

**LWIA 13 - WIN ELIGIBLE TRAINING PROVIDERS**    Revised 01/02/14

	<b>Training Provider</b>	<b>Address</b>	<b>Phone</b>	<b>Contact Person</b>
1	Bethel University	5885 Ridgeway Center Parkway	757-1504	Terika Anderson
2	Bridges USA, Inc.	477 North Fifth Street	260-3725	Eva Mosby
3	Brightness Massage School for the Blind	6180-1 Macon Road	266-4011 488-5704	Jayni Davis
4	C.N.A. Training Academy	3675 New Getwell Rd. Suite 2	347-3143 485-7610	Angela Dobbins
5	Career Academy	2600 Poplar Avenue, Suite 415	761-4500	Brenda Woodruff
6	Concorde Career College	5100 Poplar, Suite 132	761-9494 482-2152	Martha Mooneyhan
7	Daughters of Zion (William & Johnson Career College)	4400 Hickory Hill Road	590-1166	Natalee Peart
8	Drive-Train	119 E.L. Morgan Drive Jackson, TN 38305	(731) 423-8011	Jeff Hardin
9	Health-Tech Institute of Memphis	571 Vance Avenue	529-9007	Ronald Washington
10	Lab Four Career Training	6154 Macon Rd.	261-1111	Stephanie Okhiria
11	L'Ecole Culinaire	1245 N. Germantown Pkwy	759-5022	Michael Wernon
12	LeMoyné-Owen College	807 Walker Avenue	435-1579	Darfeis Williams
13	Memphis Academy of National Nursing Assistants (MANNA)	175 East Brooks Road	598-3000	Joyce Smith
14	Memphis Urban League	413 North Cleveland	272-2491	Otha R. Johnson
15	National College of Business and Technology - Bartlett	5760 Stage Road	213-1681	Deborah Bowman
16	National College of Business and Technology - Memphis	2576 Thousand Oaks Cove	363-9046	Noel V. Denney
17	New Horizon Computer Learning	4775 American Way	328-2173	Kevin Woods
18	Olympic Training Center	4589 Winchester Suite #2	878-2151	Kim Byrd
19	Private First Class Driving Academy	3845 Viscount Avenue	326-8460	David E. Jamison
20	Remington College - Memphis Campus (Southeast College)	2710 Nonconnah Blvd.	345-1000	Dr. Lori May
21	Roadmaster Drivers School of West Memphis, Inc.	2800 E. North Service Rd West Memphis, AR 72301	870-400-4090	Frank Waggener
22	Shelby County Schools <ul style="list-style-type: none"> <li>▪ Messick Adult Careers &amp; Tech.</li> <li>▪ Southwest Career &amp; Technology</li> <li>▪ Trezevant Career &amp; Technology</li> </ul>	2930 Airways Blvd. <ul style="list-style-type: none"> <li>▪ 703 S. Greer</li> <li>▪ 3746 Horn Lake Rd.</li> <li>▪ 3224 Range Line Rd.</li> </ul>	416-8055 416-4849 416-8186 416-6028	Willie E. Slate Dorothy Nichols Evalet Hughes Carolyn Sawyer
23	Southwest TN Community College	737 Union Ave.	333-5358	Angela Ventura-Wooten
24	Swift Driving Academy	7965 Veterans Pkwy. Ste 107, Millington 38053	873-0166	Carl Bond
25	Tennessee State University	3500 John A Merritt Blvd Ste 210, Nashville, 37209	(615) 963-7580	Deloris Modunkwu

**LWIA 13 - WIN ELIGIBLE TRAINING PROVIDERS – continued** Revised 01-02-14

26	Tennessee Center of Applied Technology – Memphis (TCAT)	550 Alabama	543-6132	Felicia Lee
27	University of Memphis	115 Wilder Tower	678-5969	Shelanda Gardner
28	University of Tennessee Health Science Center	930 Madison 6 <sup>th</sup> . Floor	448-5588	Chandra Alston
29	Vatterott College – Appling	6991 Appling Farms	372-2399	Christinetta Shelton
30	Vatterott College - Dividend	2655 Dividend Drive	761-5730	Tomiko Davis
31	William R Moore College	1200 Poplar Ave.	726-1977	Tracy Dain
41	YWCA of Greater Memphis	1044 Mississippi Blvd.	948-8899	Alicia Jackson

# TABLE OF CONTENTS

<u>TRAINING PROVIDER</u>	<u>PAGE</u>
Note.....	4
Bethel University.....	5
Bridges USA, Inc.....	6
Brightness Massage School for the Blind.....	7
C.N.A. Training Academy.....	8
Career Academy.....	9
Concorde Career College.....	10-13
Daughters of Zion (William & Johnson Career College).....	14
Drive-Train.....	15
Health-Tech Institute of Memphis.....	16-18
Lab Four Career Training.....	19-21
L'Ecole Culinaire.....	22
LeMoyne-Owen College.....	23-24
Memphis Academy of National Nursing Assistants (MANNA).....	25
Memphis Urban League.....	26
National College of Business and Technology – Bartlett.....	27-30
National College of Business and Technology – Memphis.....	31-35
New Horizon Computer Learning.....	36-37
Olympic Training Center.....	38
Private First Class Driving Academy.....	39
Remington College – Memphis Campus (Southeast College).....	40-42
Roadmaster Drivers School of West Memphis, Inc. ....	43
<b>Shelby County Schools</b>	
Messick Adult Careers & Technology.....	44-55
Southwest Career & Technology.....	56-57
Trezevant Career & Technology.....	58
Southwest TN Community College.....	59-63
Swift Driving Academy.....	64
Tennessee State University.....	65
Tennessee Center of Applied Technology.....	66-67
University of Memphis.....	68-70
University of Tennessee Health Science Center.....	71
Vatterott College – Appling.....	72
Vatterott College – Dividend.....	73-74
William R Moore College.....	75-76
YWCA of Greater Memphis.....	77-78
Commonly Used DOT Codes.....	79-81

**Note:** Review the LWIA 13 eligible training provider list carefully. Visit the website <https://apps.tn.gov/wiaetpl/> to review the State's list. Some courses that may appear on the Tennessee Higher Education Commission (THEC) statewide listing have not been approved by LWIA 13.

Pre-requisites for enrollment may include drug and/or TB testing, etc. No ITA will be issued until participants have successfully met all pre-requisites and other assessment tests required by the training agency and the Career Center System.

The ITA CAP is \$4,000.00 for all approved training which cannot exceed 52 weeks.

# Bethel University College

(Approved 9/3/10)

## **LWIA 13-Training Providers and Resources**

**Address:** 5885 Ridgeway Center Parkway Ste. 100  
Memphis, TN 38120  
**Contact:** Janie Burns, University Financial Aid Director  
**Phone:** (731) 352-4253 Fax: (731) 352-3407  
**Website:** [www.bethelsuccess.net](http://www.bethelsuccess.net)

### **Training Programs:**

#### **Management & Organizational Development**

**Length of program:** 16.00 – 24.00 months  
**Contact hours:** 42-98 Credit hours  
**Tuition or Fees:** \$14,490.00 - \$33,810.00  
**Credential offered:** B.S.

**Program Description:** This classroom based program meets one night a week and is suited for working professionals who have or over 30 credit hours. Classes meet from 6pm to 10pm one night a week for five weeks. Students are expected to complete weekly assignments that measure their understanding of introduced concepts and principles. Plus, our rolling calendar means that a student can begin anytime of the year. Our degree programs are designed to be applicable to the student's work life from the first day of class. Often projects involve situations that students experience daily within their work. All courses are developed to help the student excel in their career, even before they graduate. Each student is provided technology that they will utilize while in the program. Students will keep this tool for use as business professionals upon completion of their degree.

#### **Organizational Leadership - Online Course**

**Length of program:** 16.00 – 24.00 months  
**Contact hours:** 42-98 Credit hours  
**Tuition or Fees:** \$14,490.00 - \$33,810.00  
**Credential offered:** B.S.

**Program Description:** Our online undergraduate program uses cutting-edge technology to give the student an edge in business. They can increase their salary and professional level on their own time online without giving up critical collaboration. Our online undergraduate program provides students all the flexibility of online courses without leaving them isolated and disconnected. The Virtual Campus experience means they get to connect with professors and students on a daily basis on their own time. Students submit assignments on Wednesday's and Sunday's for grading from their facilitator. Students can complete their degree in as little as 14-19 months. Each student is provided technology that they will utilize while in the program. Students will keep this tool for use as business professionals upon completion of their degree.

## **Bridges USA, Inc.**

(Approved 8/31/00)

### **LWIA 13 -Training Providers and Resources**

**Address:** 477 North Fifth Street

Memphis, TN 38105

President, Cynthia Ham

**Contact:** Eva Mosby – VP Workforce Development

Katrina T. Williams – Office Professional Instructor

Essie Ford, RN – C N A Program Coordinator

Maryan Mercer – C N A Program Developer

(901) 260-3703 Fax: (901) 230-1004

[mmercerc@bridgesusa.org](mailto:mmercerc@bridgesusa.org)

**Phone:** (901) 260-3725

**Website:** [www.bridgesusa.org](http://www.bridgesusa.org)

### **Training Programs:**

#### **Certified Nursing Assistant- Evening Class**

**Length of program:** 5 weeks

**Contact hours:** (85 Hours): Evening Sessions

**Tuition:** \$1,600.00 (Includes books, materials, and State Exam Fee) **Uniforms**  
**not included**

**Credential offered:** Tennessee State Certified Nursing Assistant Certification

**Program Description:** Training will consist of 62.5 hours of classroom instruction and 22.5 hours of clinical training at a state approved medical facility. Training equipment is supplied at the training facility. Curriculum also includes training in employability skills. Prior to enrollment, students will be required to provide educational transcripts and pass minor medical testing. Tests will include TB skin test, background check and other testing required by the training agency and the Career Center System.

**Note:** Graduates are eligible to take the State Certified Nursing Assistant exam after they successfully pass the course.

\*\* Job placement assistance is provided to all successful program completers.

#### **Office Professional Training Program**

**Length of program:** 5.5 weeks

**Contact hours:** (210 hours)

**Tuition or fees:** \$1,700.00 (includes books and materials)

**Credential offered:** Certificate & Microsoft Office, User Specialist Certification

#### **Program Description:**

Introduction to computers, keyboard, Word, Excel, PowerPoint, and Basic Internet Training.

**Note:** Course offers computer training for introduction and intermediate levels.

\*\* Job placement assistance is provided to all successful program Completers.

# Brightness Massage School for the Blind

## LWIA 13 -Training Providers and Resources

**Address:** 2601 Macon Rd, Suite 1  
Memphis, TN 38134

**Contact:** Jayni Davis – Director of Enrollment  
[jaynid4@hotmail.com](mailto:jaynid4@hotmail.com)

**Phone:** (901) 266-4011

**Website:** [www.brightnessmassage.com](http://www.brightnessmassage.com)

### **Training Programs:**

#### Meridian Reflexology

**Length of program:** 3 months

**Contact hours:** 200 hours

**Tuition:** \$2,000.00

**Credential offered:** Certificate of Completion

**Program Description:** Meridian Reflexology is world’s most popular type of reflexology. Dating over 4000 years old, it is used in many hospitals. Meridian Reflexology uses pressure applied to the reflexes of the hands and feet to promote holistic health and well-being. Reflexology helps reduce stress, relieve pain, maintain hormones and promote a healthy state of mind.

#### Massage Therapy

**Length of program:** 6 months

**Contact hours:** 500 hours

**Tuition:** \$6,250.00

**Credential offered:** Diploma

**Program Description:** Therapeutic Massage can be traced back 5000 years and is a popular practice in hospitals throughout Asia. Using the philosophies of Yin-Yang and 5 elements, meridians (pathways) are opened to allow the flow of Qi (energy) through a client in order to promote self-healing. It focuses on homeostasis among systems, mind-body-spirit balance, and the harmony of the human being with the natural world.

