Individual Career Transitions

School Catalog
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IndividualCareerTransitions.com

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Address

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Mission and Purpose

> Provide task-based learning that is contextual to established workers in need of a career transition. This is achieved by matching a well-qualified instructor with the student in an environment best suited for learning. Reduce barriers through accommodations, one-on-one instruction, and leveraged technology to secure a successful learning outcome and desirability to employers.

Licensure

> ICT is licensed as a Chapter 1 Non-Degree Granting Proprietary School by the Wyoming Department of Education. ICT is not accredited and does not participate in federal or state financial aid programs. Program sponsorship is required outside the State of Wyoming.

School Calendar, Class Schedules, and Program Starting Dates

> The following holidays will be observed and classes will not be held:
>> Birthday of Martin Luther King, Jr.
>> Presidents' Day
>> Memorial Day
>> Juneteenth
>> Independence Day
>> Labor Day
>> Veterans Day
>> Thursday and Friday, Thanksgiving
>> Summer Break, the week of July 4th
>> Winter Break, Last full week of December
>> New Year's Day

> The total hours of each program vary and are dependent upon the curriculum. Business hours are from 8:00 a.m. until 4:00 p.m. Monday through Friday. Classes are scheduled Monday through Friday 7:00 a.m. until 4:30 p.m.

Entrance/Admission Requirements

> Students must possess a High School Diploma or an Approved Equivalency.

Notice of Non-Discrimination

> ICT does not discriminate on the basis of race, color, religion, national origin, age, ancestry, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability in its programs and activities. The Executive Director is the person designated to handle inquiries regarding the nondiscrimination policies.

> If a student has a disability and feels they may need an accommodation, they should contact the Executive Director.

Attendance Requirements

ICT records the daily attendance of each student. Records are available for student review. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. A student who has greater than 20 percent absences will have his or her case reviewed by the school director with the likelihood of being dropped from the program.

Make-up Work

Lessons and/or assignments missed due to absences must be made-up within ten business days of returning to school. Students should meet with their instructors to get missed assignments.

Tardiness

Developing good work habits is an important part of the training at ICT. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.
- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

Code of Conduct

The following is unacceptable conduct:
1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.
8. No student may carry, possess, or use any firearm, explosive (including fireworks), dangerous chemical, or any dangerous weapon on the school's premises. Airsoft guns and other items that shoot projectiles are not permitted.

Conditions for Dismissal

Students may be dismissed from ICT for the following reasons:
1. Not adhering to the school's rules, regulations, policies, and code of conduct
2. Missing more than 20 percent of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school
5. ICT has the right to suspend or to withdraw any students whose conduct is detrimental to the educational environment within the classrooms or to the well-being of fellow students or faculty and staff members; who cause damage to the appearance or structure of the school facility or its equipment, or who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

A Program Manager or Director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Students dismissed from ICT who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

Credit for Previous Training

ICT is committed to helping students reach their educational goals as quickly as possible. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a program proficiency test. Students wishing to receive recognition for previous training must show proof of previous training.

Student Complaint/Appeal Process

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school's director. The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school's director. These dates should be within 10 business days of the complaint.

The school's director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

Nothing in this policy prevents the student from contacting the Wyoming Department of Education at: 2300 Capitol Avenue, Hathaway Building, 2nd Floor, Cheyenne, WY 82002-0050; (307) 777-7690; http://edu.wyoming.gov/ContactUs.aspx.

Grading System/Standards of Progress

The Higher Education Act mandates that institutions of higher education establish minimum standards for "Satisfactory Academic Progress". In order to be considered as making satisfactory academic progress toward a certificate, a student must maintain a specified grade point averages as well as proceed through the course at a pace leading to completion in a specified time frame.

In order to be considered to be making SAP as established by this school, a student must:

Maintain a minimum cumulative grade average of C (70%).

