Procedures**
- **Office Computer Procedures including Microsoft Office 2013**
- **QuickBooks**
- **Managerial Accounting Bookkeepers**
- **Financial Accounting for Bookkeepers**

Program Objectives

At the conclusion of this program, students will be able to:

- Complete Basic Office & Administrative Assistant Procedures
- Master Business Computer Concepts
- Understand Accounting Principles & Concepts
- Understand Business Accounting
- Navigate and Use Quickbooks
- Use Microsoft Office
- **NOTE:** Program includes Intuit QuickBooks software

CERTIFICATION

Students should have or be pursuing a high school diploma or GED.

There are no state approval and/or state requirements associated with this program.

There are several National Certification exams that are available to students who successfully complete this program:

- **National Association of Certified Professional Bookkeepers (NACPB) Bookkeeper Certification Exam**
- **National Career Certification Board (NCCB) Certified Administrative Assistant (CAA) Exam**
- **Intuit QuickBooks Certified User® Exam**
- **Microsoft Office Specialist (MOS) Certification Exam.**

Business Communication Professional

The Business Communication Professional Program

MyCAA Information

Course Code: **CSCC-B-COMM**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Whether in writing or speaking, effective communication is a must for business managers at all levels as well as those seeking promotion into higher ranks. Students will learn the fundamental strategies behind effective business communication alongside potential barriers that may inhibit these efforts. Students will be introduced to technology that will facilitate their communication efforts, gain insight into effective oral presentations as well as visual aids that can help in these efforts.

This program will also ensure students learn to write faster without sacrificing clarity making sure they can avoid common errors, resolve issues effectively and increase credibility overall by communicating exactly what they mean to their audience without all the extraneous, unnecessary material. Participants will also learn effective strategies to revise and fine-tune every kind of business document to convey the exact meaning they intend in the most effective way possible. For those students looking at a career in sales or any client-facing position, the business communication course is a must, but it's also a great tool for anyone getting started in an office environment to have a mastery of these skills.

At the conclusion of this program, students will be able to:

- Evaluate elements of effective business communication
- Explain barriers that can create ineffective communication
- Analyze ethical issues related to communication
- Examine how technology has impacted business communications
- Explain the importance of intercultural communication in the business setting
- Use the English language appropriately in business communications
- Write an effective business message
- Develop effective visual aids for a business proposal
- Prepare an oral presentation
- Create a resume, application letter, and follow-up messages
- Define communication
- Describe effective listening skills
- Deliver a clear message to listeners
- Use appropriate questions in communicating with others
- Explain why communication is important in helping people learn
- Identify best practices for delivering successful presentations
- Use effective business writing skills
- Identify the correct audience and purpose for business communication
- Organize topics for business communication
- Identify the types of business writing
- Describe correct sentence structure
- Use appropriate language in business communication
- Explain the elements of direct and forceful writing
- Describe revising and editing techniques
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the **Business Communication Professional** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Business Information Systems Professional

The Business Information Systems Professional Program

MyCAA Information

Course Code: **CSCC-B-INFO**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

The Business Information Systems Professional program examines the intricacies and uses of information technology from a business enterprise perspective. Students will explore the individual components and of business information technology systems, their interconnectivity, as well as the development of such components based on particular business types. Students will understand how various information systems are useful to enhance productivity and facilitate management practices. This program also introduces the various information and communications technologies available and explains how information systems are used to solve problems and make better business decisions.

All of these systems work together to speed and improve traditional business practices and should be used in a way that is beneficial to various decision making processes and strategic business actions. Students will understand the need for workable networking concepts, examine the purpose and need for information systems as they pertain to overall function and security and also learn different applications and design techniques for successful business information systems.

At the conclusion of this program, students will be able to:

- Analyze the purpose, components, and issues related to common business information systems
- Explain specific ways an organization uses information
- Describe the components, purposes, and key issues related to common business computer hardware, operating systems, and application software
- Identify and describe the components of a database system and how databases are used in business
- Explain fundamental networking concepts
- Analyze the purpose, components, and issues related to common business information systems
- Examine the roles and responsibilities associated with information systems management
- Analyze the components of a security program for information systems
- Discuss how information systems concepts are applied in your personal and professional life
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the **Business Communication Professional** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Business Law Specialist

The Business Law Specialist Program

MyCAA Information

Course Code: **CSCC-B-LAW**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

This Business Law Specialist Program is designed to introduce students to all business law concepts from their roots in common law through to elements of American and international law that make up this area of robust jurisprudence. Businesses operate every day under accepted theories of contract and tort law, promoting equitable transactions and ensuring corporate responsibility that advance accepted notions of good business practices. Corporations are also subject to various statutory frameworks that dictate the treatment and conditions of employees, ensure environmental protection and protect consumers from powerful organizations when necessary. Throughout this program, students will explore all of these issues and learn how the law applies to business operations every day.

The Business Law Specialist program will provide students with a survey of the principle areas of business law. It will explore the relationship between business and the law with respect to the following topics: torts, crimes, intellectual property, contracts, negotiable instruments, agency, employment, and forms of business organization. Students will also explore the relationship between business and the law with respect to ethics and social responsibility, government regulation, personal property, real property, and international trade. Students will gain a working knowledge of practical rules of law and legal terminology, as well as legal solutions for business-related issues.

At the conclusion of this program, students will be able to:

- Analyze the legal environment of business in the United States
- Explain the applicability of tort and criminal law to business
- Explain the applicability of intellectual property law to business
- Explain how contract law principles apply to business transactions
- Explain the law of negotiable instruments
- Evaluate the rights and responsibilities of principals, agents, and third parties in agency transactions
- Analyze the various employment laws affecting the employer-employee relationship in the United States
- Evaluate the forms of business organization in the United States
- Analyze the ethical and social responsibility of business
- Evaluate the various types of government regulation that affect business
- Explain the effects of personal and real property laws on business
- Appraise the impact that international law has on global business
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the **Business Law Specialist** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Business Management Professional

The Business Management Professional Program

MyCAA Information

Course Code: **CSCC-B-MGMT**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Leading a team of colleagues or managing your own staff requires a set of leadership skills that are often few and far between in today's business culture. Understanding the personalities working for you and with you, while also maneuvering to get the most out of the different skill sets and personalities on your staff is essential to effective leadership and productive management.

With the Business Management Professional Program, this collection of skills and knowledge will ensure students understand the delicate balance of leadership, motivation, delegation, and authority while fostering an environment of encouragement and teamwork. From business communication and basic supervision to the fundamentals of leadership and project management, this combination of courses ensures students will emerge with the confidence to make the tough decisions managers are faced with every day coupled with a comprehensive understanding of what it takes to be a true leader.

At the conclusion of this program, students will be able to:

- Analyze the legal environment of business in the United States
- Explain the applicability of tort and criminal law to business
- Explain the applicability of intellectual property law to business
- Explain how contract law principles apply to business transactions
- Explain the law of negotiable instruments
- Evaluate the rights and responsibilities of principals, agents, and third parties in agency transactions
- Analyze the various employment laws affecting the employer-employee relationship in the United States
- Evaluate the forms of business organization in the United States
- Analyze the ethical and social responsibility of business
- Evaluate the various types of government regulation that affect business
- Explain the effects of personal and real property laws on business
- Appraise the impact that international law has on global business
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the **Business Management Specialist** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Business Math Specialist

The Business Math Specialist Program

MyCAA Information

Course Code: **CSCC-B-MATH**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

This program applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics. Upon completion of this program, students will have a fundamental understanding of how to solve mathematical problems as they pertain to various business transactions. Further, students will also analyze common business problems using mathematical equations and concepts as well as useful business statistics calculations.

At the conclusion of this program, students will be able to:

- Solve mathematical problems using whole numbers, fractions, and decimals
- Reconcile bank statements
- Solve equations
- Analyze business problems using percentages and statistical concepts
- Apply mathematical concepts to business problems involving pricing and discounts
- Explain various payroll issues that affect employers and employees
- Apply mathematical concepts to business lending transactions
- Apply mathematical concepts to business transactions involving annuities and stocks and bonds
- Calculate various mortgage problems
- Apply various depreciation methods
- Apply mathematical concepts to business transactions involving inventory
- Calculate various insurance and tax transactions
- Analyze financial statements using mathematical concepts
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the **Business Math Specialist** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Entrepreneurship Specialist

The Entrepreneurship Specialist Program

MyCAA Information

Course Code: **CSCC-B-ENPR**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Entrepreneurs are the lifeblood of American business, turning great ideas and services into successful businesses every day. But starting a business and growing it to a successful enterprise requires more than just a good idea – owning your own business requires an adaptive, flexible, and well-rounded skill-set that will ensure you're prepared to navigate through a multitude of business issues. In short, successful entrepreneurs wear every hat in their business – they're effective managers and savvy negotiators all paired with an unmatched work ethic.

The Entrepreneurship Specialist Program pulls together all of the education and skills necessary for success in starting your own business or just cultivating that entrepreneurial spirit necessary to start a new division in your current role working for another company. From drafting the initial business plan to financing your vision and managing your staff, the Entrepreneurship Program covers everything successful entrepreneurs require to start, build and grow their next venture.

At the conclusion of this program, students will be able to:

- Create components of a viable business plan
- Demonstrate management, leadership, and communication skills for running and growing a business
- Demonstrate techniques for analyzing costs, preparing financial documents, and reporting requirements
- Design an effective strategy for marketing, customer service, selling, and relationship building
- Create a plan for researching, securing, and managing the financial aspects of the enterprise
- Devise a plan for business operations that will ensure the business delivers on its promises to customers
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the **Entrepreneurship Specialist** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Finance Professional

The Business Math Specialist Program

MyCAA Information

Course Code: **CSCC-B-FIN**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Businesses of all kinds require professionals who understand the intricacies of finance in a variety of ways. Finance professionals have the opportunity to put their skills to work in a number of different fields providing analytical support that helps to drive the most important decisions for C-level executives. This program presents students with the frameworks and tools used to measure value – both in terms of corporate and personal assets. Students will gain a fundamental understanding of the principles of valuation, the concepts of time value of money and risk as well as the major determinants of value creation.

Taking students through both theoretical and real-world examples to demonstrate the valuation of assets, this program will help students in various decision-making processes not only in business, but in personal finance as well. Moreover, this program will introduce students to the basics of evaluating corporate financial statements, evaluating certain aspects of a company to determine its overall wealth or health, both of which go to shareholder value – every company's overall mission. The program ensures students have a firm understanding of risk and return, individual and collective financial markets, the application of capital budgeting tools and learn how to properly evaluate capital structure and dividend policy in a global context.

The Finance Professional program provides students with a foundational knowledge of financial management. The program covers key language and terminology, time-value of money, financial markets and securities, financial statements, financial analysis, risk and return, valuation of stocks and bonds, capital budgeting and valuation, cost of capital and capital structure, working capital management, dividend policy, and international finance. Students are required to apply the various financial tools and understand how they impact financial decision-making.

At the conclusion of this program, students will be able to:

- Explain why the primary role of the firm and the financial manager is to maximize shareholder wealth
- Analyze financial statements
- Apply time-value of money tools
- Explain risk and return relationships
- Evaluate financial markets and securities traded on financial markets
- Apply capital budgeting tools
- Evaluate capital structure and dividend policy
- Evaluate how international issues impact the firm
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the **Finance Professional Program** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Human Resources Professional

The Human Resources Professional Program

MyCAA Information

Course Code: **CSCC-B-HPRO**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

The Human Resources Professional Program introduces human resources (HR) functions and related elements and activities to students wishing to enter a career in this field or anyone who runs or may start a business of their own. This program will outline for students the roles and responsibilities of members of a typical HR department, educating the staff that make up a particular firm in various corporate policies, rules and/or procedures as well as how their individual role will include HR-related activities, whether officially part of an HR department or not. Students will move through the evolution of HR management through to the modern functions of most HR divisions from the perspective of both management and subordinate employees. Further, students will explore various compensation structures and gain an understanding of the importance of maintaining fair and equitable compensation and benefit programs.

As part of this program, students will be exposed to real-world situations and conflicts that may arise ranging from compensation to employee counseling, conflict resolution, discipline and termination alongside the legal and ethical implications of all of these points with respect to Equal Employment Opportunity requirements. Other critical areas such as training and development of staff with regard to many of the above mentioned issues as well as staffing and strategy will also be discussed. This program focuses on human resource management skills used by business managers in day-to-day operations. While focusing on the different aspects of human resource management and practices, problem solving and critical thinking skills are applied.