# C N A Training Academy

## **LWIA 13 – Training Providers and Resources**

**Address:** 3675 New Getwell Rd. Ste #2  
Memphis, TN 38118

**Contacts:** Angela Dobbins

**Phone:** (901) 347-3143 Fax (901) 729-6589

**Email:** [angelareneedobb@aol.com](mailto:angelareneedobb@aol.com)

### **Training Programs:**

**Pre-requisites:** Participants must have a High School Diploma or GED.

### **Certified Nursing Assistant**

**Length of program:** 8 Weeks

**Contact hours:** 150 hours

**Tuition or fees:** \$1,500.00 (Included books, materials and State Exam)

**Uniforms and TB Skin Test not included.**

**Credential offered:** Certification of Completion

**Program Description:** Program is designed to teach and offer hands-on training in the Long-term care facilities, doctor offices, correctional facilities, and even hospitals. We offer insight into healthcare setting. We stress the ethical and legal issues of practice in the healthcare field so the participants can become successful in a life-long career.



# Career Academy

(Approved 1/5/05)

## **LWIA 13 – Training Providers and Resources**

**Address:** P.O. Box 11763

2600 Poplar Avenue, Suite 415

Memphis, TN 38112

**Contacts:** Brenda Woodruff, Director - Cell phone – 901-355-5639

**Phone:** (901) 761-4500 or Fax (901) 323-5299

**Email:** woodruffbrenda@hotmail.com

### **Training Programs:**

#### **Certified Nursing Assistant**

**Length of program:** 4 Weeks Day Class & 6 Week Evening Class

**Contact hours:** 120

**Tuition or fees:** \$1,350.00 (tuition only)

**Credential offered:** Certificate

(Students will be required to have 2 navy blue scrubs, primary white nursing shoes or Tennis shoes.) TB Skin Test required before clinical.

**Program Description:** Provides clinical training needed to become a Certified Nursing Assistant. Students will gain practical experience within the facility with guided learning experiences.

**Note:** Graduates are eligible to take the State Nursing Assistant exam. Career Academy is a State Test Site. Director serves as state test proctor & sits on Tennessee C N A Advisory Panel.

# Concorde Career College

(Approved 11/15/00)

## **LWIA 13-Training Providers and Resources**

**Address:** 5100 Poplar Avenue, Suite 132  
Memphis, TN 38137

**Contact:** Tommy Stewart, Campus President

**Phone:** (901) 761- 9494 Fax (901) 761-3293  
Dr. Stephen H. King, Academic Dean  
Jeanette Garrison, Director of Financial Aid

**Website:** [www.concorde.edu](http://www.concorde.edu)

**Training Programs:** (Tuition includes all costs for books, exams, etc.)

**Pre-requisites:** Concorde programs do not have prerequisites.

### **Pharmacy Technician**

**Length of program:** 8 months (32 weeks)  
**Contact hours:** 800 hours, 27.5 credits  
**Tuition or fees:** \$14,506.72  
**Credential offered:** Diploma

**Program Description:** Equips students with the necessary practical skills and theoretical knowledge to be successful in an entry level position as a pharmacy technician in hospital, home healthcare, and retail environments.

**Note:** Graduates are eligible to take the Pharmacy Technician Certification Board exam (PTCB)

### **Pharmacy Technician (A.A.S.)**

**Length of program:** 18 months (72 weeks)  
**Contact hours:** 1295 hours, 60.5 credits  
**Tuition or fees:** \$24,574.02  
**Credential offered:** A.A.S. degree

**Program Description:** Equips students with the necessary practical skills and theoretical knowledge to be successful in an entry level position as a pharmacy technician in hospital, home healthcare, and retail environments.

**Note:** Graduates are eligible to take the Pharmacy Technician Certification Board exam (PTCB)

### **Medical Assistant**

**Length of program:** 8.25 months (33 weeks)  
**Contact hours:** 740 hours, 33.0 credits  
**Tuition or fees:** \$15,123.82  
**Credential offered:** Diploma

## Concorde Career College - continued

**Program Description:** Upon program completion, student will possess the knowledge and skills required in the areas of anatomy, physiology, pathology, the body systems, medical terminology, medical front and back office procedures, venipuncture, EKG, CLIA exempt laboratory procedures, and administration of parenteral medications. Student will function successfully in an entry-level position as a Medical Assistant in a clinic or physician's office.

**Note:** Graduates are eligible to take the National Center for Competency Testing (NCCT for medical Assistants)

### Medical Assistant (A.A.S.)

**Length of program:** 17.5 months (70 weeks)  
**Contact hours:** 1235 hours, 66.0 credits  
**Tuition or fees:** \$25,191.12  
**Credential offered:** A.A.S. degree

**Program Description:** Upon program completion, student will possess the knowledge and skills required in the areas of anatomy, physiology, pathology, the body systems, medical terminology, medical front and back office procedures, venipuncture, EKG, CLIA exempt laboratory procedures, and administration of parenteral medications. Student will function successfully in an entry-level position as a Medical Assistant in a clinic or physician's office.

**Note:** Graduates are eligible to take the National Center for Competency Testing (NCCT for medical Assistants)

### Medical Office Professional

**Length of program:** 8 months (33 weeks)  
**Contact hours:** 740 hours, 33 credits  
**Tuition or fees:** \$15,325.22  
**Credential offered:** Diploma

**Program Description:** Equips students with the sufficient theoretical knowledge and specialized skills for entry-level administrative positions in allied health. In addition, the program aims to guide the student in developing proficiency, empathy, and accurate technique while learning to interact professionally with physicians, coworkers, and patients. The program of study includes computer applications, medical record management, telephone techniques, financial record management, financial operations, coding and billing and public relations.

**Note:** Graduates are eligible to take the National Center for Competency Testing (NCCT for Insurance and Coding Specialist or Medical Office Assistant) exam

### Medical Office Professional (A.A.S.)

**Length of program:** 17.5 months (70 weeks)  
**Contact hours:** 1235 hours, 66 credits  
**Tuition or fees:** \$25,392.52  
**Credential offered:** A.A.S. degree

## Concorde Career College - continued

**Program Description:** Equips students with sufficient theoretical knowledge and specialized skills for entry level administrative positions in allied health. In addition, the program aims to guide the student in developing proficiency, empathy, and accurate technique while learning to interact professionally with physicians, coworkers, and patients. The program of study includes computer applications, medical record management, telephone techniques, financial record management, financial operations, coding and billing and public relations.

**Note:** Graduates are eligible to take the National Center for Competency Testing (NCCT for Insurance and Coding Specialist or Medical Office Assistant) exam

### **Dental Assisting (A.A.S.)**

**Length of program:** 17.5 months (72 weeks)

**Contact hours:** 1295 hours, 64.11 credits

**Tuition or fees:** \$25,232.82

**Credential offered:** A.A.S. degree

**Program Description:** Prepares students with theoretical knowledge and practical skills to perform efficiently in the professional capacity in an entry level position. The program includes courses covering management skills, appointment scheduling, laboratory procedures, exposing and processing dental x-rays, infection control, OSHA compliance, maintenance of patient records, chairside assistance, instructing patients in proper oral hygiene, and assisting in the selection, placement, and removal of rubber dam, sutures, and periodontal packs.

**Note:** Graduates are eligible to take the Dental Assisting National Boards

### **Dental Assisting**

**Length of program:** 8 months (32 weeks)

**Contact hours:** 800 hours, 31.11 credits

**Tuition or fees:** \$15,165.52

**Credential offered:** Diploma

**Program Description:** Prepares students with theoretical knowledge and practical skills needed to perform efficiently in the professional capacity in an entry level position. The program includes courses covering management skills, appointment scheduling, laboratory procedures, exposing and processing dental x-rays, infection control, OSHA compliance, maintenance of patient records, chairside assistance, instructing patients in proper oral hygiene, and assisting in the selection, placement, and removal of rubber dam, sutures, and periodontal packs.

**Note:** Graduates are eligible to take the Dental Assisting National Boards

### **Surgical Technology**

**Length of program:** 12 months (48 weeks)

**Contact hours:** 1440 hours, 50.5 credits

**Tuition or fees:** \$25,744.43

**Credential offered:** Diploma

## Concorde Career College - continued

**Program Description:** The program is designed to prepare graduates with the basic knowledge and fundamental practical/professional skills needed for employment as entry-level generalist in the field. Students learn that the surgical technologist is a highly skilled and knowledgeable allied health professional who, as an essential member of the surgical team, works with surgeons, anesthesia providers, OR nurses, and other professionals in providing safe care to the surgical patient. Students learn professional duties including aseptic technique, OR environment safety, equipment set-up, instrumentation, preparing medications, and directly assisting surgeons in the safe and effective conduct of both major and minor surgical procedures in a variety of surgical settings through the three phases of surgical patient care: preoperative, intraoperative and post-operative.

Note: Graduates are eligible to sit for the National Certification Exam offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

### Dental Hygiene

**Length of program:** 17.5 months (70 weeks)  
**Contact hours:** 1,810 hours, 88.5 credits  
**Tuition or fees:** \$54,300.78  
**Credential offered:** A.A.S. degree

**Program Description:** The purpose of this program is to provide a supportive learning environment in which the student acquires theoretical knowledge, technical skills, and professional attributes necessary to qualify for licensure as a Registered Dental Hygienist and entry-level employment as a Dental Hygienist.

Note: Graduates will be eligible to sit for the National Board Dental Hygiene Examination.

### Patient Care Assistant **(PROGRAM NO LONGER OFFERED per Provider)**

**Length of program:** 5.75 months (23 weeks)  
**Contact hours:** 488 hours, credits 19.64 hours  
**Tuition or fees:** \$6,424.16  
**Credential offered:** Diploma

**Program Description:** Equips students with the skills and theoretical knowledge to be successful in an entry-level position as a patient care assistant.

**Note:** Graduates are eligible to take the State Certified Nursing Assistant

**\*\* If you select a degree (AAS) program, you must complete the diploma program and the degree program before graduating. The degree program is an additional 48 weeks to the corresponding diploma program. (Where additional credit hours are indicated, Graduates are awarded an A.A.S. Degree).**

# Daughters of Zion (William & Johnson Career College)

## LWIA 13-Training Providers and Resources

**Address:** 4400 Hickory Hill Rd  
Memphis, TN 38141

**Contact:** Natalee Peart, Coordinator

**Phone:** (901) 590-1166 Fax (901) 205-0650

**Website:** info@williamandjohnson.com

### **Training Programs:**

#### Nursing Assistant

**Length of program:** 3 weeks and 5 weeks

**Contact hours:** 91 hours

**Tuition or fees:** \$2,500.00

**Credential offered:** Eligibility to take the Tennessee Nursing Assistant Licensing Test

**Program Description:** William and Johnson Career College offers a Nursing Assistant certificate program with both day and night classes. It is the mission of the Nursing Assistant Program to provide the highest quality academic and technical education to prepare students for employment as nursing assistants in long-term care facilities. The objective of the program is to ensure that graduates are prepared and eligible to sit for the State of Tennessee Certified Nursing Assistant examination.

# Driver Training, LLC DBA

(Approved 10/07/08)

## LWIA 13 -Training Providers and Resources

**Address:** 119 E.L. Morgan Drive

Jackson, TN 38305

**Contact:** Jeff Hardin

**Phone:** 713-423-88822 or 1-800-423-8820

**Email:** <http://www.drive-train.org>

### Training Programs:

#### **Commercial Vehicle Driver's Course/Certificate**

**Length of Training:** 14 days

**Contact hours:** 150 hours

**Tuition or fees:** \$4,950.00

**Program Description:** Drive Train provides the opportunity for students to increase their knowledge by providing a course of instruction in Truck Driver Training. Drive Train offers 14 days of training by licensed instructors using up to date equipment. Thirty percent of training will be classroom and seventy percent consist of field and road training.

Job placement assistance is also provided for completers.

**Pre-requisites:** Students will be required to successfully complete drug testing, physical testing and other test required by the training agency and the Career Center system prior to enrollment. See school for additional details.

Note: Graduates are eligible to take the Commercial Drivers License exam.

# Health-Tech Institute of Memphis

(Approved 9/5/00)

## LWIA 13 -Training Providers and Resources

**Address:** 571 Vance Avenue  
Memphis, TN 38126  
**Contact:** Ronald Washington, Dean of Business Affairs  
**Phone:** (901) 529-9007 Fax (901) 529-1200  
**Email:** [rwashington@htimphs.com](mailto:rwashington@htimphs.com)

### **Training Programs:**

**Pre-requisites:** High School Diploma; GED by national or state Department of Education; TABE Test (above 8th grade level Reading and Applied Math); and HESI Admission Assessment (conducted by HTIM staff)

### Health Information Management

**Length of program:** 36 weeks  
**Contact hours:** 350 hours  
**Tuition or fees:** \$4,000.00 (Includes books materials, uniforms, and test fees)  
**Credential offered:** Diploma

**Program Description:** (Successful graduates will be eligible to take the national certification exam.) Health Information Technicians (HIT) ensures the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems. They may also use computer applications to assemble and analyze patient data for the purpose of improving patient care and/or controlling costs; Specialize in coding diagnoses and procedures in patient records for reimbursement and research. HIT serve as cancer registrars, compiling and maintaining data on cancer patient's records for reimbursement and research. With experience, the diploma holds solid potential for advancement to management positions, especially if it is combined with a bachelor's degree.