For purposes of determining satisfactory academic progress, each course is divided into grading periods. Students receive a letter grade based on a numeric grading system in both their theory and practical work. A minimum cumulative grade average of C (70%) is required for graduation. The following chart represents the equivalents of the grades assigned:

90% - 100%	A	4.0 Excellent
80% - 89%	B	3.0 Good
70% - 79%	C	2.0 Satisfactory
60% - 69%	D	1.0 Unsatisfactory
0% - 59%	F	0.0 Failing
	W	Withdraw

Students who do not achieve a C (70%) cumulative grade average at the end of each grading period will be placed on academic probation for the next grading period. If the student's cumulative grade average at the end of the probationary period is less than 70%, the student will be determined to be making unsatisfactory academic progress.

A student receiving a grade D (60%-69%) for any grading period may be required to retake that module based on the recommendation of the instructor. A student receiving a grade F (0%-59) must retake that module. When students are permitted to re-take any course or portion of a course, the second-grade substitutes for the first, even if it is lower.

The Institution does not assign grades of incomplete. A student who does not complete a module will receive a grade of "F" for that module. The school does not offer non-credit remedial coursework.

Satisfactory academic progress standards are consistently applied to all students.

Attendance Probation: If a student drops below 80% attendance for any month

Incomplete Lessons
Incomplete grades are given when a student is unable to complete portions of their training plan because of illness or other serious problems.

An incomplete grade may also be given when students don't turn in work or don't take tests. If a student does not retake missed tests, a failing grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

Probation for Below Average Progress
Students who fail to maintain satisfactory academic progress will be placed on probation and notified in writing about:
- Their current academic status
- What is needed to improve
- When improvements need to occur
- The required steps to do so – which may include an increase in study hours
- The consequences for not making satisfactory academic progress

Student Evaluation Techniques
Students are evaluated by their ability to perform skills developed from their training plan at an employable level. Tests may be administered after each lesson to determine the amount of learning that has taken place.

Students not able to progress in accordance with their training plan may be asked to perform additional practice, independent study, or attend tutoring sessions. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual projects.

Withdrawing from School
A written notice to withdraw must be submitted to a Director or Program Manager. This document must contain the student's name, address, be dated, and include the last date of attendance. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance. Without such notice, the school will record the last date of attendance as 30 days from when the student last attended.

Student Records

Student records will be maintained by the school for 50 years or until the school closes. Copies of a student's record are available upon request to any Manager or Director. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board.

Student records are a transcript indicating:
1. School name, address and telephone number;
2. Student name, address, telephone number, and Social Security number;
3. Dates of attendance;
4. Course of instruction or subjects attempted;
5. Amount of credit, if any, awarded for each subject;
6. Grade for each subject completed;
7. Date of completion or termination along with notation of the document issued signifying satisfactory completion, if achieved (degree, diploma, certificate);
8. If terminated, the reason(s) for termination;
9. Signature and title of the certifying officer; and
10. Date that transcript is prepared.

Additional documentation about a student's participation may be made available that include any progress reports, staff notations, sample work, screen shots, access to on-line accounts created by ICT (e.g., TYPING.COM), test scores, written notices to the student and messaging. Upon written request, this documentation will be made available to the student, vocational counselor of record and sponsoring agency representatives.

Tuition and Additional Costs

ICT is an all-inclusive program that charges by the month for its training time. In order to deliver training to remote students, they will be provided a laptop computer, keyboard, mouse and secondary monitor to display assignments. This equipment is the property of ICT and must be returned upon the completion of the training plan or withdrawal.

Tuition, per quarter: $4,200.00

All financial responsibilities must be met before a Certificate of Completion will be issued.

Financial Aid Assistance

ICT does not offer financial aid.

Cancellation Policy

You may withdraw your enrollment agreement at any time within three business days from the date you sign the agreement, make an initial payment, or first visit the school, whichever is later. If you do so, all payments made by you or on your behalf will be refunded. Depositing a withdrawal letter in the mail to ICT at the address provided in the agreement or providing an oral withdrawal notice to phone number 307-269-0133. In the event of a dispute over timely notice, the burden to prove service rests on the applicant.

The student applicant will also be returned all monies paid if:
• The school does not accept the applicant

- The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school
- The school cancels the student's program
- The school ceases operation

Withdrawal and Refund Policy

Students who want to discontinue their training for any reason are requested to schedule an exit interview with the Academic Dean or other designated school official. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview. For all withdrawals, the school follows its refund policy as described below.