At the conclusion of this program, students will be able to:

- Analyze the role of the HR manager as a strategic partner to manage human resources in the organization
- Develop a strategic HR plan for an organization
- Determine the strategic HR requirements of a job along with its specific duties and requirements
- Develop a personnel planning and recruiting plan for an organization
- Develop and implement criteria for employee selection
- Identify key deficits in employee training and development programs
- Develop performance appraisal criteria for multiple positions in an organization
- Outline the process to create a 'job ladder' for employees to promote career development
- Determine which type of pay plan and benefits mix would be suitable to an organization's strategic initiatives and employee base
- Apply employment discrimination and labor laws to deal effectively with employment issues on the job
- Identify legal, health, and safety issues in the workplace
- Manage ethical conflicts in an organization through discipline, grievance, and career management processes
- Identify the need for global HR expansion and develop a hiring strategy that best suits the new business environment
- Master Microsoft Office

CERTIFICATION

Upon successful completion of the **Human Resources Professional** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Marketing Professional

The Marketing Professional Program

MyCAA Information

Course Code: **CSCC-B-MKTG**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

The Marketing Professional program outlines for students current theories of marketing, their effective application and concepts important to marketing goods and services, identifying and further defining target customers, targeting those customers and really reaching them through your messaging from both a domestic and global perspective. Students will explore the elements of market research, identifying target customers, branding, pricing, developing product offers, and developing marketing communications for various distribution channels. Students will examine marketing critically from the perspective of the consumer, the overall economy, and technology as well as the legal and ethical issues that arise to ensure responsible marketing.

This program provides students with a view of the principle areas of marketing. It explores the factors influencing how marketing decisions are made, including the impact of marketing decisions on an organization and its customers. Students will gain a working knowledge of practical marketing and business vocabulary. Additionally, students will analyze today's global, highly competitive marketplace and evaluate how the actions of competitors influence marketing decisions.

At the conclusion of this program, students will be able to:

- Evaluate the primary components of a marketing plan from strategic, functional, and operational perspectives
- Analyze how the characteristics of the business environment can impact marketing decisions
- Analyze the possible impacts of marketing research on a business plan
- Evaluate how consumer characteristics and behavior affect marketing strategies
- Compare B2B and consumer markets
- Compare various considerations in product and services marketing
- Analyze how integrated marketing communications (IMCs) are developed and implemented
- Analyze the considerations and process of creating a pricing strategy
- Distinguish marketing channel options, considerations, and interactions
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the **Marketing Professional** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Organizational Behavior Professional

The Organizational Behavior Professional Program

MyCAA Information

Course Code: **CSCC-B-ORG**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

This program addresses how a company functions on a daily basis with the makeup of talent, roles and responsibilities, needs and various divisions that can help to effectively break up a large organization into something that can work effectively and efficiently. Students will have the opportunity to explore the behavior of the organization as a whole, the groups and individuals within it and those elements that contribute to a positive (or negative) work environment.

Analyzing the impact of corporate politics, balanced and unbalanced power structures as well as individual communication styles and motivations can help individuals to navigate their way through complex organizations, help to improve organizations or even design their own successful organization based on these best practices. This program examines organizational theory and application to provide a comprehensive review of individual, group, and organizational performance in relation to organizational structures in contemporary business settings.

At the conclusion of this program, students will be able to:

- Compare and contrast theories of organizational behavior
- Analyze management issues as related to organizational behavior
- Evaluate ethical issues as related to organizational behavior
- Examine challenges of effective organizational communication
- Differentiate the differences and similarities between leadership, power, and management
- Assess the impact that a company's structure and design can have on its organizational behavior
- Assess the impact of culture on organizational behavior
- Use Microsoft Office

CERTIFICATION

Upon successful completion of the **Organizational Behavior Professional** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Professional Bookkeeping with QuickBooks Certificate Program with Externship

The Bookkeeping Profession

MyCAA Information

Course Code: **CSCC-B-BKQB**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Regionally Accredited
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Keeping accurate accounting and financial records is essential to the success of any small business. As such, the Bookkeeper for any particular business plays one of the most important roles in the company working very closely with management in the day-to-day operation of the business. Bookkeepers that have a full understanding of the most widely-used accounting application for small businesses – QuickBooks – have a significant role to play in any business as their records underpin the files provided to any associated accounting professionals working on behalf of the business. The demand for professionals with bookkeeping skills is estimated to grow 14% through 2020. Combined with QuickBooks skills, individuals who have all of these skills will be in high demand for years to come.

Program Objectives

At the conclusion of this program, students will be able to:

- Accounting Principles and Concepts
- Business Accounting
- QuickBooks
- Use Microsoft Office

Externship / Hands on Training / Practicum

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. Clark State Community College works with national organizations and has the ability to place students in externship opportunities nationwide.

CERTIFICATION

Upon successful completion of this program, students would be eligible to sit for the National Association of Certified Professional Bookkeepers (NACPB) Bookkeeper Certification Exam, the In-tuit QuickBooks Certified User® Exam and the Microsoft Office Specialist (MOS) exam. Although there are no state approval, state registration or other state requirements for this program, students who complete this program will be prepared and are eligible to sit for these national certification exams. Students who complete this program are encouraged to complete the externship option with their program. Students who complete this program can and do sit for these national certification exams and are qualified, eligible and prepared to do so. Clark State Community College works with each student to complete the exam application and register the student to take their national certification exam.

Project Management Associate

The Project Management Associate Program

MyCAA Information

Course Code: **CSCC-B-PROJ**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

The Project Management Associate program offers participants the opportunity to define, plan and execute a project no matter how simple or complex the end goal. Participants will gain the tools and knowledge necessary to deliver successful projects both on time and on budget, while meeting any performance specifications determined from the outset. At a fundamental level, participants will explore the ins and outs of project management and the project life cycle including: project scope management, project time management, project cost management, project communications management, project risk management, project procurement management, project human resource management and project stakeholder management.

The Project Management Associate program provides students with an overview of the principle areas of project management. The program will introduce students to the advantages and disadvantages of different organizational structures, as well as the phases of an effective project management system. Students will examine the key skills of a project manager, and learn how to develop and apply those skills for project success. Students will also learn how to create a project schedule, resource plan, and budget, and how to monitor and evaluate a project to manage time, cost, scope, and resources.

At the conclusion of this program, students will be able to:

- Define Project Management
- Describe the roles of Project Managers and their teams
- Identify the scope of a project
- Identify estimating methods
- Plan key activities related to a project
- Prepare a project plan
- Describe the importance of setting up a monitoring and control process
- Evaluate project performance
- Identify factors that lead to issues
- Use appropriate steps to manage projects
- Use different strategies to plan for a project
- Identify techniques for planning and managing projects
- Define important terms in project management
- Explain how to close a project
- Use models and charts to help manage your project
- Explain the different characteristics of a successful problem solver
- Identify different types of communication
- Use critical questions to gather information about your problem
- Identify techniques used for persuading others

CERTIFICATION

Upon successful completion of the **Project Management Associate** course, students will be prepared for to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Project Management Professional

The Organizational Behavior Professional Program

MyCAA Information

Course Code: **CSCC-B-PMP**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Guiding a team toward successful project completion can be extremely taxing but also incredibly gratifying for supervisors and managers. More than that, however, juggling multiple projects at once, managing multiple staff and dealing with the individual and collective personalities on the project can be incredibly overwhelming without a fundamental understanding of how to get the most out of your team and really get things done. Valuable programs like the Project Management Professional (PMP) from the Project Management Institute (PMI) ensure students are best apt to guide their staff through this challenging process.

While the PMP certification is incredibly valuable, pairing this credential with management and leadership development really ensures professional success in this area. For the manager running the project or the project manager aspiring to run a team, the Project Management Expert Program will ensure students are ready to take on these challenges.

At the conclusion of this program, students will be able to:

- Identify the relationships between the Project Management Institute's (PMI) project management framework, five process groups, and nine bodies of knowledge
- Apply project initiation tools and techniques in order to develop a project charter
- Develop a flexible and practical project management plan covering the major project lifecycle processes and phases
- Use recommended best practice tools, techniques, and processes to plan for Quality, Human Resources, Communication, Risk, and Procurement
- Explain project execution's relationship to integration management, the factors that contribute to success, and the tools and techniques used
- Apply monitoring and control techniques to measure progress on the project and forecast project completion requirements
- Administer the processes for closing a project and completing project procurement
- Apply the Code of Ethics and Professional Conduct to specific situations
- Perform the preparation techniques, including identifying knowledge gaps, in order to significantly improve your chances of passing the PMP certification exam
- Use Microsoft Office

NATIONAL CERTIFICATION AVAILABLE:

Project Management Professional (PMP) Certification from the Project Management Institute (PMI) Students who complete this comprehensive course would have the requisite number of project management education hours necessary to sit for the PMP CAPM exam

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam.**

Project Management Specialist

The Project Management Specialist Program

MyCAA Information

Course Code: **CSCC-B-CAPM**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Steering a large project toward successful completion can be extremely challenging but also incredibly rewarding. More than that, however, juggling multiple projects at once can be incredibly overwhelming without the tools to make the best use of time and resources. Project Managers are essential in all areas of industry and require the expertise to launch initiatives geared toward success at all levels.

The Project Management Specialist Program offers students the valuable CAPM credential in combination with valuable time management, project risk and cost analysis skills and other tips and tricks for project management. No matter a student's current job or aspired position, effective project management and execution skills are essential to everyone's professional success and the Project Management Specialist Program will ensure students gain the skills they need for success on the job from day one. Whether you're a student, new to project management, changing careers, or already serving as a subject matter expert on project teams, the CAPM can get your career on the right path or take it to the next level.

At the conclusion of this program, students will be able to:

- Use the Project Management Institute's (PMI) project management framework to initiate a project
- Apply project initiation tools and techniques in order to develop a project charter and stakeholder management strategy
- Develop a flexible and practical project management plan covering the major project lifecycle processes and phases
- Explain project execution in relationship to project planning, the factors that contribute to success, and the tools and techniques used
- Apply monitoring, control, and closing techniques to measure progress on the project and forecast project completion requirements
- Perform the sequence of steps a project manager must take to ensure a smooth project close and improvement on future projects
- Demonstrate exam strategies in preparation for the CAPM certification exam
- Use Microsoft Office

NATIONAL CERTIFICATION AVAILABLE:

Certified Associate Project Manager (CAPM) certification from the Project Management Institute (PMI) Students who complete this comprehensive course would be prepared to sit for the PMP CAPM exam

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Six Sigma Black Belt (CSSBB) Certificate Program with Externship

The Six Sigma Black Belt (CSSBB) Program

MyCAA Information

Course Code: **CSCC-B-CSBB**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,999**

Why ECA

- Regionally Accredited
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Building upon participants' existing knowledge and practice, the Six Sigma Black Belt course will help participants to master advanced statistical analysis tools, identify opportunities with solutions that can be implemented immediately and to deliver measurable results right away in order to increase an organization's return on investment. Participants who complete this course will be able to lead Six Sigma projects meant to enhance the capability of both internal and external processes in order to better meet customer expectations. With the comprehensive understanding of process analysis and improvement individuals gain from Six Sigma Black Belt certification, professionals with these skills with makes a significant impact on any organization and be well-positioned for advancement in their chosen fields. The Six Sigma Black Belt course presents an overview of the key concepts for the Certified Six Sigma Black Belt (CSSBB) exam. Students will explore processes and team management, operational metrics, and key tools and techniques to achieve process excellence.

Program Objectives

At the conclusion of this program, students will be able to:

- Apply the Lean Six Sigma (LSS) model to create breakthrough in profitability and growth
- Manage projects by defining metrics, following and employing the Define-Measure-Analyze-Improve-Control (DMAIC) methodology
- Design effective teams to execute projects using tools & techniques of Lean Six Sigma
- Implement a sustainable process breakthrough using the DMAIC methodology
- Differentiate DMAIC and Design for Six Sigma (DFSS) frameworks
- Analyze a business process and engender support from executive management for using the tools and techniques relevant to the Lean Six Sigma methodology
- Sustain process breakthrough improvements in the control phase of the LSS initiative
- Use Microsoft Office

Externship / Hands on Training / Practicum

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. Clark State Community College works with national organizations and has the ability to place students in externship opportunities nationwide.

NATIONAL CERTIFICATION AVAILABLE:

Upon successful completion of this program, students would be eligible to sit for the American Society for Quality (ASQ) Certified Six Sigma Black Belt (CSSBB) and the Microsoft Office Specialist (MOS) exams. Although there are no state approval, state registration or other state requirements for this program, students who complete this program will be prepared and are eligible to sit for the national certification exams. Students who complete this program are encouraged to complete the externship option with their program. Students who complete this program can and do sit for the CSSBB and MOS national certification exams and are qualified, eligible and prepared to do so. Clark State Community College works with each student to complete the exam application and register the student to take their national certification exam.

Six Sigma Green Belt (CSSGB) Certificate Program with Externship

The Six Sigma Green Belt (CSSGB) Program

MyCAA Information

Course Code: **CSCC-B-CSSGB**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,999**

Why ECA

- Regionally Accredited
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

The Six Sigma Specialist program helps professionals to strengthen organizations by employing the core concepts of Six Sigma geared toward enhanced problem-solving skills with an emphasis on the DMAIC (Define, Measure, Analyze, Improve, and Control) model. The Six Sigma Specialist program presents an overview of the key concepts for the Six Sigma Green Belt Certification exam. Students will explore processes and team management, operational metrics, and key tools and techniques to achieve process excellence. This program is designed to prepare students to sit for the Six Sigma Green Belt Certification exam offered by the American Association for Quality.