**Note:** Program prepares graduate to take the American Health Information Management Association (AHIMA) certification of Certified Coding Specialist (CCS) and the American Association of Healthcare Administrative Management (AAHAM) certification of Certified Revenue Cycle Professional (CRCP) – certification given on site.

### Certified Medical Assistant

**Length of Program:** 9 Months  
**Contact hours:** 500 hours  
**Tuition:** \$4,000.00 (includes books, supplies, testing fees, and uniforms)  
**Credential:** Diploma



## Health-Tech Institute of Memphis - continued

**Program Description:** The Medical Assistant Program offered by Health-Tech Institution of Memphis is designed to prepare students for the growing demand field of qualified healthcare professionals. Medical Assistants performed administrative and certain clinical duties under the direction of a physician.

Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by a physician.

The certification examination is offered by the National Healthcareer Association (NHA). Certification testing is conducted on-site at 571 Vance Avenue, Memphis, TN 38126. The certification offered is the Certified Clinical Medical Assistant (CCMA). Students enrolled in this program will also receive certification testing by the American Association of Healthcare Administrative Management (AAHAM) for the Certified Revenue Cycle Specialist (CRCS). The certification has an institutional program track (hospitals, skilled nursing facilities) and an outpatient program track (doctor's office, clinics, emergency rooms). Students may choose either certification tract based on employment desire.

### **Office Administration**

**Length of Program:** 9 Months

**Contact hours:** 500 hours

**Tuition:** \$4,000.00 (includes books, supplies, testing fees, and uniforms)

**Credential:** Diploma

**Program Descriptions:** The Office Administration Program offered by Health-Tech Institute of Memphis is designed to prepare students for the growing demand field of Office Administrative Support personnel. Office Administrative Support personnel is founded in every working environment today. Office Administrative Support personnel are responsible for overseeing day-to-day operations such as human resources, payroll, customer service, accounting, and computer technology.

The roles of and Office Administrative Support person vary from employer to employer, however the importance for qualified individuals to handle the duties of an Office Administrative Support is universal. Students will receive a diploma/certification of completion in a curriculum of computer, accounting, and oral/written communication.

The training program is designed, with practical work experience for the student, to provide the necessary ladder to management positions within an organization.

Students will receive three (3) computer technology certifications. They are Microsoft Office Specialists Certifications of Word 2010, Excel 2010, and PowerPoint 2010. Each of these certifications is universally required for 90% of all Office Administrative positions.

Also, student will receive certification in accounting offered by the American Institute of Professional Bookkeepers. This certification signifies competencies in six areas of accounting including:

- Payroll
- Adjusting Entries
- Corrections of Accounting Errors

## Health-Tech Institute of Memphis - continued

- Depreciation
- Inventory
- Ethics

Students may take the test at any time after fees have been paid. Tests are local at any of the Prometric Test Centers. MicroSoft certification is on-site.

### **Pharmacy Technician**

**Length of Program:** 36 weeks

**Contact hours:** 500 hours

**Tuition:** \$4,000.00 (includes books, supplies, testing fees, and uniforms)

**Credential:** Diploma

Program Description: This course reviews the contributions made by nations of the world to the practice of pharmacy, past and present. The course reviews the role of professional pharmacy organizations, past and present, in improving the practice of pharmacy and the role of the pharmacy personnel. Students also learn about new drug procurement. Course material includes the types of sites that currently employ pharmacy technicians, including an analysis of the role of pharmacy technicians in various job settings. Current trends that can affect the future direction for pharmacy technicians, including national certification, are also discussed.

The certification examination is offered by the National Healthcareer Association (NHA). Certification testing is conducted on-site at 571 Vance Avenue, Memphis, TN 38126. The certification offered is the Certified Pharmacy Technician (CPhT).

**Bookkeeping (PROGRAM NO LONGER OFFERED per Provider)**

**Computer Operations Training (PROGRAM NO LONGER OFFERED per Provider)**

# Lab Four Career Training Center

(Approved January 29, 2009)

## LWIA 13-Training Providers and Resources

**Address:** 6154 Macon Road  
Memphis, TN 38134  
Tony Okhiria, Director  
**Contact:** Stephanie Okhiria, Student Services  
**Phone:** (901) 261-1111, Fax: (901) 261-1155  
**Website:** www.labfour.com

### **Training Programs:**

#### Introduction to Medical Terminology

**Length of program:** 12 weeks  
**Contact hours:** 72 hours  
**Tuition or fees:** \$3,850.00  
**Credential offered:** Certificate

**Program Description:** Students gain a working knowledge of medical terminology and the ability to transcribe medical reports, learning the skills they need to obtain an entry-level position as a medical transcription in 12 weeks.

#### Business Operations Professional

**Length of program:** 12 weeks  
**Contact hours:** 72 hours  
**Tuition or fees:** \$3,925.00  
**Credential offered:** Certificate

**Program Description:** This nationally recognized Administrative Professional with Microsoft Office Specialist course and training program teaches the skills that students must acquire to be successful as an Administrative Professional using the Microsoft Office suite of programs. Students receive training on the most popular Microsoft Office 2003 and 2007 programs including Word, Excel, Power Point, and Outlook. An introduction to QuickBooks is also provided.

#### Microsoft IT Professional

**Length of program:** 12 weeks  
**Contact hours:** 72 hours  
**Tuition or fees:** \$4,050.00  
**Credential offered:** Certificate

**Program Description:** The twelve-week course provides individuals who are new to Microsoft Windows Vista and Windows 7 with the knowledge and skills necessary to troubleshoot basic problems end users will face while running Microsoft Windows Vista Professional in an Active Directory network environment, or Windows Vista Home edition in a workgroup environment. This twelve-week course is designed to provide entry level Desktop Support Technician with the background, knowledge and basic skills needed to function effectively on the job. At the end of the comprehensive orientation, each student will be able to work as a Desktop Support Technician, Helpdesk, Technician, and Technical support Specialist.

## Lab Four Career Training Center- continued

### Cabling Specialist

**Length of program:** 12 weeks  
**Contact hours:** 72 hours  
**Tuition or fees:** \$4,500.00  
**Credential offered:** Certificate

**Program Description:** Students gain hands-on knowledge and ability to successfully conduct site surveys, pull wire/cable and terminate and test copper to the highest level of specification (currently Category 6). The program offers core skills training to meet the diverse needs of the telecommunications cabling industry in 12 weeks.

### Cisco Certified Network Associate

**Length of program:** 12 weeks  
**Contact hours:** 72 hours  
**Tuition or fees:** \$4,000.00  
**Credential offered:** Certificate of Completion

**Program Description:** Cisco Certified Network Associate Training Program provides students with the essential knowledge to install, configure, and operate simple routed LANs and WANs and obtain Cisco® CCNA® certification training. The Learner will gain knowledge of switched LAN Emulation networks made up of Cisco® equipment.

### Desktop Support Specialist

**Length of program:** 12 weeks  
**Contact hours:** 72 hours  
**Tuition or fees:** \$3,275.00  
**Credential offered:** Certificate of Completion

**Program Description:** This essentials module provides students with the knowledge of basic hardware, operating systems, BIOS systems, trouble-shooting Windows Vista, networking, configuration techniques, and elements of security and soft skills.

### Medical Office Assistant

**Length of program:** 12 weeks  
**Contact hours:** 72 hours  
**Tuition or fees:** \$4,000.00  
**Credential offered:** Certificate of Completion

**Program Description:** In this course, students gain quality training on a number of topics important in the medical assistant profession including: Medical Terminology, Legal documents and HIPAA, Appointments and reports, Records Management, Diagnostic tests and procedures, Health insurance, and finding employment as a medical office assistant.

### Network + Training

**Length of program:** 12 weeks  
**Contact hours:** 72 hours  
**Tuition or fees:** \$3,760.00  
**Credential offered:** Certificate of Completion

## Lab Four Career Training Center- continued

**Program Description:** In this course, students will gain the ability to implement and administer a network operating system in an environment that has the following characteristics: network services and resources such as messaging, a database, file and print, a proxy server, a firewall, the Internet, an intranet, remote access, and client computer management; and connectivity requirements such as connecting branch offices and individual users in remote locations to the corporate network and connecting corporate networks to the Internet.

### Weatherization Auditor

**Length of program:** 12 weeks

**Contact hours:** 72 hours

**Tuition or fees:** \$2,950.00

**Credential offered:** Certificate of Completion

**Program Description:** Students will learn efficient use of diagnostic tools, sound knowledge of residential energy use, the ability to thoroughly develop a weatherization diagnostic plan, an understanding of wattage and BPI, knowledge of heating and cooling systems, and through knowledge of a residential structure and building materials.

### Certified Billing and Coding Specialist

**Length of program:** 12 weeks

**Contact hours:** 120 hours

**Tuition or fees:** \$3,720.00

**Credential offered:** Certificate

**Program Description:** Students will learn to translate patient information into alpha-numeric medical code and transfer coded information between healthcare providers and insurance companies to ensure proper payment. They will also learn the proper procedures for the handling of confidential patient information, and the basics of health insurance. This is a twelve-week course.

# **L'Ecole Culinaire**

(Approved 6/23/10)

## **LWIA 13-Training Providers and Resources**

**Address:** 1245 N. Germantown Parkway  
Cordova, TN38106

**Contact:** Richards A. Zurburg

**Phone:** (901) 754-7115

**Website:** www.lecoleculinaire.com

### **Training Programs:**

#### **Culinary Essentials**

**Length of program:** 14 months

**Contact hours:** 1440 hours

**Tuition or fees:** \$25,200.00

**Credential offered:** Diploma

#### **Culinary Arts**

**Length of program:** 21 months

**Contact hours:** 2280 hours

**Tuition or fees:** \$37,800.00

**Credential offered:** Associate Of Occupational Studies

## LWIA 13-Training Providers and Resources

**Address:** 807 Walker Avenue  
Memphis, Tennessee 38126

**Contact:** Darfeis Williams  
Johnny B. Watson, President

**Phone:** (901) 435-1474 or Fax (901) 942-9889

**Email:** [Darfeis.Williams@loc.edu](mailto:Darfeis.Williams@loc.edu)

**Training Programs:** (Tuition includes all costs for books, etc. for both programs)

**Pre-requisites:** Students are required to have met a minimum of 45 semester hours, which include college core requirements, before entering the accelerated degree program (ADCP). Credits earned should be sanctioned by an accredited post-secondary program. Students should be 25 years of age or older and have worked continuously in a full-time position for a minimum of three years.

## Accelerated Degree in Finance (PROGRAM NO LONGER OFFERED per Provider)

### Accelerated Degree Completion Program- Management

**Length of program:** 18 months (3 semesters)

**Contact hours:** 272 hours

**Tuition or fees:** \$16,245.00

**Credential offered:** Bachelor of Business (BBA)

**Program Description:** Provides a non-traditional learning environment designed for adults to complete a bachelor's degree by attending class one night a week or Saturdays. The program is conveniently scheduled for the working adult. Knowledge and skills learned in class can be applied to the student's workplace from the beginning of the first class.

Student will experience significant improvement in their communication skills, leadership abilities, and decision-making skills. This program will provide each student with a solid foundation for further career development.

Program faculty members possess solid academic backgrounds and extensive practical work experience in business, government, and consulting. This blending of experience and education enable instructors to apply the theories and concepts of business to real issues faced in today's workplace. Careful attention is taken to select faculty members who understand the special needs of the mature learner.

### Special Education Major (B.S.)

Characteristics of Children and Youth with Mild Disabilities (3) This course incorporates the study of etiology, characteristics and types of exceptional learners. Behavioral, emotional, physical, receptive and expressive learning modalities and characteristics are examined. A survey of administrative instructional arrangements and learning environment will be examined along with a review of research findings and literature supporting the education of exceptional children (Prerequisite: Admission to Teacher education Program, EDUC 224)

## LeMoyne - Owen College – continued

### Computer Science, major (B.S.) and minor

#### Requirements for the Major

The computer science major is designed as a two-track major. Those students who prefer to follow the first track are required to take a total of 45 semester hours of computer science courses (33 semester hours in specified courses and 12 hours of computer science courses as electives). In addition, 25 semester hours of related courses are required. After successful completion of these courses and all other graduation requirements, they will receive a degree in Computer Science.