The school will perform the Pro Rata Refund Calculation for those students who terminate their training before completing the period of enrollment.
ICT will retain the percentage of charges for tuition proportional to the period of enrollment completed by the student. The period of enrollment for students enrolled in modular programs is the academic year. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

Placement Assistance

Job Placement Assistance is included with an ICT training plan. Instructors begin the process as soon as its activities do not interfere with other parts of the training plan. Activities will include resume and cover letter development and job search techniques.

It is expected that at the completion of any training plan, that a student will have the skills and resources to research and apply for appropriate work. Graduates of ICT will have job placement assistance until they find appropriate work or choose to not participate. Students must be proactive in submitting their resumes for jobs for which they are interested and qualified; we will assist as needed.

ICT does not guarantee job placement.

Clock Hours of Instruction

Classes are two hours per day plus an additional two to four hours for homework and keyboarding practice. There are 120 class days (480 hours) in a six-month program. Class hours are a combination of one-on-one instruction and monitoring. Hours per day may be increased beyond fours per day to secure a successful training plan.

Method of instruction

ICT teaches with one-on-one instruction delivered online from a student's home with equipment provided by the school as a part of their tuition. Instruction is hands-on with demonstrations and exchanges between instructor and student.

Students will have a scheduled class time that will begin between 7:00 and 2:00. They are not allowed to log on at any time and ask for help from an instructor without previous approval unless it is during their scheduled class time. If they log on late, they are marked tardy.

Distance learning is talking directly with an instructor who guides the lessons based on the training program that shows week-by-week activities to be covered. The instructors have many assignments to choose from to best demonstrate new skills that they determine will best move the student along. All work the student creates is stored in a cloud drive that can be retrieved by the instructor or student for review.

Educational Credential

Students who successfully complete their training program will have earned a *Certificate of Completion* that will list their skills and accomplishments.

Religious Accommodation

ICT will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

Academic Accommodations

All colleges and career schools are required to provide academic accommodations to eligible students. The accommodations are not meant to compromise standards. They are intended to create an opportunity to be evaluated fairly.

If an assistive device is needed for a training plan, it may require the approval of the Program Manager. Devices are determined on a case-by-case basis. The cost of reasonable accommodations may be included with tuition.

Request must be made in writing and will be a part of a student's educational records.

Programs Offered

General Office, Six, Nine and Twelve Months

Prepares students to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills. CIP: 52.0408

Sequence of Courses:
    MS Office:
        MS Word: Opening documents, editing, saving
        MS Word: Creating business letters, creating reports
        MS Outlook: Creating contact lists, using email, attaching files, and scheduling
        MS Excel: Opening documents, editing, saving
        Computer: MS Windows basics, security
        Data entry into multiple tables
        Filing: Alphabetic Rules.
        Filing: Complete alphabetic filing, numeric filing, chronological and subject filing.
        Filing: Final exam
        MS Word: Tabs, Margins, Indents
        MS Excel: Formulas, Formatting
        MS Access: Forms and Reports
        MS Access: Queries, entering and correcting data in tables
        MS PowerPoint: Basic presentations
        Internet: Perform searches, sending materials via Internet, downloading files
        Using Word, Excel and Access together
        Review of MS Office including testing over programs
    Customer Service:
        Phone etiquette, answering calls, dealing with customers
        Phone etiquette continued, hands on telephone practice
    Job Search:
        Resume and Cover letter development
        Job Search activities using the Internet

Hours of Instruction:

Months	6	9	12
Keyboarding/10-Key	48	71	95
MS Office			
MS Word	90	135	180
MS Outlook	30	45	60
MS Excel	64	97	129
MS Access	70	105	140
MS PowerPoint	11	16	21
Other	55	83	110
Total MS Office	320	480	640
Customer Service	45	68	90
Job Search	25	38	50
Total Hours	438	656	875

Transportation Clerk (Dispatch), Six, Nine and Twelve Months

Prepares individuals to perform duties associated with managing revenue-based transportation services, such as toll roads and waterways, and to assist in the dispatch and control of fleet-based traffic for businesses and public services. Includes instruction in record-keeping; operation of communications equipment; basic transportation operations management; and applicable laws, policies, and procedures. CIP: 52.0410