Program Objectives

At the conclusion of this program, students will be able to:

- Justify the value of Six Sigma metrics
- Analyze customer information within a potential Six Sigma project
- Apply the design for Six Sigma (DFSS) process
- Apply theories of team dynamics to improve Six Sigma process
- Apply the Define-Measure-Analyze-Improve-Control (DMAIC) process
- Generate process management documentation
- Analyze the effects of statistical process control (SPC) on performance Analyze process capability in the context of performance
- Apply design of experiments (DOE) to a potential project
- Use Microsoft Office

Externship / Hands on Training / Practicum

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. Clark State Community College works with national organizations and has the ability to place students in externship opportunities nationwide.

NATIONAL CERTIFICATION AVAILABLE:

Upon successful completion of this program, students would be eligible to sit for the American Society for Quality (ASQ) Certified Six Sigma Black Belt (CSSBB) and the Microsoft Office Specialist (MOS) exams. Although there are no state approval, state registration or other state requirements for this program, students who complete this program will be prepared and are eligible to sit for the national certification exams. Students who complete this program are encouraged to complete the externship option with their program. Students who complete this program can and do sit for the CSSBB and MOS national certification exams and are qualified, eligible and prepared to do so. Clark State Community College works with each student to complete the exam application and register the student to take their national certification exam.

Six Sigma Expert

The Six Sigma Expert Program

MyCAA Information

Course Code: **CSCC-B-CSSBB**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Building upon participants' existing knowledge and practice, the Six Sigma Black Belt course will help participants to master advanced statistical analysis tools, identify opportunities with solutions that can be implemented immediately and to deliver measurable results right away in order to increase an organization's return on investment. Participants who complete this course will be able to lead Six Sigma projects meant to enhance the capability of both internal and external processes in order to better meet customer expectations. Six Sigma Black Belts often serve as internal consultants for their current companies and can serve as mentors for Six Sigma Green Belts. With the comprehensive understanding of process analysis and improvement individuals gain from Six Sigma Black Belt certification, professionals with these skills with makes a significant impact on any organization and be well-positioned for advancement in their chosen fields.

The Six Sigma Black Belt course presents an overview of the key concepts for the Six Sigma Black Belt Certification exam. Students will explore processes and team management, operational metrics, and key tools and techniques to achieve process excellence. This course is designed to prepare students to sit for the Six Sigma Black Belt Certification exam offered by the American Association for Quality.

At the conclusion of this program, students will be able to:

- Apply the Lean Six Sigma (LSS) model to create breakthrough in profitability and growth in a business situation
- Manage projects by defining metrics and following the DMAIC (define, measure, analyze, improve, and control) methodology
- Design effective teams to execute projects using the tools and techniques of Lean Six Sigma
- Employ the sequence of the Define-Measure-Analyze-Improve-Control (DMAIC) problem solving methodology
- Implement a sustainable process breakthrough using the Define-Measure-Analyze-Improve-Control (DMAIC) methodology
- Differentiate Define-Measure-Analyze-Improve-Control (DMAIC) and Design for Six Sigma (DFSS) frameworks with respect to customer needs
- Analyze a business process using different types of tools and techniques relevant to the Lean Six Sigma methodology
- Determine how to enroll the executive management in the journey of change associated with the Lean Six Sigma (DMAIC or DFSS) initiative
- Determine how to sustain process breakthrough improvements in the control phase of the Lean Six Sigma initiative during the process owner handover
- Use Microsoft Office

NATIONAL CERTIFICATION AVAILABLE:

Six Sigma Black Belt Certification from the American Association for Quality (AAQ): Certification as a Six Sigma Black Belt (CSSBB) from the American Society for Quality (ASQ) requires:

- 2 Six Sigma projects documented by signed affidavits; OR
- 1 project with a signed affidavit AND 2 years of work experience as it pertains to the Six Sigma Black Belt Body of Knowledge. Educational waivers are not granted.
- Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Six Sigma Specialist

The Six Sigma Specialist Program

MyCAA Information

Course Code: **CSCC-B-CSSGB**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

The Six Sigma Specialist program helps professionals to strengthen organizations by employing the core concepts of Six Sigma geared toward enhanced problem-solving skills with an emphasis on the DMAIC (Define, Measure, Analyze, Improve, and Control) model. The Six Sigma Specialist program presents an overview of the key concepts for the Six Sigma Green Belt Certification exam. Students will explore processes and team management, operational metrics, and key tools and techniques to achieve process excellence. This program is designed to prepare students to sit for the Six Sigma Green Belt Certification exam offered by the American Association for Quality.

At the conclusion of this program, students will be able to:

- Justify the value of Six Sigma metrics
- Analyze customer information within a potential Six Sigma project
- Apply the design for Six Sigma (DFSS) process
- Apply theories of team dynamics to improve Six Sigma process
- Apply the Define-Measure-Analyze-Improve-Control (DMAIC) process
- Generate process management documentation
- Analyze the effects of statistical process control (SPC) on performance Analyze process capability in the context of performance
- Apply design of experiments (DOE) to a potential project
- Use Microsoft Office

NATIONAL CERTIFICATION AVAILABLE:

Certification as a Six Sigma Green Belt (CSSGB) from the American Society for Quality (ASQ)

- Requires 3 years of work experience in one or more areas of the Six Sigma Green Belt Body of Knowledge. Work experience must be in a full-time, paid role. Paid intern, co-op, or any other course work cannot be applied toward the work experience requirement. Educational waivers are not granted.
- Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

CompTIA A+ Specialist

The CompTIA A+ Specialist Program

MyCAA Information

Course Code: **CSCC-IT-CTA**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,999**

Job Outlook

Employment of computer support specialists is projected to grow 17 percent from 2012 to 2022, faster than the average for all occupations. More support services will be needed as organizations upgrade their computer equipment and software.

Course Overview

The CompTIA A+ course will build upon students' existing user-level knowledge and experience with personal computer software and hardware in order to present fundamental concepts and techniques that technicians will use every day on the job. Upon completing this course, students will gain the essential skills and technical expertise necessary to install, upgrade, configure, troubleshoot, optimize, repair and perform preventative maintenance on basic personal computer hardware and operating systems.

The CompTIA A+ course provides students with the basic knowledge and skills necessary for a career in PC support. The course is designed to fully prepare students to sit for and pass the CompTIA A+ 220-801 and 220-802 certification exams. The exam covers a broad range of hardware and software technologies that is not tied to any specific vendor products. Examinees must successfully complete 2 parts for the exam – Essentials and Practical Applications modules. Provided both modules are passed within a 90 day period, successful candidates will receive CompTIA A+ Certification. Course topics include installation, configuration, preventative maintenance of PC hardware components, and the basics of networking, security, virtualization, desktop imaging, and deployment. Students will also gain knowledge of diagnostic and troubleshooting processes for various types of technical issues.

At the conclusion of this program, students will be able to:

- Describe the common features of PC hardware found on desktop and laptop computers
- Explain network hardware, protocols, and how to build a network
- Identify unique features of laptop computers and concerns specific to this type of computer
- Describe the printing process, installation, and maintenance of the most common printer types, including laser and inkjet printers
- Describe IT support operational procedures in a workplace
- Explain the features, tools, and installation options of different versions of Windows Operating Systems
- Identify the components of Windows Operating Systems networking, preventative maintenance, security settings, and virtualization
- Describe common security threats, security-breach prevention methods, and best practices
- Explain the network setup, security, and synchronization of mobile devices
- Describe the diagnostic and troubleshooting processes for hardware, software, networking, and security issues
- Use Microsoft Office

NATIONAL CERTIFICATION AVAILABLE: CompTIA A+ Certification

- The CompTIA A+ certification is the starting point for a career in IT. The exam covers maintenance of PCs, mobile devices, laptops, operating systems and printers. In order to receive the CompTIA A+ certification, prospective candidates must pass 2 exams
- Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

CompTIA N+ Specialist

The CompTIA N+ Specialist Program

MyCAA Information

Course Code: **CSCC-IT-CTN**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,999**

Job Outlook

Employment of network and computer systems administrators is projected to grow 12 percent from 2012 to 2022, about as fast as the average for all occupations. Growth will be highest at firms that provide cloud computing technology.

Course Overview

The CompTIA Network+ course provides students with the basic knowledge and skills necessary to become an IT network practitioner. This course is designed to fully prepare students to sit for and pass the CompTIA Network+ Certification exam. Students will gain the knowledge and skills necessary to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructure as well as describe networking technologies, understand basic design principles, adhere to wiring standards, and use testing tools. This course offers a technical prerequisite option for IT technicians seeking to join the Apple Consultants Network and is recognized by various federal and state government agencies. Additional job roles for prospective candidates include network technician, network installer, network administrator, help desk technician and IT cable installer.

At the conclusion of this program, students will be able to:

- Summarize DNS concepts and its components
- Identify the benefits and challenges of increasingly converged networks
- Describe the role and impact of networks on daily business and work
- Explain the structure of a network, including end devices and intermediate devices, and the interconnecting media
- Distinguish between circuit-switched and packet-switched communications
- Describe the role of addressing and naming in network communications
- Explain the purpose and function of protocols and standards in network communications
- Explain how protocols enable communications between completely different network devices
- Distinguish between networking protocols and networking standards
- Explain the advantages of using a layered model to describe network functionality
- Describe the role of each layer in the OSI reference model and the TCP/IP stack
- Identify virtual network components
- Describe the functions of the three upper OSI model layers
- Describe the function of well-known TCP/IP Application Layer protocols and their related services
- Explain the principles of network client-server operation
- Microsoft Office

NATIONAL CERTIFICATION AVAILABLE: COMPTIA NETWORK+ CERTIFICATION

- The **CompTIA Network+ certification** is the sign of a qualified networking professional. Companies such as Dell, HP, Ricoh, Sharp and Xerox recommend or require CompTIA Network+ for their networking technicians. It is a technical prerequisite option for IT technicians seeking to join the Apple Consultants Network and is recognized by the US Department of Defense.
- Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

CompTIA S+ Specialist

The CompTIA S+ Specialist Program

MyCAA Information

Course Code: **CSCC-IT-CTS**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,999**

Job Outlook

Employment of information security analysts is projected to grow 37 percent from 2012 to 2022, much faster than the average for all occupations. Demand for information security analysts is expected to be very high as these analysts will be needed to come up with innovative solutions to prevent hackers from stealing critical information or creating havoc on computer networks

NATIONAL CERTIFICATION AVAILABLE: CCompTIA Security+ Certification

- The CompTIA Security+ certification designates knowledgeable professionals in the field of security, one of the fastest-growing fields in IT. CompTIA Security+ is an international, vendor-neutral certification that demonstrates competency in Network Security, Compliance and Operational Security, Threats and Vulnerabilities, Application, Data and Host Security, Access Control and Identity Management, and Cryptography.
- Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Course Overview

The CompTIA Security+ course provides students with the basic knowledge and skills necessary to become an IT security professional. This course is designed to fully prepare students to sit for and pass the CompTIA Security+ certification exam. Students will gain the knowledge and skills necessary to identify risk and participate in risk mitigation activities as well as provide infrastructure, application, operational and information security. They will also acquire the knowledge necessary to apply security controls to maintain confidentiality, integrity and availability, as well as how to identify appropriate technologies and products. Finally, students will gain an awareness of applicable policies, laws and regulations with regard to IT security. Prospective job roles for successful candidates include security engineer, security architect, security assurance technician, security consultant/specialist, systems administrator, network administrator and security administrator. CompTIA N+ certification plus 2 years of technical networking experience with a focus on security is recommended for success on the exam.

At the conclusion of this program, students will be able to:

- Describe common risks, vulnerabilities and controls
- Explain the triple constraint of information security
- Analyze and differentiate between types of malware and attacks
- Identify risks for common system hardware and peripherals
- Describe principles of software, data and host security
- Implement OS hardening procedures
- Identify common types of programming attacks
- Implement secure browsing practices
- Describe security vulnerabilities unique to virtualized environments
- Explain the purpose and vulnerabilities of common network devices
- Identify and secure common ports and protocols
- Describe security concerns unique to cloud computing environments
- Identify IDS and IPS solutions for host and network defense
- Describe the differences between identification, authentication and authorization in Access Control
- Identify various methods for access authentication
- Implement logical access control methods
- Distinguish between discretionary, mandatory, rule-based and role-based access control implementations
- Identify various types of risk management strategies (transfer, accept, mitigate, eliminate)
- Distinguish between management, technical and operational controls
- Calculate risk using subjective and objective measures
- Implement compliance audits for common security controls
- Explain the difference between penetration testing and vulnerability scanning
- Distinguish between symmetric and asymmetric forms of encryption
- Explain the use of public-key/private-key pairs to encrypt and decrypt a secure message
- Identify common security protocols (SSH, SSL, IPSec)
- Explain basic hashing concepts
- Distinguish between types of tickets, keys and certificate authorities in a PKI
- Distinguish between business continuity and disaster recovery objectives and timeframes
- Describe data retention and secure disposal practices
- Explain common CIRT roles and responsibilities
- Use Microsoft Office

Java Programming Specialist

The Java Programming Specialist Program

MyCAA Information

Course Code: **CSCC-IT-JAVA**
 Program Duration: **6 Months**
 Course Contact Hours: **375**
 Student Tuition: **\$3,999**

Job Outlook

Employment of computer programmers is projected to grow 8 percent from 2012 to 2022, about as fast as the average for all occupations.