Those students who opt to follow the second track are required to take all the computer science courses. In addition, instead of taking related courses in mathematics and physics, they will take additional courses. A student will receive a degree in Computer Science with concentration in business.

#### Training Programs:

Programs	Cost	Length	Credit hours	Credential
<b>Biological &amp; Biomedical Sciences</b>	<b>\$436 per hr.</b>	<b>4 yrs.</b>	<b>Min. 120</b>	<b>B.S.</b>
<b>Business Management, Marketing &amp; Related Skills</b>	<b>\$436 per hr.</b>	<b>4 yrs.</b>	<b>Min. 120</b>	<b>B.B.A.</b>
<b>Communications, Journalism &amp; Related Skills</b>	<b>\$436 per hr.</b>	<b>4 yrs.</b>	<b>Min. 120</b>	<b>B.A.</b>
<b>Computer &amp; Information Sciences &amp; Support Services</b>	<b>\$436 per hr.</b>	<b>4 yrs.</b>	<b>Min. 120</b>	<b>B.S.</b>
<b>Education</b>	<b>\$436 per hr.</b>	<b>4 yrs.</b>	<b>Min. 120</b>	<b>B.S.</b>
<b>Mathematics &amp; Statistics</b>	<b>\$436 per hr.</b>	<b>4 yrs.</b>	<b>Min. 120</b>	<b>B.S.</b>
<b>Multi/Interdisciplinary Studies</b>	<b>\$436 per hr.</b>	<b>4 yrs.</b>	<b>Min. 120</b>	<b>N/A</b>
<b>Protective Services</b>	<b>\$436 per hr.</b>	<b>4 yrs.</b>	<b>Min. 120</b>	<b>B.A.</b>
<b>Public Administration &amp; Services</b>	<b>\$436 per hr.</b>	<b>4 yrs.</b>	<b>Min. 120</b>	<b>B.A.</b>
<b>Social Sciences</b>	<b>\$436 per hr.</b>	<b>4 yrs.</b>	<b>Min. 120</b>	<b>B.A.</b>
<b>Visual &amp; Performing Arts</b>	<b>\$436 per hr.</b>	<b>4 yrs.</b>	<b>Min. 120</b>	<b>B.A.</b>
<b>Special Education Major (B.S.)</b>	<b>\$436 per hr.</b>	<b>4 yrs.</b>	<b>Min. 120</b>	<b>B.S.</b>
<b>Computer Science, Major (B.S.)</b>	<b>\$436 per hr.</b>	<b>4 yrs.</b>	<b>Min. 120</b>	<b>B.S.</b>
<b>Criminal Justice (Division of Social and Behavioral Science)</b>	<b>\$436 per hr.</b>	<b>4 yrs.</b>	<b>Min. 120</b>	<b>B.A.</b>
<b>Business Management, Finance, Accounting and Supply Chain Management</b>	<b>\$436 per hr.</b>	<b>4 yrs.</b>	<b>Min. 120</b>	<b>BBA</b>
<b>ADCP Business Management, optional Supply Chain Mgmt./Finance</b>	<b>\$436 per hr.</b>	<b>18 months</b>	<b>Min 120</b>	<b>BBA</b>

The amount for classes is **\$436 per hour**. A student reaches full time status with hours ranging from 12 – 17 hours and the charge is **\$5320 per semester**.



# Memphis Academy of National Nursing Assistants (MANNA)

## LWIA 13-Training Providers and Resources

**Address:** 175 East Brooks Road  
Memphis, TN 38109  
**Contact:** Joyce Smith  
**Phone:** (901) 598-3000 Fax (901) 332-1330  
**Website:** None

### **Training Programs:**

#### **Certified Nursing Assistant**

**Length of program:** 4 weeks  
**Contact hours:** 80 hours  
**Tuition or fees:** \$1,200.00  
**Credential offered:** State Certification

**Program Description:** This course prepares a person to work as a nursing assistant. The course presents basic nursing assistant principals and skills with an emphasis on care of the elderly client. Opportunities are provided for practice and demonstration of skills in the laboratory related to client care. Students will participate in clinical experience at health care agencies. Satisfactory completion of the course entitles the student to take a competency exam to become certified in the state of Tennessee.

# Memphis Urban League

(Approved 9/6/00)

## **LWIA 13-Training Providers and Resources**

**Address:** 413 North Cleveland  
Memphis, TN 38104

**Contact:** Brack Henderson, COO (Chief Operations Officer)

**Phone:** (901) 272-2491 Fax (901) 278-3602

Tonja Sesley Baymon, President/CEO

Otha R. Johnson, Executive Assistant to President/CEO

**Website:** [www.memphisul.org](http://www.memphisul.org)

**Email:** [ojohnson@memphisul.org](mailto:ojohnson@memphisul.org)

### **Training Programs:**

#### **Administrative Professional w/Microsoft Office Specialist**

**Length of Programs:** 12 weeks

**Contact hours:** 72 hours

**Tuition or fees:** \$2,950.00

**Credential offered:** Certificate

**Program Description:** Computer Training program offering the basic computer skills needed to operate in today's workforce. Program includes Computer Literacy, Microsoft Word, Microsoft Outlook, and Exploring the Internet.

#### **Intermediate Computer Operations**

**Length of programs:** 10 weeks

**Contact hours:** 262.5 hours

**Tuition or fees:** \$2,632.57 (Includes all costs for materials, etc.)

**Credential offered:** Certificate

**Program Description:** Comprehensive program offering training in Microsoft office applications, (word, access, excel and power point), workplace behavior, business communication and job readiness.

**Note:** Basic computer training & job readiness training required.

**Workforce Development & Training (Medical Office Technology) (PROGRAM NO LONGER OFFERED per Provider)**

# National College of Business & Technology- Bartlett

(Approved 11/20/07)

## **LWIA 13 -Training Providers and Resources**

**Address:** 5760 Stage Rd., Bartlett, TN 38134  
**Contact:** Sammie Hawkins, Career Center Director  
**Phone:** (901) 213-1681, Fax: (901) 213-4306  
**E-mail:** lwilliford@national-college.edu  
**Contact:** Rise' Reading, Community Resource Coordinator

### **Training Programs:**

#### **Accounting/Diploma**

**Length of program:** 50 weeks  
**Contact hours:** 645 hours  
**Tuition or Fees:** \$19,195.00  
**Credential offered:** Diploma

**Program Description:** This accounting program is both practical and comprehensive. The Accounting diploma program is designed to meet the need for training in fundamental business practices with an emphasis on general accounting and business principles. This program gives the graduate the training that is needed to take the first step into an entry level position, as well as the background necessary to grow professionally.

#### **Business Administration/Diploma**

**Length of program:** 40 weeks  
**Contact hours:** 525 hours  
**Tuition or Fees:** \$15,376.00  
**Credential offered:** Diploma

**Program Description:** The Business Administration Program is intended to provide a student with a fundamental knowledge of business principles and practices. The student receives training in both theoretical concepts and the application of those concepts to business specific situations. This program gives the graduate the training needed to take the first step into an entry level position, as well as the background necessary to grow professionally.

#### **Medical Office Specialist/Diploma**

**Length of program:** 50 weeks  
**Contact hours:** 690 hours  
**Tuition or fees:** \$19,195.00  
**Credential offered.** Diploma

**Program Description:** A graduate from this program has acquired the skills necessary to greet patients, do medical accounting, correspond, file, maintain schedules, organize paperwork, schedule patients and manage the day- to day operations of a physician's office. In addition to the principal course of study, students in this program will receive a background in computers and business math.

## National College of Business & Technology- Bartlett- continued

### **Business Administration - Accounting/AAS**

**Length of program:** 80 weeks

**Contact hours:** 965 hours

**Tuition or fees:** \$30,652.00

**Credential offered:** Associate of Applied Science

**Program Description:** This program is designed to train junior executive and professional accountants in both public and private practice. A graduate of this field will have skills in the technical subjects of accounting and taxation while also being capable of grasping a range of problems in the field of business. In addition to the principal course of study, students in this program will receive a background in computers, business organization and business law. This program gives the graduate the training that is needed to take the first step into an entry level position, and the background necessary to grow professionally.

### **Business Administration - Management/AAS**

**Length of program:** 80 weeks

**Contact hours:** 980 hours

**Tuition or fees:** \$30,652.00

**Credential offered:** Associate of Applied Science

**Program Description:** This degree program provides the student with a broad management background that cuts across the various functional areas of business (Accounting, Human Resources, Marketing and Technology). In addition to the principal course of study, students in this program will receive a background in computers, business organization, business law, human resource management and oral communications. This program gives the graduate the training that is needed to take the first step into an entry level position, as well as the background necessary to grow professionally.

### **Health Information Technology**

**Length of program:** 80 weeks

**Contact hours:** 1145 hours

**Tuition or fees:** \$31,191.00

**Credential offered:** Associate of Applied Science

**Program Description:** A graduate from the Health Information program will acquire the skills necessary to compile organize, analyze, evaluate and secure information for the healthcare industry while encompassing the disciplines of medicine, information management and computer technology. The Health Information Technology associate degree program is accredited by the Commission for Health Information Management Education (CAHIIM). (Check with the Campus Director for the accreditation status). Graduates of the accredited programs are eligible to sit for the Registered Health Information Technician (RHIT) exam. In addition to the principal course of study, students in the program will receive a background in computers and oral communications.

### **Medical Assisting/AAS**

**Length of program:** 80 weeks

**Contact hours:** 1170 hours

**Tuition or fees:** \$30,867.00

**Credential offered:** Associate of Applied Science

## National College of Business & Technology- Bartlett- continued

**Program Description:** The Medical Assisting program prepares graduates for a wide degree of day-to-day challenges. Courses in this program include: Clinical and administrative medical assisting, strong backgrounds in medical terminology and anatomy, computer concepts, introduction to pharmacology and an on-site 160-hour externship in an ambulatory health care setting. The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) ([www.caahep.org](http://www.caahep.org)) on recommendation of the Curriculum Review Board (CRB) of the American Association of Medical Assistants Endowment. CAAHEP is located at 35 E. Wacker Drive, Suite 1970, Chicago, IL 60601 and

can be reached at 312-553-9355. All graduates of CAAHEP accredited medical assisting programs are eligible to sit for the Certified Medical Assisting (CMA) or Registered Medical Assistant (RMA) exam(s). Check with your campus director for the accreditation status of the program and availability of the campus to host the examinations(s).

### **Pharmacy Technician/AAS**

**Length of program: 80 weeks**

**Contact hours: 1165 hours**

**Tuition or fees: \$30,901.00**

**Credential offered:** Associate of Applied Science

**Program Description:** The Pharmacy Technician program is designed to prepare students to gain employment as a pharmacy Technician. A pharmacy technician support and assist the licensed pharmacist with ordering, stocking and packaging prescription and over-the-counter medicines. Other duties may include inventory control, maintaining records, preparing labels and processing insurance claims. Graduates are eligible to sit for the Certified Pharmacy Technician (CPHT) exam offered by the Pharmacy Technician Certification Board (PTCB).

### **Office Technology Professional/AAS**

**Length of program: 80 weeks**

**Contact hours: 1065 hours**

**Tuition or fees: \$30,652.00 (Exceeds 4,000.00 Cap)**

**Credential offered:** Associate of Applied Science

**Program Description:** The Office Technology Professional degree program consists of a core of administrative courses designed to develop the office skills employers require in a wide variety of modern office environments including desktop applications and web design skills utilizing HTML and JavaScript. In this program students acquire hands-on training with skills in managing time, paper, and people.

In addition to the principal course of study, students in this program will receive a background in accounting, business and human resource management, general office procedures, business math, and oral and written communications.

The coursework in this program can prepare students to sit for the Microsoft Office Specialist (MOS) exam. Earning the designation of a certified Microsoft Office Specialist can help graduates stand out in today's competitive job market and broaden their employment opportunities by displaying advanced skills.