Sequence of Courses:
MS Office:
MS Word: Opening documents, editing, saving
MS Word: Creating business letters, creating reports
MS Outlook: Creating contact lists, using email, attaching files
MS Excel: Opening documents, editing, saving
Computer: MS Windows basics, security
MS Access: Data entry into multiple tables
MS Access: Filing: Alphabetic Rules.
MS Access: Filing: Complete alphabetic filing rules, numeric filing rules, chronological and subject filing.
MS Access: Filing: Final exam
MS Word: Tabs, Margins, Indents
MS Excel: Formulas, Formatting
MS Access: Forms and Reports
MS Access: Queries, entering and correcting data in tables
MS PowerPoint: Basic presentations
Internet: Using the Internet to perform searches, sending materials via Internet, downloading files
Using Word, Excel and Access together
Review of MS Office including testing over programs
Customer Service:
Phone etiquette, answering calls, dealing with customers
Phone etiquette continued, hands on telephone practice
Transportation Clerk:
Recording data from customer calls (Access)
Scheduling for an office (Outlook)
Setting up contact lists, shippers and receivers
State, Federal and company regulations, Ethics
Calculating Load Arrival Times
Finish creating a record keeping system, reading your paycheck
Job Search:
Resume and Cover letter development
Job Search activities using the Internet

Hours of Instruction:

Months	6	9	12
Subjects in Hours			
Keyboarding/10-Key	48	71	95
MS Office			
MS Word	66	98	131
MS Outlook	30	45	60
MS Excel	48	73	97
MS Access	44	65	87
MS PowerPoint	8	12	16
Other	51	77	103
Total MS Office	247	370	493
Customer Service	33	49	66
Job Search	25	38	50
Transportation Clerk	86	128	171
Total Hours	438	656	875

Medical Office, Nine and Twelve Months

Prepares students to work under the supervision of office managers and other professionals, to perform routine administrative duties in a medical, clinical, or health care facility/system office environment.   Includes instruction in general office skills, data processing, office equipment operation, principles of medical record-keeping and business regulations, medical/clinical office procedures, and communications skills. CIP: 51.0710

Sequence of courses:
MS Office:
     MS Word: Opening documents, editing, saving
     MS Word: Creating business letters, creating reports
     MS Outlook: Creating contact lists, using email, attaching files
     MS Excel: Opening documents, editing, saving
     Computer: MS Windows basics, security
     MS Access: Data entry into multiple tables
     MS Access: Filing: Alphabetic Rules.
     MS Access: Filing: Complete alphabetic filing rules, numeric filing rules, chronological and subject filing.
     MS Access: Filing: Final exam
     MS Word: Tabs, Margins, Indents
     MS Excel: Formulas, Formatting
     MS Access: Forms and Reports
     MS Access: Queries, entering and correcting data in tables
     MS PowerPoint: Basic presentations
     Internet: Using the Internet to perform searches, sending materials via Internet, downloading files
     Using Word, Excel and Access together
     Review of MS Office including testing over programs
Customer Service:
     Phone etiquette, answering calls, dealing with customers
     Phone etiquette continued, hands on telephone practice
Medical Office:
     Terminology: Introduction to Roots: Students take daily quizzes over 9 medical roots, maintaining 75% on each
     Terminology: Roots Final: Students take final over all root words, must score 75% over above to move on
     Terminology: Introduction to Suffixes: Students take daily quizzes over 9 medical suffixes, maintaining 75% on each
     Terminology: Suffixes Final: Students take final over all medical suffixes studied, must score 75% over above to move on
     Terminology: Introduction to Prefixes: Students take daily quizzes over 9 medical prefixes, maintaining 75% on each
     Terminology: Prefixes Final: Students take final over all medical prefixes studied, must score 75% over above to move on
     Terminology: Combining Terms: Students learn to combine prefixes, roots, and suffixes to decipher and create medical terms, daily quizzes, must maintain 75% accuracy
     Terminology: Abbreviations: Students learn most common medical abbreviations and take daily quizzes over 10 abbreviations, must maintain 75% on all quizzes
     Filing: Students learn rules of alphabetical, chronological, subject, numeric, and medical filing systems. Students complete daily exercises to apply rules, must maintain 75% average on work.
     Documents: Maintain 90% accuracy on daily work
     Reports: Maintain 90% accuracy on daily work
     Office Simulations using MS Office Products
Job Search:
     Resume and Cover letter development
     Job Search activities using the Internet
Keyboarding/Ten Key:
     30 minutes of daily practice of keyboarding and occasional practice of 10-key. Typing goal: 35 wpm and 130 spm.   Final speeds vary from student to student and cannot be guaranteed.