NATIONAL CERTIFICATION AVAILABLE: Java SE 7 Associate Certification from Oracle.

- The Java Programming Specialist program is designed to prepare students to sit for the Oracle Certified Associate, Java SE 7 Programmer exam.
- Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Course Overview

Recognizing the need for skilled developers, the Web Development Specialist program provides a platform to produce skilled developers with the ability to take into account the client's needs and vision along with the target market to create a website and accompanying mobile applications. Alongside these technical requirements, web developers must also be abreast of prevailing social media trends, search engine optimization strategies and other techniques to stand up an effective website. After completing the courses pulled together in the Web Development Specialist program, students will have the skills necessary to be successful in a development position right from the start.

Students who complete this program will also be prepared to sit for the Oracle Java Associate Certification exam which broadens individual knowledge and deepens skills through exposure to a wide array of important features, functions and tasks in the area of Java Programming. Students preparing for these certification exams will work through hands-on exercises and labs using real Java code, which expands students' capabilities as a Java developer. Additionally, the certification exams validate students' capabilities using real-world, scenario-based questions that assess and challenge students' ability to perform as experienced web developers.

At the conclusion of this program, students will be able to:

- Solve simple problems using the fundamental syntax and semantics of the Java programming language
- Examine elementary techniques in Java programming Write Java programs that use selection
- Write Java programs that use loops: while, do while, for Write Java programs that make use of methods for transfer of control
- Write Java programs that use arrays
- Examine object-oriented programming using objects and classes
- Illustrate object-oriented programming including immutable classes and immutable objects
- Write Java programs that use inheritance and polymorphism
- Extend error handling techniques by adding exception handlers to Java programs
- Design generic classes and interfaces to improve code reusability
- Use the Java Collections Framework in a Java program
- Distinguish between the Java platforms and describe the basic characteristics of Java integration technologies
- Describe the basic characteristics, use, benefits, and drawbacks of Java's server-side technologies and application tiers
- Describe the context of Java's initial release and its evolution
- Describe Java's impact on computing
- Identify the contributions by key individuals and groups toward Java's development
- Explain Java's role in the Open Source software movement
- Describe Java's role in cutting edge technologies
- Describe the context for the history of the Open Source movement
- Summarize the three waves of the Open Source movement and the key individuals and organizations who contributed to each wave
- Explain the business benefits and challenges of Open Source software
- Summarize the accomplishments and mission of several well-known Open Source Communities
- Identify common characteristics shared by Open Source communities and guidelines for successful participation in them
- Use Microsoft Office

Mobile Data Forensics and Analysis Course For Law Enforcement, Intelligence and Investigation Professionals

MyCAA Information

Course Code: **CSCC-INTELMOB**
 Program Duration: **9 Months**
 Contact Hours: **540**
 Student Tuition: **\$3,950**

Why ECA

- Regionally Accredited
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

CERTIFICATIONS:

- The Successful Student Program candidates should have or be pursuing a high school diploma or GED.
- Upon successful completion of this course, students will receive a certificate from Clark State Community College in **Mobile Data Forensics and Analysis Course For Law Enforcement, Intelligence and Investigation Professionals**

Course Overview

Mobile device forensics is a branch of digital forensics relating to recovery of digital evidence or data from a mobile device under forensically sound conditions. The use of phones in crime and terrorism has been widely recognized for some years, but the forensic study of mobile devices is a relatively new field. A proliferation of phones (particularly smartphones) on the consumer market caused a demand for forensic examination of the devices, which could not be met by existing computer forensics technicians. Understanding and having knowledge of the Intelligence Community mission, vision, goals, and values as a mobile forensics professional is invaluable to your position, whether you are working as a law enforcement officer or in a federal capacity.

Basic Analysis and Data Concepts

- Open Source Research
- Link Analysis Basics
- Introducing Raw Data
- Manipulating Raw Data
- Geospatial Basics
- Applying Geospatial to Data
- GPS and Temporal Analysis
- Visual Image Interpretation

Outline

Advanced Intelligence Analytic Tools

- Analyzing Raw Data
- Network Analysis
- Social Network Analysis
- Remote Sensing
- Introduction to GIS
- Creating Maps in GIS
- Vector and Spatial Analysis in GIS
- Telephony Analysis

Cellular Analysis and Data Forensics

- Search Warrants
- Acquiring Cellular Records
- Processing Cellular Records
- Cellular System and Historical Geolocation
- Cellular Records in GIS
- Physical Device Forensics
- Cellular Data Forensics

Civil Litigation Specialist

The Civil Litigation Specialist Program

MyCAA Information

Course Code: **CSCC-L-CIV**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Because they affect every aspect of civil litigation, an understanding of these rules and processes is essential to the everyday work of any legal professional. For those students looking toward law school or who are interested in the paralegal profession, this program offers an incredibly useful and realistic look into the actual work that lawyers and legal professionals do every day. This program explores the process and procedures associated with a civil case. It includes the initial client interview and fact gathering, preparations of pleadings, trial preparation, post-trial procedure, ethical considerations for handling a civil law case, and the application of technology in the preparation and trial of a law suit. Although reference is made to state laws, the course concentrates on the Federal Rules of Civil Procedure.

At the conclusion of this program, students will be able to:

- Describe a legal team in civil litigation
- Describe the responsibilities of the paralegal in civil litigation
- Describe the skills and tasks performed by paralegals in civil litigation
- Apply the ethical rules governing civil litigation in your jurisdiction
- Prepare for an interview with a client or witness
- Investigate the facts of a civil case
- Implement a case management system
- Describe the rules that govern evidence in a civil litigation case
- Differentiate between the types of evidence
- Describe the Federal Rules of Civil Procedure
- Describe the electronic discovery process
- Apply the Federal Rules of Civil Procedure to select appropriate evidence for a civil case
- Describe documents filed in civil trial cases
- Prepare civil trial documents
- Describe types of issues presented in a civil trial
- Prepare a memo to an attorney pertaining to a civil case
- Describe civil case trial, appeal, and collection of judgment processes
- Use Microsoft Office

NATIONAL CERTIFICATION

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Contract Specialist

The Contract Specialist Program

MyCAA Information

Course Code: **CSCC-L-CNRT**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

From basic consideration principles of common law through the more detailed and intuitive conclusions of the Uniform Commercial Code (UCC), this program will examine the elements of a valid contract and the process for agreement as well as the different remedies available for breach of contract. For those students looking toward law school or who are interested in the paralegal profession, this program offers an incredibly useful and realistic look into the actual work that lawyers and legal professionals do every day. This program provides students with a general overview and understanding of the elements of a contractual relationship/agreement, the applicable laws related to contract negotiations and terms, and the remedies available if the agreement is breached.

At the conclusion of this program, students will be able to:

- Write a generic contract
- Explain the contract agreement process
- Describe fraud as it relates to contracts
- Examine the remedies for breach of contract
- Determine damages available for breach of contract
- Examine the Uniform Commercial Code (UCC)
- Distinguish between a UCC and common law contract
- Write a generic warranty form
- Examine legal issues with contracts
- Describe special contract forms
- Determine appropriate responses to ethical issues related to contract law
- Use Microsoft Office

NATIONAL CERTIFICATION

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Corrections Specialist Professional

The Corrections Specialist Professional Program

MyCAA Information

Course Code: **CSCC-CJ-CRCT**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

The US Criminal Justice system is a complex web of interconnected authorities, facilities, issues and concerns. One of the most important facets of criminal justice is the Corrections System that houses, monitors and reintegrates individuals – adults and juveniles – under supervision of the law. The criminal laws and penal system that determine corrections requirements, the various stresses on the largest corrections system in the world here in the US as well as the various issues, concerns and considerations for rehabilitating and reintegrating individuals back into society require a fundamental understanding of the entire system in order to successfully take on the roles and responsibilities of professionals working in the Corrections system.

Recognizing the need for skilled professionals that undertake a career in this difficult and complex field, the Corrections Specialist Program takes students through the ins and outs of the US Corrections system and the laws that govern it alongside the individual, political and societal issues that corrections professionals face every day.

At the conclusion of this program, students will be able to:

- Define terms related to corrections
- Assess the purpose, implementation, and effectiveness of corrections
- Trace the historical evolution of the correctional system
- Examine the organization of corrections
- Examine challenges faced by the correctional system
- Compare and contrast the differences and similarities of the various clients of a correctional facility
- Examine challenges faced by the correctional system
- Analyze prison life and the effects it can have on individuals and society
- Appraise the legal rights of inmates and the use of capital punishment Analyze the probation and parole process
- Analyze the juvenile court and juvenile justice system
- Summarize the history and administration of probation and parole
- Defend the importance of presentence investigation in the sentencing process
- Examine the basic models for administering parole
- Analyze the role of rehabilitation in probation and parole
- Analyze the role of probation and parole officers
- Examine the role of supervision in probation and parole
- Use Microsoft Office

NATIONAL CERTIFICATION

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Criminal Investigation Professional

The Criminal Investigation Professional Program

MyCAA Information

Course Code: **CSCC-CJ-CIP**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Criminal Investigation is more and more being driven by advances in technology, provided the search and seizure techniques and investigative efforts remain within the confines of the Fourth Amendment. Still, as more and more technology is incorporated into criminal investigation efforts, technicians and investigation professionals who understand the nature of these efforts alongside the legal considerations and ramifications are in great demand by law offices, corrections agencies, companies that supply these organizations and beyond.

The Criminal Investigation Professional program offers students the chance to hone their knowledge and skills in the area of criminology, the criminal mind and investigation techniques all with an eye toward criminal justice ethics and the legal system that governs these investigations. Students looking to pursue advanced degrees in criminal justice, perhaps looking toward a career as a criminal law assistant or court clerk would benefit tremendously from this set of strategically aligned courses and acquire the knowledge and skills that all criminal investigation professionals draw from every day.

At the conclusion of this program, students will be able to:

- Define terms related to criminal investigation
- Outline the history of criminal investigation
- Analyze the process of criminal investigation
- Examine types of criminal offenses
- Explain the relationship between criminal investigation and the courtroom process
- Define terms related to the study of crime
- Analyze the concept of criminology
- Examine research and data collection methods used in criminology
- Examine theories and principles of criminology
- Describe the basic concepts of biological theories of criminal behavior
- Distinguish between various types of crimes
- Evaluate methods used to effectively deal with crimes
- Analyze the relationship between drugs and crime
- Assess laws and social policies that have been established to address crime in the United States
- Examine the future of crime
- Use Microsoft Office

NATIONAL CERTIFICATION

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Criminal Procedure Specialist

The Criminal Procedure Specialist Program

MyCAA Information

Course Code: **CSCC-CJ-PROC**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

The legitimacy of American criminal jurisprudence lies in the function and fairness of its criminal courts and students will examine exactly how these institutions uphold the most basic of constitutional rights and values in their daily application. The course takes students through the often-controversial and complex procedures balancing individual rights against the protection of everyone as it pertains to search and seizure of individuals or property, due process requirements for the accused and how these requirements have evolved over the last century through landmark cases interpreted by the US Supreme Court that produced Miranda rights, Terry stops and other common-place considerations necessary throughout the criminal process.

The program offers students an overview of the criminal justice system and its processes. It examines the courtroom work group, the trial process, and challenges to the process. It also provides an overview of the juvenile court system. Students will also gain a thorough understanding of the court procedures for criminal trials, basic evidentiary considerations, rights afforded to the accused and the basic protections available to all individuals who move through the criminal courts. Students will gain a comprehensive understanding of the purpose and function of criminal courts and the prosecution process, jurisdictional requirements and limits, the unique aspects of adjudication and evidence as well as the sentencing of convicted offenders.

At the conclusion of this program, students will be able to:

- Distinguish between the due process and crime control perspectives including the impact on criminal procedure
- Examine what can be done when constitutional rights are violated including civil, criminal, and non-judicial remedies
- Examine how the Fourth, Fifth, and Sixth Amendments protect individual rights
- Analyze criminal procedure prior to trial describing the roles of prosecutors, grand juries, and defense attorneys
- Analyze criminal procedure from first contact to appeals
- Define terms related to criminal courts
- Describe the impact history has had on the criminal courts
- Describe how laws are created
- Explain the relationship between laws and the court system
- Analyze the court process from the committing of a crime through post convictions
- Examine how courts operate
- Differentiate the people involved in the court system
- Examine juvenile courts
- Use Microsoft Office

NATIONAL CERTIFICATION

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Criminal Justice Professional

The Criminal Justice Professional Program

MyCAA Information

Course Code: **CSCC-CJ-PRO**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

The American criminal justice system is one of the most unique and robust legal frameworks in the world. Facing a host of issues from overwhelming corrections populations to evolving search and seizure methods within the confines of the Fourth Amendment, professionals working in the Criminal Justice system require a comprehensive understanding of the various issues facing all of the players in the legal system on the criminal side as well as the societal and utilitarian principles affected by these decisions every day. Beyond that, the amount of technology changes for law enforcement and other security and investigative agencies requires a broad understanding of the criminal justice system overall.