## National College of Business & Technology- Bartlett- continued

### Systems and User Support/Diploma

**Length of program:** 40 weeks  
**Contact hours:** 575 hours  
**Tuition or fees:** \$15,376.00  
**Credential offered:** Diploma

**Program Description:** The Systems and User Support program is designed to train students to be knowledgeable in supporting users and applications software, and in resolving issues that involve interaction between the client and server platforms, as well as the network. Graduates leave this program equipped with the knowledge and skills necessary to solve user issues that may arise from the client operating system and applications software, the server and domain of which the client is a member, the network infrastructure, and Active Directory (group memberships/permissions, and application of group policies).

The coursework in this program can help students prepare to sit for the Microsoft Certified Systems (MCSE) examination.

### Logistics/Supply Chain Management (PROGRAM NO LONGER OFFERED per Provider)

**Length of program:** 88 weeks  
**Contact hours:** 1089 hours  
**Tuition or fees:** \$20,352.00  
**Credential offered:** Associate of Applied Science

**Program Description:** This program will provide students with the skills needed for logistics, materials management and supply chain management. The main functions of a logistics manager include purchasing, transport, warehousing and the organizing and planning of these activities. Logistics managers combine a general knowledge of each of these functions so that there is coordination of resources in an organization. The student will learn the two different forms of logistics. One optimizes a steady flow of material through a network of transport links and storage nodes. The other coordinates a sequence of resources to carry out some projects.

# National College of Business & Technology- Memphis

(Approved 9/13/06)

## LWIA 13 -Training Providers and Resources

**Address:** 2576 Thousand Oaks Cove  
Memphis, TN 38118  
**Contact:** Noel V. Denney, Campus Director  
**Phone:** (901) 363-9046 Fax: (901) 566-1806  
**E-mail:** nvdenney@national-college.edu

### **Training Programs:**

#### Accounting/Diploma

**Length of program:** 50 weeks  
**Contact hours:** 645 hours  
**Tuition or Fees:** \$19,195.00  
**Credential offered:** Diploma

**Program Description:** This accounting program is both practical and comprehensive. The Accounting diploma program is designed to meet the need for training in fundamental business practices with an emphasis on general accounting and business principles. This program gives the graduate the training that is needed to take the first step into an entry level position, as well as the background necessary to grow professionally.

#### Accounting Office Assistant

**Length of program:** 30 weeks  
**Contract hours:** 405 hours  
**Tuition or fees:** \$11,557.00  
**Credential offered:** Diploma

**Program Description:** This program will provide focused skills training and education for entry-level career opportunities requiring basic proficiency in accounting skills including simple ledger, accounts payable, accounts receivable, and payroll responsibilities that will be appealing to business and other organizations. This program will provide the foundation necessary to place graduates in entry-level accounting positions, such a bookkeeper, accounting clerk, payroll clear, etc.

#### Business Administration/Diploma

**Length of program:** 40 weeks  
**Contact hours:** 525 hours  
**Tuition or Fees:** \$15,376.00  
**Credential offered:** Diploma

**Program Description:** The Business Administration Program is intended to provide a student with a fundamental knowledge of business principles and practices. The student receives training in both theoretical concepts and the application of those concepts to business specific situations. This program gives the graduate the training needed to take the first step into an entry level position, as well as the background necessary to grow professionally.

## National College of Business & Technology- Memphis – continued

### **Medical Office Assistant**

**Length of program:** 30 weeks  
**Contact hours:** 420 hours  
**Tuition or fees:** \$11,575.00  
**Credential offered:** Diploma

**Program Description:** This program will provide focused skills training and education for entry-level career opportunities requiring basic proficiency in medical office skills, including general office, reception, and telephone responsibilities that will be appealing to medical offices and other organizations. This program will provide the foundation necessary to place graduates in entry-level medical office positions as general clerk, reception, office assistant, etc.

### **Medical Office Specialist/Diploma**

**Length of program:** 50 weeks  
**Contact hours:** 690 hours  
**Tuition or fees:** \$19,195.00  
**Credential offered:** Diploma

**Program Description:** A graduate from this program has acquired the skills necessary to greet patients, do medical accounting, correspond, file, maintain schedules, organize paperwork, schedule patients and manage the day-to-day operations of a physician's office. In addition to the principal course of study, students in this program will receive a background in computers and business math.

### **Business Administration - Accounting/AAS**

**Length of program:** 80 weeks  
**Contact hours:** 965 hours  
**Tuition or fees:** \$30,652.00  
**Credential offered:** Associate of Applied Science

**Program Description:** This program is designed to train junior executive and professional accountants in both public and private practice. A graduate of this field will have skills in the technical subjects of accounting and taxation while also being capable of grasping a range of problems in the field of business. In addition to the principal course of study, students in this program will receive a background in computers, business organization and business law. This program gives the graduate the training that is needed to take the first step into an entry level position, and the background necessary to grow professionally.

### **Business Administration - Management/AAS**

**Length of program:** 80 weeks  
**Contact hours:** 980 hours  
**Tuition or fees:** \$30,652.00  
**Credential offered:** Associate of Applied Science



## National College of Business & Technology- Memphis – continued

**Program Description:** This degree program provides the student with a broad management background that cuts across the various functional areas of business (Accounting, Human Resources, Marketing and Technology). In addition to the principal course of study, students in this program will receive a background in computers, business organization, business law, human resource management and oral communications. This program gives the graduate the training that is needed to take the first step into an entry level position, as well as the background necessary to grow professionally.

### Health Information Technology/AAS

**Length of program:** 80 weeks

**Contact hours:** 1145 hours

**Tuition or fees:** \$31,191.00

**Credential offered:** Associate of Applied Science

**Program Description:** A graduate from the Health Information program will acquire the skills necessary to compile organize, analyze, evaluate and secure information for the healthcare industry while encompassing the disciplines of medicine, information management and computer technology. The Health Information Technology associate degree program is accredited by the Commission for Health information Management Education (CAHIIM). (Check with the Campus Director for the accreditation status). Graduates of the accredited programs are eligible to sit for the Registered Health Information Technician (RHIT) exam. In addition to the principal course of study, students in the program will receive a background in computers and oral communications.

### Medical Assisting/AAS

**Length of program:** 80 weeks

**Contact hours:** 1170 hours

**Tuition or fees:** \$30,867.00

**Credential offered:** Associate of Applied Science

**Program Description:** The Medical Assisting program prepares graduates for a wide degree of day-to-day challenges. Courses in this program include: Clinical and administrative medical assisting, strong backgrounds in medical terminology and anatomy, computer concepts, introduction to pharmacology and an on-site 160-hour externship in an ambulatory health care setting. The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) ([www.caahep.org](http://www.caahep.org)) on recommendation of the Curriculum Review Board (CRB) of the American Association of Medical Assistants Endowment. CAAHEP is located at 35 E. Wacker Drive, Suite 1970, Chicago, IL 60601 and can be reached at 312-553-9355. All graduates of CAAHEP accredited medical assisting programs are eligible to sit for the Certified Medical Assisting (CMA) or Registered Medical Assistant (RMA) exam(s). Check with your campus director for the accreditation status of the program and availability of the campus to host the examinations(s).

## National College of Business & Technology- Memphis -continued

### **Pharmacy Technician/AAS**

**Length of program:** 80 weeks

**Contact hours:** 1165 hours

**Tuition or fees:** \$30,901.00

**Credential offered:** Associate of Applied Science

**Program Description:** The Pharmacy Technician program is designed to prepare students to gain employment as a pharmacy Technician. A pharmacy technician support and assist the licensed pharmacist with ordering, stocking and packaging prescription and over-the-counter medicines. Other duties may include inventory control, maintaining records, preparing labels and processing insurance claims. Graduates are eligible to sit for the Certified Pharmacy Technician (CPHT) exam offered by the Pharmacy Technician Certification Board (PTCB).

### **Surgical Technology/AAS**

**Length of program:** 80 weeks

**Contact hours:** 1310 hours

**Tuition or fees:** \$31,062.00

**Credential offered:** Associate of Applied Science

**Program Description:** The overall objective of the program is for students to gain knowledge of principles of patient preparation and care, learn and demonstrate surgical procedures and operative techniques, learn and demonstrate the use of surgical instruments and equipment and principles of medical and surgical asepsis.

### **Logistics/Supply Chain Mgmt./(AAS)**

**Length of program:** 80 weeks

**Contact hours:** 910 hours

**Tuition or fees:** \$30,652.00

**Credential offered:** Associate of Applied Science

**Program Description:** This program will provide students with the skills needed for logistics, materials management and supply chain management. The main functions of a logistics manager include purchasing, transport, warehousing and the organizing and planning of these activities. The student will learn the two different forms of logistics.

### **Supervisory Management Specialist**

**Length of program:** 30 weeks

**Contact hours:** 375 hours

**Tuition or fees:** \$11,632.00

**Credential offered:** Diploma

**Program Description:** This program will provide focused skills and education for entry-level career opportunities requiring basic proficiency in management and supervisory skills, including lead person, supervisor, foreman, and assistant manager responsibilities that will be appealing to business and other organizations. This program will provide the foundation necessary to place graduates in entry-level positions such as those mentioned above.

## National College of Business & Technology- Memphis - continued

### Office Technology Professional/AAS

**Length of program:** 80 weeks

**Contact hours:** 1065 hours

**Tuition or fees:** \$30,652.00

**Credential offered:** Associate of Applied Science

**Program Description:** The Office Technology Professional degree program consists of a core of administrative courses designed to develop the office skills employers require in a wide variety of modern office environments including desktop applications and web design skills utilizing HTML and JavaScript. In this program students acquire hands-on training with skills in managing time, paper, and people.

In addition to the principal course of study, students in this program will receive a background in accounting, business and human resource management, general office procedures, business math, and oral and written communications.

The coursework in this program can prepare students to sit for the Microsoft Office Specialist (MOS) exam. Earning the designation of a certified Microsoft Office Specialist can help graduates stand out in today's competitive job market and broaden their employment opportunities by displaying advanced skills.

### Computer Applications Technology (PROGRAM NO LONGER OFFERED per Provider)

# New Horizons Computer Learning Center

(Approved 9/17/02)

## **LWIA 13 -Training Providers and Resources**

**Address:** 4775 American Way, Memphis, TN 38118  
**Telephone:** (901) 375-1533 Fax: (901) 375-1766  
**Contact:** Kevin Woods, 328-2173, David Weinstein, President  
Web Site: [www.newhorizons.com](http://www.newhorizons.com)  
**E-Mail:** kwoods@nhmemphis.com

### **Training Programs:**

#### **Microsoft Office User Specialist (MOUS)**

**Length of program:** 1 year  
**Contact hours:** 329 hour  
**Tuition or fees:** \$3,750.00 (Includes tuition, test and books)  
**Credential offered:** Certificate

**Program Description:** Will acquire knowledge in Word, Excel, PowerPoint, Access, and Outlook. Student will also gain access to business skills training courses. Program will include practice exams to assist in passing the certification.

**Note:** Basic, Intermediate, and Advanced Computer training

#### **CISCO**

**Length of program:** 2 weeks  
**Contact hours:** 68 hours  
**Tuition or fees:** \$4,590.00 (Includes tuition, test, and books).  
**Credential offered:** Certificate

**Program Description:** Student will learn to install, configure, operate and troubleshoot a complex routed LAN and Switched Network

**Note:** Graduates are eligible to take the CISCO certification exam

#### **Technical E-Learning**

**Length of program:** 1 year  
**Contact hours:** 518 hours  
**Tuition or fees:** \$3,123.75 (Includes tuition and books). Test fee of \$149.00 is not included in the tuition. Student can choose different certifications that will help to prepare them for in-demand occupations.  
**Credential offered:** Certificate

#### **Program Description:**

Designed for new computer professionals who have support-level knowledge of personal computer (PC) hardware, but needs to expand upon that knowledge to learn the basic skills to set up and support the operating systems that run on PCs.

**Note:** Graduates are eligible to take the Technical E-Learning certification exam

## **New Horizons Computer Learning Center - continued**

### **A+ Computer Training**

**Length of program:** 10 days

**Contact hours:** 70 hour

**Tuition or fees:** \$3,400.00 (Includes tuition, test & books).

**Credential offered:** Certificate

### **Program Description:**

Individual will know how to troubleshoot and repair a PC and will know all components of a system, replace, & upgrade. They will learn how to install & set up a computer operation system and acquire knowledge & skills necessary to administer and run a Client-server Network running Novell, Microsoft, or UNIX.