Hours of Instruction:

	9	12
Medical Office		
Months	9	12
Keyboarding/10-Key	72	95
MS Office		
MS Word	83	111
MS Outlook	21	28
MS Excel	53	70
MS Access	68	91
MS PowerPoint	16	21
Other	71	95
Total MS Office	312	416
Customer Service	67	89
Job Search	38	50
Medical Office	170	226
Total Hours	656	875

Medical Coder/Biller, Nine and Twelve Months

Prepares individuals to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Includes instruction in medical records and insurance software applications, basic anatomy and physiology, medical terminology, fundamentals of medical science and treatment procedures, data classification and coding, data entry skills, and regulations relating to Medicare and insurance documentation. CIP: 51.0713.

Sequence of Courses:
- MS Office:
  - MS Word: Opening documents, editing, saving
  - MS Word: Creating business letters, creating reports
  - MS Outlook: Creating contact lists, using email, attaching files
  - MS Excel: Opening documents, editing, saving
  - Computer: MS Windows basics, security
  - MS Access: Data entry into multiple tables
  - MS Access: Filing: Alphabetic Rules.
  - MS Access: Filing: Complete alphabetic filing rules, numeric filing rules, chronological and subject filing.
  - MS Access: Filing: Final exam
  - MS Word: Tabs, Margins, Indents
  - MS Excel: Formulas, Formatting
  - MS Access: Forms and Reports
  - MS Access: Queries, entering and correcting data in tables
  - MS PowerPoint: Basic presentations
  - Internet: Using the Internet to perform searches, sending materials via Internet, downloading files
  - Using Word, Excel and Access together
  - Review of MS Office including testing over programs
- Medical Office:
  - Terminology: Introduction to Roots: Students take daily quizzes over 9 medical roots, maintaining 75% on each
  - Terminology: Roots Final: Students take final over all root words, must score 75% over above to move on
  - Terminology: Introduction to Suffixes: Students take daily quizzes over 9 medical suffixes, maintaining 75% on each
  - Terminology: Suffixes Final: Students take final over all medical suffixes studied, must score 75% over above to move on
  - Terminology: Introduction to Prefixes: Students take daily quizzes over 9 medical prefixes, maintaining 75% on each
  - Terminology: Prefixes Final: Students take final over all medical prefixes studied, must score 75% over above to move on
  - Terminology: Combining Terms: Students learn to combine prefixes, roots, and suffixes to decipher and create medical terms, daily quizzes, must maintain 75% accuracy
  - Terminology: Abbreviations: Students learn most common medical abbreviations and take daily quizzes over 10 abbreviations, must maintain 75% on all quizzes
  - Filing: Students learn rules of alphabetical, chronological, subject, numeric, and medical filing systems. Students complete daily exercises to apply rules, must maintain 75% average on work.
  - Documents: Maintain 90% accuracy on daily work
  - Reports: Maintain 90% accuracy on daily work
  - Office Simulations using MS Office Products
- Medical Billing and Coding:
  - Introduction to Medical Coding: Students learn the basic coding outline for CPT codes by reviewing with instructor and completing six basic coding worksheets
  - Using CPT Coding book complete coding sheets over anesthesia and surgical procedures with 75% accuracy
  - Using CPT Coding book complete coding sheets over male and female genital systems, nervous system, and eye and ear systems, with 75% accuracy
  - CPT Coding: 70000 – Evaluation and Management codes: Using CPT Coding book complete coding sheets with 75% accuracy
  - ICD-10 Coding: Using ICD-10 coding book, complete coding sheets with 75% accuracy
  - ICD-10 Coding: Using ICD-10 coding book, complete coding sheets with 75% accuracy
  - ICD-10 E and V codes: Using ICD-10 coding book, complete codes sheets with 75% accuracy
  - HCVA-1500 coding book, complete exercises sheets over billing codes for other services, with 75% accuracy