The Criminal Justice Professional program offers a comprehensive look at the American criminal justice system, particularly from the legal side. Understanding what's required for a conviction, the standards by which defendants are measured and the ins and outs of evidentiary considerations are imperative for anyone working in law enforcement, investigation or security as well as individuals working for companies that serve these fields. The Criminal Justice Professional program brings together a strategic sample of topics that ensure students complete this track with the knowledge and skills they'll require to excel in these fields.

At the conclusion of this program, students will be able to:

- Define key terms related to the justice system
- Examine the justice system
- Analyze concepts related to criminal law
- Compare and contrast theories of crime
- Evaluate the impact history has had on the American justice system
- Examine issues and emerging trends in criminal justice
- Define terms related to criminal law
- Examine the purpose and function of criminal law
- Assess legal issues as presented in court cases
- Analyze key concepts related to criminal law
- Examine various laws
- Define key concepts related to ethics
- Explain the impact of ethical decisions
- Explain the relationship between values, morals, ethics, and critical thinking
- Compare and contrast philosophies related to ethics
- Analyze the process of making ethical decisions
- Examine ethics in the criminal justice system
- Evaluate methods used to address ethical misconduct in society

NATIONAL CERTIFICATION

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Criminal Law & Procedure Specialist

The Criminal Law & Procedure Specialist Program

MyCAA Information

Course Code: **CSCC-L-CRIM**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

This program examines key provisions of the Fourth, Fifth, Sixth, and Fourteenth Amendments as they apply to police investigation and interrogation as well as to the circumstances under which defendants are prosecuted. The program takes students through the often-controversial and complex procedures balancing individual rights against the protection of an entire citizenry. To this end, students will explore search and seizure of individuals or property, due process requirements for the accused and how these requirements have evolved over the last century through landmark cases interpreted by the US Supreme Court that produced Miranda rights, Terry stops and other common-place considerations that define criminal process.

This program deals with both substantive criminal law and the legal procedures that govern its enforcement in order to safeguard individual liberties. Students will gain a thorough understanding of the rights afforded to the accused and the basic protections available to all individuals who move through the criminal justice system

At the conclusion of this program, students will be able to:

- Examine the criminal law judicial system
- Explain the criminal trial process
- Relate criminal law, criminal procedure, and the United States Constitution
- Classify criminal offenses
- Analyze crimes against the person
- Analyze crimes against property
- Analyze crimes against security
- Analyze crimes against the state
- Analyze social crimes
- Create defense scenarios
- Analyze the ethical issues raised in the criminal justice process
- Examine the constitutional rights of the accused before arrest
- Examine the constitutional rights of the accused after arrest
- Examine the constitutional rights of the accused at trial
- Examine the constitutional rights of a convict
- Assess criminal law and procedure
- Use Microsoft Office

NATIONAL CERTIFICATION

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Family Law Professional

The Family Law Professional Program

MyCAA Information

Course Code: **CSCC-L-FAM**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Covering these intriguing and recently developing issues, this program provides an overview of family law. Students will explore fundamental topics including marriage, divorce, annulment, property division, parenthood, adoption, custody, support, and family violence as well as emerging areas such as legal recognition of non-marital families and assisted reproductive technology. Students will study all of these points with special attention to the legal principles, ethical issues, research, interviewing, discovery, drafting, and other essential practice skills that make up the work product surrounding this field.

For those students looking toward law school or who are interested in the paralegal profession, this program offers an incredibly useful and realistic look into the actual work that lawyers and legal professionals do every day. Examining the initial organization, operation and potential dissolution of a family unit, the Family Law program addresses premarital controversies, capacity to marry and the formalities of marriage in light of the rights and duties of marital partners, various grounds for divorce, annulment and separation, spousal support and basic issues of property distribution.

At the conclusion of this program, students will be able to:

Interpret the major legal issues related to:

- premarital agreements
- marriage
- annulment
- non-marital families
- parenthood
- adoption
- family violence
- divorce
- discovery and financial statements
- child custody
- child support
- spousal support
- property division
- separation agreements
- Draft family law documents
- Describe tasks paralegals perform as members of a family law team
- Perform research on issues related to family law cases
- Propose strategies for dealing with ethical issues that arise in family law cases
- Use Microsoft Office

NATIONAL CERTIFICATION

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Homeland Security Specialist

The Homeland Security Specialist Program

MyCAA Information

Course Code: **CSCC-CJ-HSS**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

This program is designed to prepare successful students to work in various Homeland Security agencies at a local, state or federal level. Specifically for those students whose career-focus is in counter-terrorism, counter-intelligence, national security or government security, this program is a great way to examine new and different subject areas within this growing field. The program provides an overview of the elements involved in the homeland security function, as well as the challenges critical infrastructure managers in government and industry can/will face while maintaining mission operations and staff accountability in the midst of multiple overlapping roles and responsibilities in our rapidly changing world.

At the conclusion of this program, students will be able to:

- Compare national security policy before 9/11 with changes to that policy as a consequence of 9/11 and the formation of the Department of Homeland Security (DHS)
- Describe the purpose and organization of the DHS
- Explain the concept of terrorism
- Examine the use of intelligence
- Analyze intelligence
- Describe critical infrastructure and key resources
- Examine cyber terrorism
- Examine how transportation systems are at risk and protected from terrorist threats
- Examine the effects of terrorism on public health
- Describe the purpose and structure of the National Response Framework (NRF)
- Describe the U.S. approach to emergency management
- Describe the Incident Command System (ICS)
- Describe how incident response situations are managed
- Describe the purpose, structure, and function of the ICS
- Write a response plan to an emergency situation
- Describe the ethical considerations involved in homeland security issues
- Describe the use of communication technologies in emergency situations
- Examine the role of various fields in preparing for and responding to emergencies
- Describe the role of higher learning institutions in preparing graduates for understanding their role in homeland security
- Use Microsoft Office

NATIONAL CERTIFICATION

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Juvenile Justice Specialist

The Juvenile Justice Specialist Program

MyCAA Information

Course Code: **CSCC-CJ-JUVI**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

The Juvenile Justice program is designed to prepare students to address exactly these questions by introducing the concepts, principles and practices of the juvenile justice system to students. Students will take an in-depth look at juvenile law and the unique role of the courts in these circumstances as well as the corrections systems that will apply to them. Students will analyze the different socioeconomic considerations that must be weighed in addressing juvenile justice issues, as well as the manner in which social service agencies (treatment, child protective services, etc.) interact, aid or impede the formal juvenile justice system.

This program gives students an overview of American juvenile justice in terms of both system and practice. It examines the juvenile offender, causes of juvenile crime, the juvenile court system, and juveniles in the adult court system. The program also looks at the institutionalization, rehabilitation, and treatment of juveniles, and the future of juvenile justice in America.

At the conclusion of this program, students will be able to:

- Define terms related to juvenile justice
- Analyze the impact history has had in juvenile justice
- Describe the various theories related to juvenile justice
- Examine the Juvenile Justice System
- Describe the measurement of juvenile crime
- Describe juvenile victims
- Analyze juveniles in the adult court system
- Analyze the effectiveness of juvenile probation and community based programs
- Appraise the treatment of juvenile offenders
- Analyze the juvenile offender
- Investigate international juvenile justice
- Use Microsoft Office

NATIONAL CERTIFICATION

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Law Enforcement Professional

The Law Enforcement Professional Program

MyCAA Information

Course Code: **CSCC-CJ-LEP**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,999**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

NATIONAL CERTIFICATION

Law Enforcement Professional Program candidates should have or be pursuing a high school diploma or GED.

National Certification Available: Students who complete this comprehensive course would be prepared to sit for the Microsoft Office Specialist (MOS) Certification Exam.

Course Overview

The Law Enforcement Professional

Considering a career in law enforcement? Law enforcement officials conduct fascinating and difficult work across all American cities from street to street. To give professionals the most in-depth look at law enforcement possible, this program examines the history, structure, actions and strategies of American police. Students will explore a number of interesting topics including the structure and purpose of federal, state and local police forces, their inner-workings and interconnectivity as well as the various ways each individual force plays a role in the collective effort to be on the front lines of everyday police functions, criminal accountability and the relationship between law enforcement and the community that maintains public order.

The Law Enforcement Professional Program

Law Enforcement Professionals operate every day inside an ever-evolving world of crime and violence. Facing an array of issues from localized criminal activity to emergency and public health issues that constitute a national or international threat can come up at a moment's notice, Law Enforcement Professionals are on the front lines of defense for our communities. To this end, all professionals involved in law enforcement must have an array of applicable skills from combating and preventing crime in the first place, to solving crimes through strategic interviewing and interrogation of involved individuals and proper, legal criminal procedures necessary for the success of the legal system as well.

Recognizing the need for skilled professionals that understand the difficult and highly-nuanced issues authorities face every day, My Ed Today offer a Law Enforcement Professional program to take students through the ins and outs of day-to-day police activity and introduce students to the complex criminal justice system. Students who complete this program will understand various police interviewing and interrogation techniques alongside investigation practices necessary to prevent crime and mitigate potential effects. Moreover, this career track ensures students come away from the program with a firm understanding of the criminal justice system as a whole and the ethical considerations that ensure its proper function every day.

Program Objectives

At the conclusion of this program, students will be able to:

- Define terms related to law enforcement
- Examine the organization of law enforcement
- Examine the roles, functions, and styles of policing
- Describe the impact that history has had on the current law enforcement system
- Analyze the use of forensic science and criminalistics in the criminal justice system
- Examine challenges faced by law enforcement
- Analyze laws as related to policing
- Appraise the use of technology in policing
- Analyze issues related to policing in foreign countries
- Describe the personal qualities that affect the interview process
- Research, using articles from the Internet, and describe how to successfully interview and interrogate witnesses
- Differentiate an interview from an interrogation
- Formulate a list of questions that can be used in purposeful interrogation
- Identify the steps in the interview process
- Compare the traditional interview method with the cognitive interview method
- Identify the constitutional and legal considerations that must be made during a criminal interrogation
- Using case studies, analyze the techniques used by officers in obtaining a confession and make suggestions for improvement
- Describe interview approaches for special populations
- Use Microsoft Office

Law Office Technology Specialist

The Law Office Technology Specialist Program

MyCAA Information

Course Code: **CSCC-CJ-JUVI**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

This program offers an in-depth view of the role of legal assistants play within the American legal system, specifically with respect to technology in the law office. Examining the myriad of skills legal assistants use everyday alongside the typical legal working environment, students will explore technology that helps to advance the goals of large law firms and individual attorneys.

This course provides an introduction to computer hardware and software fundamentals necessary to the successful operation of a law office, including an overview of traditional legal software, specialty law office and case management software, and litigation support software. From electronic research to eDiscovery and electronic database discovery (EDD), official eFiling and case management software, students will explore all of the different technological advances that have become standard in the legal industry. Students will also explore various methods for learning and keeping current with software updates as well as the various ethical issues that arise with the use of technology in a legal capacity.

At the conclusion of this program, students will be able to:

- Produce a checklist of technology needs for a law office
- Prepare a plan for setting up technology systems for a new law firm
- Research legal issues using the Internet
- Describe security and ethical issues related to the use of the Internet in a law office
- Use word processing software to prepare documents for a law office
- Use electronic spreadsheet software to prepare documents for a law office
- Use a database to store, sort and present client and/or case information
- Create a basic office management system using law office management software
- Create a case notebook using case management software
- Prepare a response to a discovery request
- Create an electronic presentation to use at trial
- Investigate the advantages and disadvantages of a paperless office
- Analyze the impact of federal and court rules on electronic discovery
- Review court rules on the use of technology
- Use Microsoft Office

NATIONAL CERTIFICATION

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Legal Assistant Certificate Program with Externship

The Legal Assistant

MyCAA Information

Course Code: **CSCC-L-ASST**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Regionally Accredited
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Legal Assistants play one of the most important roles in the legal industry. Though individual attorneys are ultimately responsible for the legal work they produce and the strategies they devise, many tasks – from legal research and writing, source citing, filing, and others – are delegated to legal assistants. As such, it is imperative for successful Legal Assistants to have a fundamental understanding of the primary substantive and procedural elements applicable to the practice of law so that they can support the attorneys as best as possible. To be as successful as possible on the job, Legal Assistants require a broad understanding of the law, various civil litigation principles where Legal Assistants are used most often as well as the ethical considerations that affect every aspect of the job.

Program Objectives

- Explain how laws and regulations affect the roles and responsibilities of the Nursing Assistant Specialist within the health care system
- Demonstrate basic knowledge of effective communication skills necessary to function as a member of the health care team
- Demonstrate basic technical and communication skills that facilitate an optimal level of functioning of the client, recognizing individual, cultural, and religious diversity
- Use procedures and techniques to promote infection control and prevent the spread of microorganisms
- Demonstrate the ability to identify and use safety and emergency procedures
- Demonstrate basic knowledge of body systems, basic anatomy, common disease processes, and the aging process
- Demonstrate basic knowledge of vital signs and other body measurements
- Demonstrate basic knowledge of principles and skills of restorative nursing in providing client care, while also using proper body mechanics
- Identify elements of a client's physical environment and the client's interaction with their environment
- Identify proper procedures and techniques used for providing personal care to clients, including but not limited to ADLs, bathing, skin care, nutrition and feeding, elimination, range of motion, positioning, and mobility
- Identify psychosocial characteristics of all clients, including those with physical and cognitive impairment.