**Note:** Graduates are eligible to take the A+ certification exam

### **N+ Technician**

**Length of program:** 5 days

**Contact hours:** 35 hours

**Tuition or fees:** \$1,395.00 (Includes tuition & books). Test fee of \$199.00 is not included in the tuition

**Credential offered:** Certificate

### **Program Description:**

This program is designed for the individual who desires to gain practical networking skills while earning industry recognized Certifications. They will learn about PC software and hardware and how both work together in a networked environment.

**Note:** Graduates are eligible to take the N+ certification exam

# Olympic Training Center

## **LWIA 13-Training Providers and Resources**

**Address:** 5425 Mineral Wells Rd.  
Memphis, TN 38141  
**Contact:** Kim Byrd, Educational Director  
**Phone:** (901) 878-2151 Fax (901) 375-1245  
**Email:** [kim.byrd@octitraining.com](mailto:kim.byrd@octitraining.com)  
**Website:** [www.octitraining.com](http://www.octitraining.com)

### **Training Programs:**

#### **Warehousing in the Supply Chain**

**Length of program:** 3 weeks  
**Contact hours:** 120 hours  
**Tuition or fees:** \$2,100  
**Credential offered:** Certification

### **Program Description:**

OCTI logistics warehouse training is uniquely designed to provide the three (3) critical areas to address the needs of logistics employers. Training includes

1. Workplace Ethics – students are taught to treat their workplace like their own, teamwork, positive attitude along with in-depth interviewing and resume preparation.
2. Classroom Logistics Warehouse Training – students are taught logistics warehouse competencies including OSHA safety training, storage systems, inventory systems, order picking process, record systems, inventory counts and security issues.
3. Hands-On Logistics Warehouse Training – students work in an actual production facility and receive hands-on OSHA safety training, lifting techniques and productivity measures. Students receive a three (3) year OSHA complaint forklift certification.

# Private First Class Driving Academy

(Approved 9/13/06)

## **LWIA 13-Training Providers and Resources**

**Address:** 3845 Viscount Avenue, Suite 5  
Memphis, TN 38118  
**Contact:** David E. Jamison, Director  
**Phone:** (901) 326-8460 Fax: (901) 531-8047  
**E-mail:** [pfcda2006@gmail.com](mailto:pfcda2006@gmail.com)  
**Website:** [www.privatefirstclassdrivingacademy.com](http://www.privatefirstclassdrivingacademy.com)

### **Training Programs:**

**Pre-Requisites:** Students will be required to successfully complete drug testing, physical testing and other tests required by the training agency and the Career Center System prior to enrollment. See school for details.

### **Commercial Vehicle Driver's Course/Certificate**

**Length of Training:** 4 weeks and 8 weeks (full-time and part-time)

**Contact hours:** 160 hours

**Tuition or fees:** \$5,000.00 (Tuition includes \$100.00 application fee, books, tools, lab fees, maintenance and technology access fees and other materials as required). All personal items will be the responsibility of the student.

**Credential offered:** Certificate

**Program Description:** There are 160 hours of course work, which includes 3 components of the driver training course: 1) Classroom, 2) Field and Range and 3) Over-the-Road. Classroom instruction covers Federal and State regulations, as well as navigation and logging skills. During field and range training, students learn all gear-shifting and backing skills necessary to pass the CDL exam. Road training is hands on state and interstate highways driving that teaches the student to deal with the driving public and prepares him/her for the CDL practical exam. To graduate from Private First Class Academy, the student must maintain an 80% or better grade average on all components of training.

**Students will train on Freightliners, Yard Trucks, Driving Simulators and 53' Trailers during this four week training program.**

**Note:** Graduates are eligible to take the Commercial Drivers License exam.

# Remington College – Memphis Campus

(Approved 9/27/00)

## LWIA 13-Training Providers

**Address:** 2710 Nonconnah Blvd.  
Memphis, TN 38132  
Dr. Lori May, Campus President  
**Contact:** Lori May, (901) 345-1000  
**Phone:** (901) 345-1000, Fax: (901) 396-8310  
**Email:** [lori.may@remingtoncollege.edu](mailto:lori.may@remingtoncollege.edu)  
**Web site:** [www.remingtoncollege.edu](http://www.remingtoncollege.edu)

**Training Programs: (Tuition includes all costs related to training)**

### Business Office Management

**Length of program:** 72 weeks / 18 months  
**Credit hours:** 96 quarter hours  
**Contact hours:** 1,248 hours  
**Tuition or fees:** \$33,900.00  
**Credential offered:** AAS

**Program Description:** The Program provides training in business related accounting software and various business office computer applications such as Word, Excel, and Access. Students will also be trained in the fundamentals of payroll administration, employee benefits, bookkeeping, accounting, event planning, and coordination.

The objective of this Program is to prepare graduates for entry-level positions, such as general office specialist, bookkeeper, accounting assistant, payroll office clerk, and administrative assistant.

### Criminal Justice

**Length of program:** 72 weeks / 18 months  
**Credit hours:** 96 quarter hours  
**Contact hours:** 1,194 hours  
**Tuition or fees:** \$33,900.00  
**Credential offered:** AAS

**Program Description:** The objective of this Program is to prepare graduates for entry-level positions, such as corrections, loss prevention, and security.

### Computer Network Administration

**Length of program:** 72 weeks / 18 months  
**Credit hours:** 96 quarter hours  
**Contact hours:** 1,248 hours  
**Tuition or fees:** \$33,900.00  
**Credential offered:** AAS



## Remington College - continued

**Program Description:** This Program provides training in computer networking, including how to install, configure, maintain, and support local area networks (LAN), wide area networks (WAN), Internet systems, and wireless configurations that use a diversity of network operating systems. This Program also includes training in fundamental security best practices and a number of Microsoft Active Directory principles, and desktop and server operating systems and applications.

The objective of this Program is to prepare graduates for entry-level positions such as network operator, network operator, network support technician, computer help desk specialist, computer support specialist, and information technology support specialist.

### **Electronics and Computer Technology**

**Length of program:** 72 weeks / 18 months

**Credit hours:** 96 quarter hours

**Contact hours:** 1,248 hours

**Tuition or fees:** \$33,960.00

**Credential offered:** AAS

**Program Description:** The Program provides training in both the fundamentals and advanced theory in electronics, integrated circuits, microprocessors, and computer technology. Training also includes the fundamentals of digital computers and practical experience with test equipment. Laboratory experience is an integral part of the Program.

The objective of this Program is to prepare graduates for entry-level positions, such as computer service technician; electronic laboratory technician; field service engineer; installation technician; electronic technician in the communications, instrumentation, digital and computer electronics; and sales representative in the computer, electronics, electronic office equipment, and micro processing fields.

### **Medical Assisting**

**Length of program:** 32 weeks / 8 months

**Credit hours:** 96 quarter hours

**Contact hours:** 720 hours

**Tuition or fees:** \$15,995.00

**Program Description:** This Program provides training in both administrative and clinical procedures. The objective of this Program is to prepare graduates for entry-level positions, such as medical assistant, clinical or medical administrative assistant, and medical receptionist.

**Note:** Graduates are eligible to take the National Registry of Certified Medical Assisting (NRCMA) exam.

### **Medical Billing and Coding**

**Length of program:** 36 weeks / 9 months

**Credit hours:** 96 quarter hours

**Contact hours:** 720 hours

**Tuition or fees:** \$15,995.00 includes \$125.00 exam fees at completion

**Credential offered:** Diploma

## Remington College – continued

**Program Description:** This program provides training in the basic elements of coding for the healthcare and insurance industries. The curriculum covers medical terminology and abbreviations, computerized medical billing, medical records management, compliance, and coding for medical office applications and hospital applications. The objective of this Program is to prepare graduates for entry-level positions such as insurance billing clerk, medical biller, and collections and billing clerk.

**Note:** Graduates are eligible to take the American Health Information Management Association Exam (AHIMA)

### **Pharmacy Technician**

**Length of program:** 32 weeks / 8 months

**Credit hours:** 96 quarter hours

**Contact hours:** 720 hours

**Tuition or fees:** \$15,995.00

**Credential offered:** Diploma

**Program Description:** This Program provides training in the basic elements of the field of pharmacy such as medical abbreviations, prescription writing and interpretations, drug forms and routes of administration, sterile product mixtures and compounding, as well as aspects of developing relationships between the pharmacist and the pharmacy technician.

The objective of this Program is to prepare graduates for entry-level positions, such as pharmacy technician, pharmacy service representative, outpatient pharmacy technician and inpatient pharmacy technician in work locations, such as retail or mail-order pharmacies, hospitals, nursing homes, and assisted-living facilities.

**Note:** Graduates may be eligible to take the National Pharmacy Technician Certification Exam (PTCB), the Sterile Products Certification exam by the National Pharmacy Technician Association (NPTA).

### **Heating Ventilation and Air Conditioning (PROGRAM NO LONGER OFFERED per Provider)**

# Roadmaster Drivers School of West Memphis, Inc.

(Approval 7/25/06)

## **LWIA 13 - Training Providers and Resources**

**Address:** 2800 East North Service Road  
West Memphis, Arkansas 72301  
**Contact:** Frank Waggener, Director  
**Phone:** (870) 400-4090, Fax: (870) 400-0064  
**Web Site:** <http://www.roadmaster.com>

### **Training Programs:**

**Pre-requisites:** Students will be required to successfully complete drug testing, physical testing and other tests required by the training agency and the Career Center System prior to enrollment. See school for details.

#### **Commercial Truck Driver Heavy (Full-time)**

**Length of program:** 3 weeks  
**Contact hours:** 160 hours  
**Tuition or fees:** \$6,495.00  
**Credential offered:** Certificate

#### **Commercial Truck Driver, (Part-time, nights)**

**Length of program:** 5 weeks  
**Contact hours:** 160 hours  
**Tuition or Fees:** \$6,495.00  
**Credential offered:** Certificate

#### **Commercial Truck Driver, Light**

**Length of program:** 1 week  
**Contact hours:** 40 hours  
**Tuition or fees:** \$1,500.00  
**Credential offered:** Certificate

**Program Description:** Provides a field-driving course, with designed areas for backing, coupling, uncoupling and docking. Training is also provided on city, county and federal highway systems. Roadmaster provides equipment for Commercial Drivers Licensing (CDL) testing. A fleet of late model tractor-trailers are used exclusively for student training. Simulators are used to familiarize students with shifting patterns of different truck transmissions. All equipment is operated under licensing of the State.

There will be no additional charges to the student. All personal items will be the responsibility of the student.

**Note:** Graduates are eligible to take the Commercial Drivers License exam.

# Shelby County Schools Adult Career & Technology Education

(Approved 9/7/00)

- Individual Class Offerings: Class hours are approximately 32-150 hours, depending on the course selected. The costs of individual courses presently range from \$100.00 - \$385.00. Most sessions are eight weeks in length. Some classes are self-paced and may require more than one session to complete certification requirements.
- Fees: Course fees do not include textbooks, supplies, or materials needed.
- **Designing training packages tailored to fit the customers' needs is acceptable since courses used come from the approved program listing.**

## Address: **Messick Adult Careers & Technology**

703 S. Greer  
Memphis, TN 38111

**Contact:** Dorothy Nichols, Lead Instructor  
Principal - Carol Miller

**Phone:** (901) 416-4849 Fax (901) 416-4842

**Website:** www.scsk12.org

**Training Packages** - Certificate(s) are awarded upon completion of requirements for each course. A special "course of study" certificate is awarded when course requirements for a particular program is successfully completed. The courses listed below will train students for the positions described. Pre-requisites for all "courses of study" certificates include: High school graduate, GED or minimum score of level 4 on TABE Test.

### **Pre-requisites:**

\*Type by touch or take keyboarding first

\*\*Computer experience required or Introduction to Computers

\*\*\*Confident in Windows Vista™ Windows 7 or 8® environment or take Computer Applications first

\*\*\*\*Computer Applications and MS Word I & II

### **Customer Service Representative/Receptionist**

**Length of program:** 4-12 months – depends on full or part-time

**Contact hours:** 896 hours

**Tuition or fees:** \$1,110.00 (Tuition - \$3,523.00/Textbooks - \$1,125.00)

**Credential offered:** Certificate

**Courses Required:** Computer Keyboarding, Academic Lab, Filing/Records Management, Introduction to Computers, Employability Skills I & II, Business Communications I, II, III, Internet Basics, MS PowerPoint, MS Access I & II, Personal Finance I & II, Word I & II, Office Procedures I & II, MS Excel I & II, and Customer Service Skills.