HCVA-1500 coding book, complete exercises sheets over billing codes for other services, with 75% accuracy
HCVA-1500 coding book, complete exercises sheets over billing codes for other services, with 75% accuracy
HCVA-1500 coding book, complete exercises sheets over billing codes for other services, with 75% accuracy
HIPAA Compliance: chapter questions
Government Medical Plans: chapter questions
Office Simulations using MS Office Products
HCVA-1500 billing and exercises: Using HCVA-1500 coding book, complete exercises sheets with 75% accuracy
Successful reimbursement and Critical thinking skills in billing: chapter questions
Complete any make up work, finish all projects
Practice testing for national medical billing and coding exam
NCCT Online Test Review
Customer Service:
Phone etiquette, answering calls, dealing with customers
Phone etiquette continued, hands on telephone practice
Job Search:
Resume and Cover letter development
Job Search activities using the Internet
Hours of Instruction:

Medical Office, Billing and Coding		
Months	9	12
Subjects by Hours		
Keyboarding/10-Key	71	95
MS Office		
MS Word	74	99
MS Outlook	21	28
MS Excel	39	52
MS Access	40	53
MS PowerPoint	11	14
Other	48	64
Total MS Office	233	310
Customer Service	41	54
Job Search	26	35
Medical Office, Billing and Coding	287	382
Total Hours	656	875

Accounting Technician and Bookkeeping, Nine and Twelve Months

Prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices. CIP: 52.0302

Sequence of Courses:
        MS Office:
        MS Word: Opening documents, editing, saving
        MS Word: Creating business letters, creating reports
        MS Outlook: Creating contact lists, using email, attaching files
        MS Excel: Opening documents, editing, saving
        Computer: MS Windows basics, security
        MS Access: Data entry into multiple tables
        MS Access: Filing: Alphabetic Rules.
        MS Access: Filing: Complete alphabetic filing rules, numeric filing rules, chronological and subject filing.
        MS Access: Filing: Final exam
        MS Word: Tabs, Margins, Indents
        MS Excel: Formulas, Formatting
        MS Access: Forms and Reports
        MS Access: Queries, entering and correcting data in tables
        MS PowerPoint: Basic presentations
        Internet: Using the Internet to perform searches, sending materials via Internet, downloading files
        Using Word, Excel and Access together
        Review of MS Office including testing over programs
Accounting:
        Intro to Accounting: trial balances
        Income statements, balance sheets
        Debit and credits, general journals and ledgers
        Adjustments, closing entries
        Mid-term project: journals, ledgers, adjustments, trial balances, balance sheets.
        Payroll, taxes, bank reconciliation
        QuickBooks, Setting up accounts and inventory
        QuickBooks, Payroll, adding employees, banking
        QuickBooks, Simulations
        QuickBooks, Final projects
        Accounting office work experience
Customer Service:
        Phone etiquette, answering calls, dealing with customers
        Phone etiquette continued, hands on telephone practice
Job Search:
        Resume and Cover letter development
        Job Search activities using the Internet
Keyboarding/Ten Key:
    30 minutes of daily practice of keyboarding and occasional practice of 10-key. Typing goal: 35 wpm and 130 spm. Final speeds vary from student to student and cannot be guaranteed.

Hours of Instruction:

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Accounting Technician and Bookkeeping
                        Months      9      12
             Keyboarding/10-Key     71       95
     MS Office
                      MS Word      101      135
                   MS Outlook       32       43
                    MS Excel        54       72
                   MS Access        59       79
                MS PowerPoint       12       16
                       Other       53       70
     Total MS Office             233      310
                   Accounting     202      269
             Customer Service      47       62
                   Job Search      26       35
        Total Hours              656      875
```