NATIONAL CERTIFICATION

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- There are several National Certification exams that are available to students who successfully complete this program:
- **NALS Accredited Legal Professional Exam** o **NOTE: To be eligible for the Accredited Legal Professional Exam, NALS requires candidates have at least 1 year of general office experience.**
- **Microsoft Office Specialist (MOS) Certification Exam.**

Legal Writing Specialist

The Legal Writing Specialist Program

MyCAA Information

Course Code: **CSCC-L-WRIT**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

For those students looking toward law school or who are interested in the paralegal profession, this program offers an incredibly useful and realistic look into the actual work that lawyers and legal professionals do every day. Using a problem-solving approach, students will use the tools and techniques introduced to represent a fictional client and provide the clients with legal advice. Students will learn essential skills of successful lawyers, including researching legal authorities, applying the law to a client's situation, and communicating that analysis both in writing and verbally.

This program is designed to provide students with a solid working knowledge of the tools available in law libraries, including both state and federal primary and secondary materials. Students will find, analyze, and solve problems in the legal world. In addition, students will adapt the research material into legal memoranda, briefs and other useful work product while communicating the results in a competent and ethical manner.

At the conclusion of this program, students will be able to:

- Summarize research practices used by a paralegal
- Analyze ethical issues related to research
- Describe the main products of legal research
- Analyze the facts in a case
- Classify legal research sources
- Differentiate mandatory authority from persuasive authority
- Research enacted law
- Analyze enacted law
- Research case law
- Analyze case law
- Use secondary sources as part of legal research
- Compare researched cases with client cases
- Validate case law using a citator
- Apply professional writing styles appropriate for legal communication
- Write a case brief
- Write an internal memorandum of law
- Prepare other legal documents
- Use Microsoft Office

NATIONAL CERTIFICATION

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Mobile Data Forensics and Analysis Course For Law Enforcement, Intelligence and Investigation Professionals

MyCAA Information

Course Code: **CSCC-INTELMOB**
Program Duration: **9 Months**
Contact Hours: **540**
Student Tuition: **\$3,950**

Why ECA

- Regionally Accredited
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

CERTIFICATIONS:

- The Successful Student Program candidates should have or be pursuing a high school diploma or GED.
- Upon successful completion of this course, students will receive a certificate from Clark State Community College in **Mobile Data Forensics and Analysis Course For Law Enforcement, Intelligence and Investigation Professionals**

Course Overview

Mobile device forensics is a branch of digital forensics relating to recovery of digital evidence or data from a mobile device under forensically sound conditions. The use of phones in crime and terrorism has been widely recognized for some years, but the forensic study of mobile devices is a relatively new field. A proliferation of phones (particularly smartphones) on the consumer market caused a demand for forensic examination of the devices, which could not be met by existing computer forensics technicians. Understanding and having knowledge of the Intelligence Community mission, vision, goals, and values as a mobile forensics professional is invaluable to your position, whether you are working as a law enforcement officer or in a federal capacity.

Basic Analysis and Data Concepts

- Open Source Research
- Link Analysis Basics
- Introducing Raw Data
- Manipulating Raw Data
- Geospatial Basics
- Applying Geospatial to Data
- GPS and Temporal Analysis
- Visual Image Interpretation

Outline

Advanced Intelligence Analytic Tools

- Analyzing Raw Data
- Network Analysis
- Social Network Analysis
- Remote Sensing
- Introduction to GIS
- Creating Maps in GIS
- Vector and Spatial Analysis in GIS
- Telephony Analysis

Cellular Analysis and Data Forensics

- Search Warrants
- Acquiring Cellular Records
- Processing Cellular Records
- Cellular System and Historical Geolocation
- Cellular Records in GIS
- Physical Device Forensics
- Cellular Data Forensics

Paralegal Certificate Program with Externship

MyCAA Information

Course Code: **CSCC-L-PARA**
Program Duration: **6 Months**
Course Contact Hours: **925**
Student Tuition: **\$3,999**

Why ECA

- Regionally Accredited
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

Paralegals play one of the most important roles in the legal industry. Though individual attorneys are ultimately responsible for the legal work they produce and the strategies they devise, many tasks – from legal research and writing, source citing, filing, and others – are delegated to paralegals. As such, it is imperative for successful Paralegals to have a fundamental understanding of the substantive and procedural elements applicable to the specific areas of law where they'll be working so that they can build on a solid foundation of knowledge starting from the first day. The legal industry relies heavily on paralegals for their experience and general training in these fields. For any new Paralegal looking to enter the workplace or for experienced Paralegals perhaps moving to a different practice, an overview of these common substantive areas is extremely useful to ensure you're ready to go from the start.

Program Objectives:

This program addresses the following detailed subject areas:

- Introduction to the Paralegal Profession
- Introduction to Law
- Civil Litigation
- Contract Law
- Tort Law
- Family Law
- Criminal Law
- Legal Ethics
- Use Microsoft Office

NATIONAL CERTIFICATION

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- There are several National Certification exams that are available to students who successfully complete this program:
- **National Association of Legal Assistants (NALA)**

Certified Paralegal (CP) / Certified Legal Assistant (CLA) Exam

- **Microsoft Office Specialist (MOS) Certification Exam.**

Real Estate Law Professional Certificate Program with Externship

The Real Estate Law Professional Program

MyCAA Information

Course Code: **CSCC-L-RE**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Regionally Accredited
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

This program takes an interdisciplinary and practice-oriented approach to real estate transactions, covering land transfers, mortgage law, and selected topics such as the structure and law of real estate transactions, including agreements of sale, title and survey matters, leasing, financing, easements, and development rights. Students will discover the importance of legal descriptions of the property, deeds, encumbrances and liens as well as the distinctions between real and personal property. This program will examine the real estate finance transaction from a practitioner's viewpoint and will cover the typical documentation utilized in a real estate transaction including the mortgage instrument. As an introduction to Real Estate Law, this course offers students a fundamental understanding of property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, deeds, mortgages or deeds of trust, settlement concepts, leasing, and other property concepts.

Program Objectives

At the conclusion of this program, students will be able to:

- Examine real estate principles
- Prepare a real estate listing agreement
- Prepare a real estate sales agreement
- Draft an addendum to a real estate sales agreement
- Prepare documents associated with title
- Prepare deed documents
- Prepare mortgage documents
- Prepare documents associated with closing a real estate deal
- Prepare documents associated with lease agreements
- Prepare real estate arbitration and litigation documents
- Prepare documents associated with foreclosures
- Research real estate issues
- Examine ethical issues in real estate
- Use Microsoft Office

NATIONAL CERTIFICATION

Upon successful completion of this program, students would be eligible to sit for the Microsoft Office Specialist (MOS) exam. Although there are no state approval, state registration or other state requirements for this program, students who complete this program will be prepared and are eligible to sit for this national certification exam. Students who complete this program are encouraged to complete the externship option with their program. Students who complete this program can and do sit for the MOS national certification exams and are qualified, eligible and prepared to do so. Clark State Community College works with each student to complete the exam application and register the student to take their national certification exam.

Victimology

The Victimology Program

MyCAA Information

Course Code: **CSCC-L-WRIT**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

This comprehensive program in the study of victims of crime, Victimology, covers contemporary developments in the field of victimology, its conceptual boundaries, basic concepts and literature as well as the various subfields that make up this subject within criminology and criminal justice. The program provides students with an extensive overview of the principles and concepts of victimology, the various types of violence that lead to different types of victimization as well as the motives behind such actions and both the short and long-term effects on individuals and society as a whole. Students will have the opportunity to analyze victimization patterns and trends, the theoretical reasoning and responses to criminal victimization as well as the overall offender-victim relationships. Finally the program will look at how victimology has been used in the criminal justice to date, its uses and limitations as well as the implications of this study for criminal justice purposes going forward.

Presenting a comprehensive overview of the consequences of victimization and the various remedies now available to different victims of crime, particularly violent crime, this program examines the causes of victimization and looks at theories associated with violent victimization. It analyzes the offender-victim relationship and presents ideas on preventing violence and responding to victimization.

At the conclusion of this program, students will be able to:

- Define terms related to violence and victimization
- Examine the concept of victimization
- Trace the development of theories of victimization
- Differentiate between types of violence
- Examine offender-victim relationships
- Analyze injustices by the criminal justice system
- Examine motives for terrorism
- Assess laws to combat terrorism
- Appraise ways of responding to criminal victimization
- Use Microsoft Office

NATIONAL CERTIFICATION

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Wills, Trusts & Estates Specialist

The Wills, Trusts & Estates Specialist Program

MyCAA Information

Course Code: **CSCC-L-WTE**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

This program explores the ins and outs of the legal and ethical requirements necessary to develop and administer an estate plan. Students will be introduced to highly-specialized legal vocabulary pertaining to these particular legal fields, as well as relevant substantive and procedural law that govern wills, trusts and estates.

For those students looking toward law school or who are interested in the paralegal profession, this program offers an incredibly useful and realistic look into the actual work that lawyers and legal professionals do every day. As part of this course, students will produce an estate planning and estate administration portfolio of relevant documents that thoroughly covers the wills, trusts, and estates legal specialty.

At the conclusion of this program, students will be able to:

- Examine estate planning considerations
- Analyze the rules of intestate succession
- Describe the requirements for a valid will
- Prepare a living will and powers of attorney
- Prepare a basic will
- Examine the requirements of trusts and supporting documents
- Describe the duties of a personal representative and procedure for appointment
- Create the initial estate administration documents
- Prepare an inventory document
- Examine creditor claims
- Describe tax law as it relates to estate planning
- Prepare final accounting and estate closing documents
- Describe estate administration concerns
- Use Microsoft Office

NATIONAL CERTIFICATION

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Tort Law Specialist

The Tort Law Specialist Program

MyCAA Information

Course Code: **CSCC-L-TORT**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,799**

Why ECA

- Partnered with Regionally Accredited Colleges and Universities
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

NOTE: This program does **NOT** include the MS Office programs themselves. Students will need to have Office 2013 already installed on their computers.

Course Overview

For those students looking toward law school or who are interested in the paralegal profession, this program offers an incredibly useful and realistic look into the actual work that lawyers and legal professionals do every day. In this program, student will have the opportunity to weight these different viewpoints, analyzing the validity of court decisions and a variety of proposals for tort policy, including various aspects of tort reform that have been proposed. This program will offer students the chance to gain the knowledge necessary to execute the delicate balance the rights and responsibilities that enables tort law to address the crucial needs of our American culture.

This program presents the definitions of tort laws and describes how tort laws are applied to various situations and fact patterns. Specifically, the material will focus on basic concepts such as the intentional torts, negligence, strict liability, and products liability. Students will also explore the process of filing tort cases in court in terms of parties, pleadings, timing, and the appeals process.

At the conclusion of this program, students will be able to:

- Examine principles of tort law
- Examine the rules of civil procedure
- Explore the tort of negligence
- Examine proof of negligence
- Examine defenses for actions of negligence
- Examine intentional torts
- Examine defenses for intentional torts
- Examine business-related torts
- Examine privilege and immunity from tort liability
- Examine the doctrine of nuisance
- Examine strict liability
- Examine product liability law
- Examine vicarious liability law
- Examine premises liability law
- Examine ethical issues related to tort law
- Use Microsoft Office

NATIONAL CERTIFICATION

Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

Clinical Medical Assistant with Clinical Externship

The Clinical Medical Assistant with Clinical Externship Program

MyCAA Information

Course Code: **CSCC-CM 02**
Program Duration: **9 Months**
Course Contact Hours: **780**
Student Tuition: **\$3,950**

Job Outlook

The growth of the aging baby-boom population will continue to spur demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. In addition, federal health legislation will expand the number of patients who have access to health insurance, increasing patient access to medical care.

Course Overview

The Clinical Medical Assisting Profession

The Clinical Medical Assisting program is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants 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 other related tasks. Job opportunities are prevalent with physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities.

The Clinical Medical Assisting Program

This program prepares students to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle. Program also includes an optional clinical externship at a local healthcare provider!

The purpose of the Clinical Medical Assisting program is to prepare students to assist physicians by performing functions related to the clinical aspects of a medical office. This course covers the following key areas and topics:

- Clinical responsibilities of the medical office - assisting the physician with patient related care
- Preparing patients for examination and treatment, routine procedures and diagnostic testing
- HIPAA, patient confidentiality, legal aspects of healthcare and regulatory patient care issues
- Recording and taking of vital signs, blood pressure, and other patient care items related to the physician office visit
- Review and administration of medications, allergies and other pharmacology related items
- Laboratory procedures, phlebotomy and the proper techniques required to collect specimens for laboratory analysis
- Cardiology and the proper placement of leads when taking a 12 lead EKG

***Disclaimer:** An externship is not guaranteed. All students must apply to the program and complete any prerequisite criteria before being accepted. Positions in the externship program are contingent on availability at each location. We will assist students in setting up their own externship when other options are not available.