Greets, directs visitors, clients and customers. Handles incoming calls, customer questions and performs general administrative duties. Makes appointments, process orders, responds to inquiries, do light typing (30-35 wpm), filing, sorting and distributing mail. May also assist other administrative staff with overflow work, including word processing and data entry.

### **Data Entry Operator/Data Transcriber**

**Length of program:** 10 -12 months – depends on full or part-time

**Contact hours:** 608 hours

**Tuition or fees:** \$3,103.00 (Tuition - \$2,128.00/Textbooks - \$975.00)

**Credential offered:** Certificate

## Messick Adult Careers & Technology – continued

**Courses required:** Computer Keyboarding I & II, Academic lab, 10-Key Electronic Calculator, Filing/Records Management, Introduction to Computers, Business Communications I, & II, MS Word I & II, Office Procedures I & II, Employability Skills I & II, Computer Applications, MS Excel I & II, Data Entry, and Customer Service Skills.

Examines and reviews source documents such as correspondence, statistical tables, inventory, payroll, invoices, tax forms and input information from a variety of sources into a computer database. Prioritizes and batches material for data entry. Completes information analysis for procedures and reports, take customer orders and enter them into a pre-established tracking system.

### **Employability Skills I & II**

**Length of program:** 16 weeks  
**Contact hours:** 64 hours  
**Tuition or fees:** \$ 105.00  
**Credential offered:** Certificate

**Program Description:** This program helps students learn or review basic rules of grammar and sentence structure as well as reinforce correct grammar usage for writing reports and essays, proof reading and using computerized application programs needed for communicating in the business world.

### **General Office Clerk / Administrative Assistant**

**Length of program:** 10 - 12 months – depends on full-time or part-time  
**Contact hours:** 669 hours  
**Tuition or fees:** \$3,111 (Tuition - \$2,341.00/Textbooks - \$770.00)  
**Credential offered:** Certificate

**Courses required:** Computer keyboarding, Academic lab, 10-Key Electronic Calculator Filing/Records Management, Introduction to Computers, Data Entry I & II, Document Formatting I & II, Business Communications I, II, & III, Internet Basics, MS Word I & II, MS Access I or MS PowerPoint I, Personal Finance I & II, MS Excel I & II, Customer Service Skills and Office Procedures I & II.

Perform general secretarial, administrative duties, office support activities, uses word processing, spread sheet and presentation software. Duties may include directing telephone calls, postal mail, e-mail, receiving and directing visitors, filing, faxing, making travel arrangements, meeting arrangements, scheduling appointments, organizing, maintaining paper electronic files, preparing/composing correspondence, calculating data and managing database.

### **Accounting Assistant - Accounts Receivable Clerk, Accounts Payable Clerk or Payroll Clerk**

**Length of program:** 6-12 months - depends on full-time or part-time  
**Contact hours:** 768 hours  
**Tuition or fees:** \$3,773.00 (Tuition - \$2,688.00, Textbooks - \$1,145.00)  
**Credential offered:** Certificate

**Courses required:** Computer Keyboarding, Academic Lab, 0-Key Electronic Calculator, Filing/Records Management, Introduction to Computers, MS Word I & II, QuickBooks, MS Excel I & II, Internet Basics, Business Communications I & II, Internet Basics, Office Procedures I & II, MS PowerPoint, Customer Service Skills, Personal Finance I & II, Principles of Accounting I, II, & III and Accounting Lab.

# Messick Adult Careers & Technology – continued

## Courses In Principal of Accounting I

**Level 1 Introduction** Chapters 1-4 covers starting a proprietorship: changes that affect owner's equity; analyzing transactions into debit and credit parts; journalizing transactions; and posting to a general ledger.

**Level 1 Advanced** Chapters 5-8 covers cash control systems; work sheet for a service business; financial statements for a proprietorship; recording adjusting and closing entries for a service business, and includes some computerized exercises.

## Courses In Principal of Accounting II

**Level 2 Introduction** Chapters 9-12 covers journalizing purchases, sales, cash payments, cash receipts, and memos; posting to general and subsidiary ledgers; and preparing payroll records. This level includes some computerized exercises.

**Level 2 Advanced** Chapters 13-16 covers payroll accounting, taxes and reports; work sheet for a merchandising business; financial statements for a corporation; recording adjusting and closing entries for a corporation; and includes some computerized exercises.

## Courses In Principals of Accounting III

**Level 3 Introduction** Chapters 17-20 covers accounting for uncollectible accounts receivable, accounting for plant assets and depreciation, accounting for inventory, and accounting for notes and interest. This level includes some computerized exercises.

**Level 3 Advanced** Chapters 21-24 covers accounting for accrued revenue and expenses; end-of-fiscal-period work for a corporation; accounting for partnerships; recording international sales and electronic transfers, and includes some computerized exercises.

**Program Description:** Perform general bookkeeping by verifying, allocating, posting transactions, preparing deposits, bank account transactions, deposit monies, receive and process for payment all accounts payable invoices, enter accounting payment-related data into computer, prepare all correspondence using available word processing software, record into journals, post to ledgers, balance books, compile reports, reconcile bank statements using both manual and automated processing, write checks, collect and disseminate daily bank balances, print and disburse periodic general ledger transaction reports to various departments, prepare tax reports, prepare payrolls, order, maintain office supplies, maintain computerized files and records.

### Executive Assistant

**Length of program:** 10-12 months-depends on full or part-time

**Contact hours:** 770 hours

**Tuition or fees:** \$4,097.00 (Tuition - \$2,912.00/Textbooks - \$1,185.00)

**Credential offered:** Certificate

## Messick Adult Careers & Technology – continued

**Courses required:** Computer Keyboarding, Academic lab, 10-Key Electronic Calculator, Filing/Records Management, Internet Basics, Introduction to Computers, Business Communications I, II, III, Customer Services Skills, Data Entry I & II, Internet Basics, MS Word I & II, Employability Skills I & II, MS Publishing I & II, Spanish for Office Professionals I & II, MS Excel I & II, MS Access I & II, Personal Finance I & II, MS PowerPoint I, MS PowerPoint II, Office Procedures I & II.

### Executive Assistant, cont'd

Perform secretarial, administrative duties, possess a working knowledge of MS Word, MS Excel, MS Power Point I, MS Power Point II, MS Access I, MS Access II, prepares written correspondence, reports, memorandums, maintains requisitions, receives and distributes mail, maintains office equipment as needed, schedules meetings, appointments; prepares, compiles and maintains reports and statistical information plus visual presentations. Handle office management matters, provides a variety of supportive services and may supervise other support personnel.

### Executive Assistant with Accounting Emphasis

**Length of program:** 10-18 months - depends on full or part-time

**Contact hours:** 1110 hours

**Tuition or fees:** \$5,710.00 (Tuition - \$3,885.00/Textbooks - \$1,825.00)

**Credential offered:** Certificate

**Courses required:** Computer Keyboarding, Academic Lab, 10-Key Electronic Calculator, Filing/Records Management, Introduction to Computers, Principles of Accounting I, II, & III, Business Communications I, II, III, Customer Service Skill, Data Entry I & II, Internet Basics, MS Word I & II, Personal Finance I & II, MS Excel I & II, MS Access I & II, MS PowerPoint I, MS PowerPoint II, Office Procedures I & II.

Perform secretarial, administrative duties, possess' working knowledge of MS Word, Excel, MS PowerPoint

I, MS PowerPoint II, MS Access I, MS Access II, maintain complete, systematic records of financial transactions, record details of financial transactions in journals and ledgers, maintain subsidiary accounts by verifying, allocating and posting transactions, prepare all deposits/bank account transactions, write receipts, deposit money, collect, disseminate daily bank balances, balance general ledger/subsidiary accounts by reconciling entries, reconcile monthly invoices, prepare any necessary refunds, maintain computerized files and records, check details on documents/ reports and forms, prepare simple summaries of statistical reports, may operate various office equipment, may deliver and pick-up various materials and may have lead worker responsibility over clerical personnel.

### Medical Office Clerk

**Length of program:** 10-12 months - depends on full or part-time

**Contact hours:** 592 hours

**Tuition or fees:** \$2,833.00 (Tuition - \$2,076.00/Textbooks - \$761.00)

**Credential offered:** Certificate

## Messick Adult Careers & Technology – continued

**Courses Required:** Computer Keyboarding I & II, Academic Lab, Filing/Records Management, Internet Basics, Personal Finance I & II, Introduction to Computers, Business Communications I, II, III, Customer Service Skills, MS Word I & II, Medical Terminology, Computers in the Medical Office and Introduction to the Medical Insurance Billing & Coding. Greet patients, visitors, verifies patient information, perform automated appointments, schedule, register patients, maintain patients’ medical charts and receives co-payments for the visit.

### **Medical Office Clerk – (Customized) with Transcription**

**Length of program:** 10-12 months - depends on full or part-time

**Contact hours:** 838 hours

**Tuition or fees:** \$4,518.00 (Tuition – \$2,933.00/Textbooks - \$1,585.00/ Reference books - \$500.00)

**Credential offered:** Certificate

**Courses required:** Students completing these courses will be employable in these areas: insurance claims and billing, medical collections, hospital unit clerk and many other administrative non-invasive positions. Students learn to fill out insurance forms, handle correspondence, schedule appointments and arrange for hospital admission and laboratory services. Students learn about different types of insurance and the importance of coding. The successful Medical Office Clerk must demonstrate confidentiality, ethical, responsible and dependable behavior.

### **Medical Office Clerk – (Customized) with Transcription, cont’d**

Instructional

Course Title	Classroom Hours
Computer Applications I	32 Hours
Computer Applications II	32 Hours
Computer Applications III	32 Hours
Computer Keyboarding I	32 Hours
Computer Keyboarding III	32 Hours
Computer Keyboarding Lab	32 Hours
Introduction to Computers	32 Hours
Business Communications Level I, II, III	32 Hours
Word Processing I	32 Hours
Word Processing II	32 Hours
Microsoft Access I	32 Hours
Microsoft Access II	32 Hours
Microsoft Publisher I	32 Hours
Microsoft Publisher II	32 Hours
MS PowerPoint I	32 Hours
MS PowerPoint II	32 Hours
Access Database	32 Hours
Medical Terminology	64 Hours
Medical Insurance Billing & Coding	150 Hours
Medical Transcription I & II	<u>32 Hours</u>
Internship (Optional)	
<b>Total Classroom Hours</b>	<b>246 Hours</b>

\*(Tuition and Textbook prices are subject to change)

\*\*ICD-10 and HCPCS Level II Reference Books are noted for the Coding courses. See school for actual cost for each.



## Messick Adult Careers & Technology – continued

### Medical Office Assistant – Administrative

**Length of program:** 10-18 months - depends on full or part-time  
**Contact hours:** 1110 hours  
**Tuition or fees:** \$6,115.00 (Tuition - \$3,885.00/Textbooks - \$2,230.00/Reference books \$220.00)  
**Credential offered:** Certificate

**Courses required:** Computer Keyboarding, Academic lab, 10-Key Electronic Calculator, Filing/Records Management, Introduction to Computers, MS Excel I & II, MS Word I & II, MS PowerPoint I, MS PowerPoint II, Database, Business Communications I, II, III, Customer Service Skills, Internet Basics, Medical Terminology, Medical Insurance Billing & Coding, and MEDISOFT® – Computers in the Medical Office.

Greet patients, visitors and verifies patient information, perform automated appointments, scheduling registration for patients, fill out the universally recognized medical insurance form for each category of insurance, does medical collections, maintains patients' medical charts, may receive co-payments for the visit, updates files and medical records, handles correspondence such as appointments, arranges for hospital admissions and laboratory services, may analyze and code surgical procedures/diagnoses using the HCPCS Level II and the ICD-10 code reference books. Training and simulations is provided on the popular MEDISOFT® Medical Patient Accounting Software.

**Note:** Course offers basic training

### Medical Secretary/Executive Assistant with Transcription

**Length of program:** 10 -18 months - depends on full or part-time  
**Contact hours:** 1080 hours  
**Tuition or fees:** \$5,838.00 (Tuition - \$3,808.00/Textbooks - \$2,0300.00)  
**Credential offered:** Certificate

**Courses required:** Computer Keyboarding, Academic Lab, 10-Key Electronic Calculator, Filing/Records Management, Introduction to Computers, MS Excel I & II, MS PowerPoint I, MS PowerPoint II, Database, Business Communications I, II, III, Customer Service Skills, Internet basics, MS Word I & II, Medical Terminology, Medical Insurance Billing & Coding, MEDISOFT® – Computers in the Medical Office and Medical Transcription I & II.