CERTIFICATION

- Clinical Medical Assistants should have or be pursuing a high school diploma or GED.
- Students who complete this comprehensive course would be prepared to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national certification examination.
- In addition to facilitating entry-level clinical medical assisting related positions, this course is ideal for students interested in pursuing a future formal Certified Medical Assistant (CMA), Nursing (LPN) or a Nursing (RN) program.

Clinical Nurse Aide Certificate Program with Clinical Externship

The Clinical Nurse Aide Profession

MyCAA Information

Course Code: **CSCC-CLNA**
Program Duration: **6 Months**
Course Contact Hours: **750**
Student Tuition: **\$3,999**

Why ECA?

- Regionally Accredited
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training
- Optional Externships*
- Optional Tutoring*
- Available 24/7

Course Overview

Clinical Nurse Aides are on the front lines of patient care. With the demands for healthcare growing every day, nursing assistants are absolutely vital to daily operations in hospitals and nursing care facilities. Working closely with patients, Clinical Nurse Aides are responsible for basic care services such as bathing, grooming and feeding patients, assisting nurses with medical equipment, and checking patient vital signs. Clinical Nurse Aides give patients important social and emotional support and also provide vital information on patient conditions to nurses. As healthcare needs continue to grow, Clinical Nurse Aides will be in great demand by hospitals, physician's and a variety of other healthcare facilities.

Program Objectives

Clinical Nurse Aide Detailed Course Information:

- Explain how laws and regulations affect the roles and responsibilities of the Nursing Assistant Specialist within the health care system
- Demonstrate basic knowledge of effective communication skills necessary to function as a member of the health care team
- Demonstrate basic technical and communication skills that facilitate an optimal level of functioning of the client, recognizing individual, cultural, and religious diversity
- Use procedures and techniques to promote infection control and prevent the spread of microorganisms
- Demonstrate the ability to identify and use safety and emergency procedures
- Demonstrate basic knowledge of body systems, basic anatomy, common disease processes, and the aging process
- Demonstrate basic knowledge of vital signs and other body measurements
- Demonstrate basic knowledge of principles and skills of restorative nursing in providing client care, while also using proper body mechanics

CERTIFICATION

- Students should have or be pursuing a high school diploma or GED.
- There are several National Certification exams that are available to students who successfully complete this program: o

National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) Exam

- **Individual states have specific certification requirements and processes associated with this program. Please refer to your specific state agency for certification requirements.**

* In addition to facilitating entry-level clinical medical assisting related positions, this course is ideal for students interested in pursuing a future formal Nursing (LPN) or a Nursing (RN) program.

Dialysis Technician Online

MyCAA Information

Course Code: **CSCC-DT 09**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,000**

Job Outlook

Dialysis technician job opportunities are expected to grow as the population ages and more people require dialysis. The U.S. Bureau of Labor Statistics (BLS) predicted a 16% increase in medical and clinical laboratory technician occupations between 2008 and 2018 (www.bls.gov). The BLS also stated that medical and clinical lab technicians made an average salary of \$38,190 in 2010. However, according to Salary.com, the median salary for dialysis technicians was \$32,499, as of 2011.

Course Overview

The Dialysis Technician Profession

As kidney failure continues to be a growing national health problem, kidney disease is driving the growing demand for well-trained dialysis technicians. Dialysis technicians are employed in hospitals, outpatient clinics, and other medical facilities. The number of dialysis technician jobs has the potential to increase by more than 35% by 2018.

While most technician training has historically been done “on-the-job,” today’s healthcare employers are seeking well-trained technicians who possess the necessary knowledge and skills to fill this growing number of positions.

The Dialysis Technician Program

This Dialysis Technician Program provides students with the knowledge needed to perform as a dialysis technician. This program will review kidney dialysis machines, preparing dialyzer reprocessing and delivery systems, and review equipment maintenance.

This Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of dialysis technicians. This course covers the following key areas and topics:

- Specific procedures to operate kidney dialysis machines
- Preparation of the dialyzer, reprocessing and delivery systems
- Equipment maintenance
- Skills to monitor and record a patient’s vital signs
- The process for a dialysis teams’ administration of local anesthetics and drugs as needed
- Assessment of patients for any complications that occur during a procedure
- Patient training for at-home dialysis treatment and techniques to provide emotional support patients need for self-care

***Disclaimer:** An externship is not guaranteed. All students must apply to the program and complete any prerequisite criteria before being accepted. Positions in the externship program are contingent on availability at each location. We will assist students in setting up their own externship when other options are not available.

CERTIFICATION

- Students should have or be pursuing a high school diploma or GED.
- This program is designed to cover the key objectives of the leading dialysis technician certification exams. Although some students do immediately pursue certain certifications, most national exams require job experience for formal dialysis technician certification.
- **Technicians (CHT, CHBT)** — a copy of your high school diploma or official transcript (with principal’s signature and/or school seal), one year of experience (12 months) in nephrology patient care, and current active participation in an ESRD facility.
- If you are currently unemployed but have a minimum of 12 months experience as a dialysis patient care technologist, you will be required to have your immediate past supervisor sign your application and write a reference letter. All other stated requirements apply.
- PCTs with greater than 4 years of work experience in dialysis, who lack evidence of a high school diploma, may use that work experience in lieu of the requirement for a high school diploma.
- If you have no experience as a patient care technician/technologist, you may apply to take the BONENT exam within 2 years of successful completion of a **BONENT Approved Program**
- BioMed Exam: 6 months of dialysis BioMedical (BM) experience and any BM training certificates.

EKG Technician Online

MyCAA Information

Course Code: **CSCC-EK 05**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,000**

Job Outlook

The job outlook for EKG techs looks excellent, as career opportunities for cardiovascular technicians and technologists are projected to grow 29% from 2010-2020. This is significantly faster than the average job growth for other occupations. As the baby boomer population ages, the need for EKG technicians will continue to grow, and as medical imaging technology advances, hospitals and labs will replace more currently invasive procedures with less invasive, more affordable imaging options.

Course Overview

The EKG Technician Profession

EKG technicians are in demand! EKG technicians work in physician's offices, hospitals, clinics, and other healthcare facilities and organizations. EKG technicians also work for insurance companies to provide data for health and life insurance policies. Similar to other growing healthcare professions, the demand for EKG technicians is expected to continue to grow substantially. Approximately 25% more EKG technician jobs will be available by the year 2018.

The EKG Technician Program

This EKG Technician Program prepares students to perform EKG's. This course will include information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. A highly interactive course!

This EKG Technician program prepares students to function as EKG technicians. This course covers the following key areas and topics:

- Detailed anatomy and physiology of the heart
- Medical disease processes and terminology
- Medical ethics and legal aspects of patient contact
- Electrocardiography and echocardiography
- An introduction to the components, function, and proper use of the EKG machine
- The normal anatomy of the chest wall for proper lead placement
- 12-lead placement and other practices

Employment opportunities for EKG techs are expected to grow more rapidly in private diagnostic laboratories and doctor's offices, although hospitals will still employ the majority cardiovascular technicians.

EDUCATION AND CERTIFICATIONS

- EKG Technicians should have or be pursuing a high school diploma or GED.
- There are several EKG technician national certification exams that are available to students, such as the ASPT – Electrocardiograph (EKG) Technician exam

Electronic Health Records Management (EHRM) Online

MyCAA Information

Course Code: **CSCC-EH 06**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,000**

Job Outlook

Medical records and health information technicians, commonly referred to as health information technicians, organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

Course Overview

The Electronic Health Record Management Profession
Access to health information is changing the ways doctors care for patients. With the nation's healthcare system moving to the electronic medical record, numerous employment opportunities exist for medical assistants, health information systems staff, patient registration professionals and other related positions. Healthcare professionals with the ability to understand, update and maintain the electronic health record are in great demand.

The Electronic Health Record Management Program

This program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

This Electronic Health Record (EHR) Management program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

This course covers the following key areas and topics:

- Importance of the medical record as a legal document
- The effect of confidential communication laws on the release of medical information and HIPAA
- Provides a "real life" EHR experience using Medcin software to perform health information tasks
- Skills required to use and EHR to manage patient visit information including the examination, assessment notes and treatment plans.
- Importance of data accuracy, consistency, completeness, and security of information
- Basic code set principles and their applications with an emphasis on the ambulatory/outpatient setting and an introduction to inpatient medical records.

CERTIFICATION

- Electronic Health Records Management professionals should have or be pursuing a high school diploma or GED.
- Students who complete this comprehensive course would be prepared to sit for the National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam.

Medical Administrative Assistant Online

MyCAA Information

Course Code: **CSCC-MA 08**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,000**

Job Outlook

Employment of medical secretaries is projected to grow 36 percent from 2012 to 2022, much faster than the average for all occupations. Federal health legislation will expand the number of patients who have access to health insurance, increasing patient access to medical care. In addition, the aging population will have increased demand for medical services. As a result, medical secretaries will be needed to handle administrative tasks related to billing and insurance processing.

Course Overview

The Medical Administrative Assistant Profession

Medical administrative assistants primarily work in doctor's offices, clinics, outpatient settings, hospitals, and other healthcare settings. Medical administrative assistants, medical secretaries, and medical records clerks are all positions in great demand. The growth and the complexity of the U.S. healthcare system have resulted in a substantial increase in the need for qualified medical administrative assistants. Employment of a medical assistant is expected to grow an impressive 34% by 2018.

The Medical Administrative Assistant Program

This program covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. A great course for physicians medical office professionals!

This program prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. It provides students a well-rounded introduction to medical administration that delivers the skills students require to obtain an administrative medical assistant position or advance within their current healthcare career. This course covers the following key areas and topics:

- History and background of the medical assisting profession
- Interpersonal skills, medical ethics, and basic medical law
- Telephone techniques and skills for scheduling appointments
- Medical terminology
- Basics of insurance billing and coding
- Medical records management and management of practice finances

EDUCATION AND CERTIFICATIONS

- Students should have or be pursuing a high school diploma or GED.
- Students who complete this program will have the opportunity to pursue the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA).

Medical Billing & Coding Online

MyCAA Information

Course Code: **CSCC-MC 04**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,250**

Course Overview

The Medical Billing & Coding Profession

Medical billing and coding is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. The medical industry will have almost 50% more jobs available by 2018; therefore, a surplus of medical facilities will continue to hire candidates who specialize in medical billing and coding.

The Medical Billing & Coding Program

This billing and coding course offers the skills needed to perform complex coding and billing procedures. The course covers: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for insurance reimbursements.

This billing and coding program delivers the skills students need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. This course covers the following key areas and topics:

- An overview of healthcare and the insurance industry
- The organization and use of the ICD-9-CM, CPT, and HCPCS manuals to identify correct codes
- Detailed review and practice using the alphabetic index and tabular list of the ICD-9-CM
- Detailed review and practice coding examples from all sections within the CPT
- Basic claims processes for medical insurance and third-party reimbursements
- Completing common insurance forms, tracing delinquent claims, and appealing denied claims

Medical records and health information technicians, commonly referred to as health information technicians, organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

Medical coders typically do the following:

- Review patient information for preexisting conditions such as diabetes
- Retrieve patient records for medical personnel
- Work as a liaison between the health clinician and billing offices

CERTIFICATION

- Students should have or be pursuing a high school diploma or GED.
- Numerous national certification exams are available for students who complete this course including American Academy of Professional Coders (AAPC), American Health Information Association (AHIMA) and others.
- Certain national certification organizations suggest 6 months to 2 years of practical work experience prior to pursuing certain national certification exams.

Medical and Healthcare

Medical Billing & Coding with Medical Administration Online w/ National Certification and Clinical Externship

MyCAA Information

Course Code: **CSCC-MBCMA1**
Program Duration: **9 Months**
Course Contact Hours: **750**
Student Tuition: **\$3,950**

Job Outlook

Medical records and health information technicians, commonly referred to as health information technicians, organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

Accompanied by the additional job outlook for a Medical Administrator

Employment of medical secretaries is projected to grow 36 percent from 2012 to 2022, much faster than the average for all occupations. Federal health legislation will expand the number of patients who have access to health insurance, increasing patient access to medical care. In addition, the aging population will have increased demand for medical services. As a result, medical secretaries will be needed to handle administrative tasks related to billing and insurance processing.

***Disclaimer:** An externship is not guaranteed. All students must apply to the program and complete any prerequisite criteria before being accepted. Positions in the externship program are contingent on availability at each location. We will assist students in setting up their own externship when other options are not available.

Course Overview

This training program combines two in-demand healthcare certifications with important front office Microsoft end user computer skills. Key areas include:

- Medical Billing & Coding with AAPC, AHIMA or NHA national coding certification
- Medical Administrative Assistant – National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) certification

The Medical Billing & Coding Profession

Medical billing and coding is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. The medical industry will have almost 50% more jobs available by 2018; therefore, a surplus of medical facilities will continue to hire candidates who specialize in medical billing and coding.

The Medical Administration Profession

Medical administrative assistants primarily work in doctor's offices, clinics, outpatient settings, hospitals, and other healthcare settings. Medical administrative assistants, medical secretaries, and medical records clerks are all positions in great demand. The growth and the complexity of the U.S. healthcare system have resulted in a substantial increase in the need for qualified medical administrative assistants. Employment of a medical assistant is expected to grow an impressive 34% by 2018.

The Medical Billing & Coding Program

This billing and coding course offers the skills needed to perform complex coding and billing procedures. The course covers: CPT (Introduction, Guidelines, Evaluation and Management), speciality fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for insurance reimbursements.

This billing and coding program delivers the skills students need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. This course covers the following key areas and topics:

- An overview of healthcare and the insurance industry
- The organization and use of the ICD-9-CM, CPT, and HCPCS manuals to identify correct codes
- Detailed review and practice using the alphabetic index and tabular list of the ICD-9-CM
- Detailed review and practice coding examples from all sections within the CPT
- Basic claims processes for medical insurance and third-party reimbursements
- Completing common insurance forms, tracing delinquent claims, and appealing denied claims

Medical Billing & Coding Education Requirements and Certifications

- Students should have or be pursuing a high school diploma or GED.
- Numerous national certification exams are available for students who complete this course including American Academy of Professional Coders (AAPC), American Health Information Association (AHIMA) and others.
- Certain national certification organizations suggest 6 months to 2 years of practical work experience prior to pursuing certain national certification exams.

Medical Administration Education Requirements and Certification

- Students should have or be pursuing a high school diploma or GED.
- Students who complete this program will have the opportunity to pursue the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA).

MEDICAL ADMINISTRATION EDUCATION REQUIREMENTS AND CERTIFICATION

- Students should have or be pursuing a high school diploma or GED.
- Students who complete this program will have the opportunity to pursue the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA).

Nursing Assistant Specialist Certificate Program with Clinical Externship

MyCAA Information

Course Code: **CSCC-NRSA**
Program Duration: **9 Months**
Course Contact Hours: **750**
Student Tuition: **\$3,999**

Why ECA?

- Regionally Accredited
- 100% Online Learning
- Open Enrollment
- Multiple Funding Options
- Professional Training

Course Overview

The Nursing Assistant Specialist

Nursing Assistant Specialists are on the front lines of patient care. With the demands for healthcare growing every day, nursing assistants are absolutely vital to daily operations in hospitals and nursing care facilities. Working closely with patients, Nursing Assistant Specialists are responsible for basic care services such as bathing, grooming and feeding patients, assisting nurses with medical equipment, and checking patient vital signs. Nursing Assistant Specialists give patients important social and emotional support and also provide vital information on patient conditions to nurses. As healthcare needs continue to grow, Nursing Assistant Specialists will be in great demand by hospitals, physician's and a variety of other healthcare facilities.

Medical Billing & Coding Education Requirements and Certifications

- Explain how laws and regulations affect the roles and responsibilities of the Nursing Assistant Specialist within the health care system
- Demonstrate basic knowledge of effective communication skills necessary to function as a member of the health care team
- Demonstrate basic technical and communication skills that facilitate an optimal level of functioning of the client, recognizing individual, cultural, and religious diversity
- Use procedures and techniques to promote infection control and prevent the spread of microorganisms
- Demonstrate the ability to identify and use safety and emergency procedures
- Demonstrate basic knowledge of body systems, basic anatomy, common disease processes, and the aging process
- Demonstrate basic knowledge of vital signs and other body measurements
- Demonstrate basic knowledge of principles and skills of restorative nursing in providing client care, while also using proper body mechanics
- Identify elements of a client's physical environment and the client's interaction with their environment
- Identify proper procedures and techniques used for providing personal care to clients, including but not limited to ADLs, bathing, skin care, nutrition and feeding, elimination, range of motion, positioning, and mobility
- Identify psychosocial characteristics of all clients, including those with physical and cognitive impairment.

MEDICAL ADMINISTRATION EDUCATION REQUIREMENTS AND CERTIFICATION

Students should have or be pursuing a high school diploma or GED.

- There are several National Certification exams that are available to students who successfully complete this program:

National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) Exam

- **Individual states have specific certification requirements and processes associated with this program. Please refer to your specific state agency for certification requirements.**

- In addition to facilitating entry-level clinical medical assisting related positions, this course is ideal for students interested in pursuing a future formal Nursing (LPN) or a Nursing (RN) program.

Medical and Healthcare

Physicians' Office Assistant Professional with Electronic Health Records Management (EHRM) includes National Certification and Clinical Externship

MyCAA Information

Course Code: **CSCC-PT44**
Program Duration: **6 Months**
Course Contact Hours: **780**
Student Tuition: **\$3,950**

Job Outlook

Employment of phlebotomists is projected to grow 27 percent from 2012 to 2022, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform blood work.

***Disclaimer:** An externship is not guaranteed. All students must apply to the program and complete any prerequisite criteria before being accepted. Positions in the externship program are contingent on availability at each location. We will assist students in setting up their own externship when other options are not available.

Course Overview

This Physician's Office Assistant with Electronic Health Records Management (EHRM) training program combines two in-demand healthcare certifications with important front office Microsoft end user computer skills. Key areas include:

- Medical Administrative Assistant – National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) certification
- Electronic Health Records Management (EHRM) – National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam certification

The Physician's Office Assistant Profession

Medical administrative assistants primarily work in doctor's offices, clinics, outpatient settings, hospitals, and other healthcare settings. Medical administrative assistants, medical secretaries, and medical records clerks are all positions in great demand. The growth and the complexity of the U.S. healthcare system have resulted in a substantial increase in the need for qualified medical administrative assistants. Employment of a medical assistant is expected to grow an impressive 34% by 2018.

The Electronic Health Record Management Profession

Access to health information is changing the ways doctors care for patients. With the nation's healthcare system moving to the electronic medical record, numerous employment opportunities exist for medical assistants, health information systems staff, patient registration professionals and other related positions. Healthcare professionals with the ability to understand, update and maintain the electronic health record are in great demand.

The Physician's Office Assistant Program

This program covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. A great course for physicians medical office professionals!

This program prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. It provides students a well-rounded introduction to medical administration that delivers the skills students require to obtain an administrative medical assistant position or advance within their current healthcare career. This course covers the following key areas and topics:

- History and background of the medical assisting profession
- Interpersonal skills, medical ethics, and basic medical law
- Telephone techniques and skills for scheduling appointments
- Medical terminology
- Basics of insurance billing and coding
- Medical records management and management of practice finances

CERTIFICATION

Physician's Office Assistant Education Requirements and Certification

HET PROGRAMS – PO + EHRM/Externship/MOS 7

- Students should have or be pursuing a high school diploma or GED.
- Students who complete this program will have the opportunity to pursue the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA).

Electronic Health Records Management Education Requirements and Certification

- Electronic Health Records Management professionals should have or be pursuing a high school diploma or GED.
- Students who complete this comprehensive course would be prepared to sit for the National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam.

Dental Assisting Certificate Program with Clinical Externship

MyCAA Information

Course Code: **CSCC-DA 03**
Program Duration: **6 Months**
Course Contact Hours: **750**
Student Tuition: **\$3,950**

Job Outlook

The Dental Assisting Job Outlook The Dental Assisting Program prepares students for entry-level positions in one of the fastest growing healthcare professions – Dental Assisting. With the national increase in healthcare-related services, and the national shortage of healthcare professionals, the need for dental assistants is growing substantially. With a growing workforce over 300,000 strong, a career in dental assisting ranks as the fourth fastest growing occupation in the healthcare technician field. To meet our nation's growing medical demands, recent studies indicate that over 400,000 assistants will be employed by 2018.

Course Overview

Dental Assisting Certificate Program with Clinical Externship 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. 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:

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. 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

***Disclaimer:** An externship is not guaranteed. All students must apply to the program and complete any prerequisite criteria before being accepted. Positions in the externship program are contingent on availability at each location. We will assist students in setting up their own externship when other options are not available.

NATIONAL CERTIFICATION

- Dental assistants & aides should have or be pursuing a high school diploma or GED.
- Although there are no state approval or state requirements associated with this program, in some states, DANB-RHS certification is required to work in dental radiography.
- There are several Dental Assistant National Certification exams that are available to students who successfully complete this program:
- **Dental Assisting National Board (DANB) Radiation Health and Safety (RHS) exam, and the DANB Infection Control Exam (ICE).**

Pharmacy Technician with Clinical Externship

MyCAA Information

Course Code: **CSCC-PTMA 11**
Program Duration: **6 Months**
Course Contact Hours: **780**
Student Tuition: **\$3,950**

Job Outlook

Employment of pharmacy technicians is projected to grow 20 percent from 2012 to 2022, faster than the average for all occupations. Several factors will lead to increased demand for prescription medications.

***Disclaimer:** An externship is not guaranteed. All students must apply to the program and complete any prerequisite criteria before being accepted. Positions in the externship program are contingent on availability at each location. We will assist students in setting up their own externship when other options are not available.

Course Overview

Pharmacy Technician with Medical Administration Certificate Program with a Clinical Externship This comprehensive course 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 and defining generic and brand names drugs and much, much more! Program also includes an optional clinical externship at a local healthcare provider! This also program prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. It provides students a well-rounded introduction to medical administration that delivers the skills students require to obtain an administrative medical assistant position or advance within their current healthcare career. This course covers the following key areas and topics:

- Pharmacy calculations
- Medical terminology specific to the pharmacy
- Skills to read and interpret prescriptions
- Review of the top 200 drugs
- Skills to identify drugs by generic and brand names
- Dosage calculations, I.V. flow rates, drug compounding, and dose conversions
- Dispensing of prescriptions, inventory control, and billing and reimbursement
- History and background of the medical assisting profession
- Interpersonal skills, medical ethics, and basic medical law
- Telephone techniques and skills for scheduling appointments
- Medical terminology
- Basics of insurance billing and coding
- Medical records management, confidentiality of the medical record, initiating a medical record for a new client and filing reports in the medical record
- HIPAA review and patient bill of rights and confidentiality
- Financial and practice management
- Health insurance coverage, and billing and coding procedures
- Professional fees, billing and collecting procedures, accounting systems and credit arrangements
- Medical accounting, financial statements, cost analysis, and budgets for the medical practice
- Specimen collection, laboratory safety and federal and state regulations
- Assisting with medical emergencies

NATIONAL CERTIFICATION

- There are no state approval and/or state requirements associated with this program.
- Students who complete this course are prepared for national certification:
- Pharmacy Technician Certification Board (PTCB) national technician certification exam can be proctored at a local testing facility.
- National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) exam can be proctored at a local testing facility.

Pharmacy Technician Certificate Program with Clinical Externship

MyCAA Information

Course Code: **CSCC-PT 01**
Program Duration: **6 Months**
Course Contact Hours: **375**
Student Tuition: **\$3,000**

Job Outlook

Employment of pharmacy technicians is projected to grow 20 percent from 2012 to 2022, faster than the average for all occupations. Several factors will lead to increased demand for prescription medications.

***Disclaimer:** An externship is not guaranteed. All students must apply to the program and complete any prerequisite criteria before being accepted. Positions in the externship program are contingent on availability at each location. We will assist students in setting up their own externship when other options are not available.

Course Overview

The Pharmacy Technician Program

This comprehensive course 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 and defining generic and brand names drugs and much, much more! Program also includes a 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:

- Pharmacy calculations
- Medical terminology specific to the pharmacy
- Skills to read and interpret prescriptions
- Review of the top 200 drugs
- Skills to identify drugs by generic and brand names
- Dosage calculations, I.V. flow rates, drug compounding, and dose conversions
- Dispensing of prescriptions, inventory control, and billing and reimbursement

NATIONAL CERTIFICATION

- There are no state approval and/or state requirements associated with this program.
- Students who complete this course are prepared for national certification:
- Pharmacy Technician Certification Board (PTCB) national technician certification exam
- Assistant (CMAA) exam can be proctored at a local testing facility.

Start Today



Do you recall when you ventured off to a brand-new school for the very first time? Whether it was Preschool, Elementary, Middle School or High School, you probably had the first day jitters. You might have been nervous about exactly what classes and instructors you would have.

Wouldn't it have been fantastic to have a trusted consultant to help ease your nerves and address your problems before you stepped foot on school?

Education, career goals, your future, and the use of your earned benefits, are life changing commitments that require trusted guidance in order to make sure that you are making the decision that is right for you.

That's what Education Consulting Associates is here to do. You have someone who can discuss the procedure of finding a course that best fits your needs guiding you with exactly what you need to look forward to with your program. A program that allows you to enhance your current career or an opportunity to pursue a brand new one.

You do not want to start a course and realize you made an error. You don't need a sales representative to treat you like just another enrollment. You require a professional, a consultant that can answer all your questions and make you feel comfortable about your choice to further your education. Someone that truly appreciates your service and sacrifice and embraces the opportunity to serve you with honesty and integrity.

Our experience has shown us that if you follow a few basic practices, you can provide high quality online continuing education courses that are MYCAA approved and easy to use. We take pleasure in offering a little something else ... personalized attention.

We have formed strong relationships due to our choice to put others first. Our expertise has given us what is required to keep thriving in a challenging economy.

There are a great deal of companies available. There are a great deal of courses and programs you could take. We do all the searching for you to find a broad selection of great courses ... and offer you a bit more than what you might anticipate.

The way you choose to use your earned benefits for your education and profession choice are a major decision. We don't want you to have any regrets. Let us assist you through the process. We are here for you.