Perform administrative duties in a medical office or in a health-related industry, maintain computerized files/records, check details on documents/reports and forms, prepare simple summaries of statistical reports, may operate various types of office equipment, may deliver, pick-up various materials, fill out insurance forms, handle correspondence, schedule appointments, dictate/transcribe medical reports of various types, process medical collections, answer telephones, update and file medical records, arrange for hospital admissions and laboratory services.

**Note:** Course offers basic training

### Medical Transcriptions

**Length of program:** 10-12 months - depends on full or part-time  
**Contact hours:** 608 hours  
**Tuition or fees:** \$2,710.00 (Tuition - \$2,128.00/Textbooks - \$715.00)  
**Credential offered:** Certificate

## Messick Adult Careers & Technology – continued

**Courses required:** Computer Keyboarding, Academic Lab, Introduction to Computers, Business Communications, I, II, III, MS Word I & II, MS Excel I & II, Medical Terminology and Medical Transcription I & II. Transcribe medical reports, doctors' orders, surgical procedures, radiology, pathology reports, and numerous other related medical documents. Must develop good working knowledge of computers, word processing, Dictaphone operation, must demonstrate excellent typing skills (60 wpm or greater with exceptional accuracy), and have an excellent medical vocabulary.

### Medical Insurance Billing & Coding

**Length of program:** 10-18 months - depends on full or part-time

**Contact hours:** 882 hours

**Tuition or fees:** \$6,513.00 (Tuition - \$3,801.00/Textbooks - \$2,362.00/Reference books -\$220.00)

**Credential offered:** Certificate

**Courses required:** Computer Keyboarding, Academic Lab, Introduction to Computers, Customer Service Skills, Internet Basics, Business Communications I, Medical Terminology, Introduction to the Medical Insurance Process, Introduction to Medical Coding I & II, Academic Lab and MEDISOFT® – Computers in the Medical Office.

May work in a doctor's office, clinic, hospital, medical service provider, or healthcare insurance company performs insurance/billing clerical duties, including review, verification of patient account information against insurance program specifications, types invoices to insurance companies may enter data electronically to process charges/payments, denials and adjustments, may analyze, code procedures and diagnoses using the HCPCS Level II, the ICD-10 code reference books, must have a thorough working knowledge of the computer and a fundamental understanding of the medical insurance process.

**Note:** Course offers basic training. Graduates are not eligible to take State or National certification exams.

### Billing and Coding Specialist

**Length of program:** 10-18 months - depends on full or part-time

**Contact hours:** 802 hours

**Tuition or fees:** \$5,068.00 (Tuition - \$2,807.00/Textbooks - \$2,261.00/ Reference books \$220)

**Credential offered:** Certificate

**Note:** Certificate after each course and overall certificate upon completion of all courses.

### Clinical Medical Office Assistant

**Length of program:** 6-12 months - depends on full or part-time

**Contact hours:** 592 hours

**Tuition or fees:** \$2,833.00 (Tuition - \$2,072.00/Textbooks - \$761.00)

**Credential offered:** Certificate

**Courses required:** Customer Service Skills, Keyboarding I & II, Computer Applications, Employability Skills I & II, Business Communications I & II, MS Excel I & II, MS Word I & II, Introduction to Insurance Billing & Coding, MEDISOFT®, Medical Terminology and Clinical Medical Office Procedures I & II. Perform procedures, techniques and instrumentation necessary for hands-on patient care needed to become a supportive employee in the medical field, assist in patient vitals (examination of ear/eye, basic first aid aseptic techniques, and basic biology) and history taking.

## Messick Adult Careers & Technology – continued

### Office Technology Courses:

10 Key Calculators I or II- Math Review  
Academic Laboratory  
Accounting Principles I, II & III  
QuickBooks I & II  
Customer Service Skills  
Business Communications Level 1 & 11  
Filing & Records Management  
Getting & Keeping the Job You Want  
Office Procedures I & II

### Computer Classes:

Academic Laboratory	Data Entry I & II**
Business Simulations I & II	Database - Microsoft Access
Business Transcriptions	Internet Basics
Computer Keyboarding I or II	MS Power Point Presentations I & II
Introduction to Computers/Computer Applications I	Computer Applications II
MS Word I or II	MS Excel I & II
Transcription – Business*****	
Windows (2000)**	

### Medical Courses:

Academic Laboratory  
Clinical Medical Office Procedures  
Introduction to Anatomy & Physiology  
Medical Insurance Billing & Coding  
Medical Terminology  
Medical Transcription I & II\*\*\*\*\*

MEDISOFT® Patient Accounting – Computer in the Medical Office\*\*\*

*Medical Terminology I or II – (course should be taken before or while taking other medical courses)*

### Web Page Design I & II

**Length of program:** 16 weeks  
**Contact hours:** 64 hours  
**Tuition or fees:** \$ 210.00  
**Credential offered:** Certificate

**Program Description:** This course is designed to prepare for the REAL WORLD OF DESIGN. The student will learn the basic for developing a Web Page in session I the how to do, and the Do and Don't of Web Design. The student will explore the laws governing the eCommerce, FCC.

Session II the student will learn how to reach a marketable clientele, how to launch their sights and develop customer relations and commercial Web site publication.

The course content provides students the opportunity to acquire fundamental skills in practical application of Web development, leadership and interpersonal skill development, Laboratory facilities and experiences simulate those found in the Web page design and Web page construction industry.

The students will utilize SCS (Shelby County Schools') website in facilitation of this project.

## Messick Adult Careers & Technology – continued

### Internship

<b>Length of program:</b>	8 -40 weeks
<b>Contact hours:</b>	32-600 hours
<b>Tuition or fees:</b>	\$105.00
<b>Credential offered:</b>	Certificate

**Program Description:** An internship is an opportunity to integrate career related experience in an undergraduate education by participating in planned, supervised work.

Characteristics of internships:

- Contributes to the student’s personal and professional development through challenging work assignments
- Is completed before the student graduates from the university although in some cases internships can be completed the summer between the student completing the undergraduate degree and before beginning a graduate degree program
- Is planned and scheduled through consultation with the department or college so as to fit into the undergraduate experience
- Involves a supervision component that is mentoring and educational
- Includes career related experiences that complement what is learned in the classroom
- Will have a reflection and evaluation process at the conclusion of the internship
- Builds upon the relationship the department/college/university has with employers
- Is most successful when the student the department/college and the employer all share responsibility in making it a valuable experience

Career related experience has many names in the university.\* In addition to “internship,” names include: cooperative education, practicum, externship and apprenticeship.

### Computers Application I, & II (two separate programs)

<b>Length of program:</b>	16 weeks
<b>Contact hours:</b>	32-64 hours
<b>Tuition or fees:</b>	\$105.00 (each eight week period)
<b>Credential:</b>	Certificate

**Course Description:** This course is designed to develop computer technology skills. Students will use a variety of computer software and hardware tools and features of an electronic information network. Student will explore the many designs that are utilized in the programs software. They will also learn to generate teacher made project and (On Your Own), projects developed by the students with the support of the teacher.

This class will address the needs of students that are approaching the new world of Business and enhance the knowledge of those who require a refresher course.

The equipment used: Textbook, Computer, printer, Scanner, USB Flash Drives, and other data source equipment. All of the above are the property of the school accept the USB Flash drive and the Textbook, all of which can be purchased at the school for a nominal fee.

As state above the class with address the needs of those moving into the New Ages of Technology and those who need only a refresher.

## Messick Adult Careers & Technology – continued

### Quicken

<b>Length of program:</b>	10-50 weeks
<b>Contact hours:</b>	60 hours
<b>Tuition or fee:</b>	\$170.00
<b>Credential:</b>	Certificate

**Course Description:** This course is designed to introduce the student to basic personal accounting principles. These principles will teach the student Personal Finance (On-line Banking), Bill Paying, Health Care (analyzing and manage medical bills), and Home Business (manage home and business finances).

- In a flash from more than 100 professionally designed invoices, estimates, statements, and other forms
- Tracks all your financial information in one place, including sales, expenses, and business loans
- View customer, vendor, employee and payroll information exactly the way you need when needed
- Share data with Excel, Word and Outlook; easily convert Peachtree data to QuickBooks

**Equipment used:** Textbook, Microsoft Office Suite 2010

### Microsoft Outlook 2003

<b>Length of program:</b>	8-16 weeks
<b>Contact hours:</b>	64 hours
<b>Tuition or fees:</b>	\$105.00
<b>Credential offered:</b>	Certificate

**Program Description:** This course will demonstrate how MS Outlook software desktop information manager helps you communicate, organize and manage all of your information with one integrated application.

The Microsoft Outlook information manager is designed to help users with fundamental computing activities, such as organizing information on the desktop, working seamlessly with Microsoft Office applications and communicating and sharing information with others. Outlook manages e-mail, calendars, contacts, tasks and to-do lists and documents or files on the hard drive. Outlook helps users communicate through e-mail, phone support and group scheduling capabilities, Outlook also helps users share information by means of public folders, forms and Internet connectivity.

## Messick Adult Careers & Technology – continued

### Quick Books

**Length of program:** 8 - 16 weeks

**Contact hours:** 64 hours

**Tuition or fees:** \$210.00

**Credential offered:** Certificate

Program	Length of Program (Day, Weeks or Months)	Actual Contact Hours Per Program	Total Cost of Tuition	Credential Offered
Internet Basics	8 Weeks	32	\$105.00	Certificate of Mastery
Medical Billing & Coding	5 Months	160	\$385.00	Certificate of Mastery
Desktop Publishing Level I & II	16 Weeks	64	\$210.00	Certificate of Mastery
Academic Enhancement Lab	8 Weeks	32	\$105.000	Certificate of Mastery
MS Word Level I & II	16 Weeks	64	\$105.00 (each 8 week period)	Certificate of Mastery
MS Excel Level I & II	16 Weeks	64	\$105.00 (each 8 week period)	Certificate of Mastery
MS Access Level I & II	16 Weeks	64	\$105.00 (each 8 week period)	Certificate of Mastery
MS PowerPoint Level I & II	16 Weeks	64	\$105.00 (each 8 week period)	Certificate of Mastery
Business Communication Level I & II	16 Weeks	64	\$105.00 (each 8 week period)	Certificate of Completion

**Program Description:** QuickBooks: Premier Accountant Edition 2014 Advance self-paced program designed for students who are interested in the accounting profession for Payroll Training.

The course will include but not limited to:

- All-in-one bookkeeping, write-up and financial reporting solution
- Integrates with all QuickBooks 2014 accounting software so you can better support and exchange accounting records with your QuickBooks clients
- Perform key accounting tasks in one comprehensive solution with tools like Financial Statements Designer and Working Trial Balance
- Get up and running with QuickBooks support and data conversion options.

### **Special Program Changes**

Typing	32 hrs/8 Weeks	105.00	8/17/09
Employability Skills	32 hrs/8 Weeks	105.00	8/17/09
Office Procedures I	32 hrs/8 Weeks	105.00	8/17/09
Office Procedures II	32 hrs/8 Weeks	105.00	8/17/09
Business Simulations I	32 hrs/8 Weeks	105.00	8/17/09
Business Simulations II	32 hrs/8 Weeks	105.00	8/17/09
Academy Enhancement Laboratory	32 hr/8 Weeks	105.00	8/17/09

Accounting Principles I	32 hrs/ 8 Weeks	105.00	8/17/09
Accounting Principles II	32 hrs/ 8 Weeks	105.00	8/17/09
Accounting Principles III	32 hrs/ 8 Weeks	105.00	8/17/09
Business Communications I	32 hrs/ 8 Weeks	105.00	8/17/09
Business Communications II	32 hrs/ 8 Weeks	105.00	8/17/09
Computer Keyboarding II	32 hrs/8 Weeks	105.00	8/17/09
Computers in the Medical Office – MEDISOFT®	32 hrs/8 Weeks	175.00	8/17/09
Customer Service Skills	32 hrs/8 Weeks	105.00	8/17/09
Data Entry I	32 hrs/8 Weeks	105.00	8/17/09
Data Entry II	32 hrs/8 Weeks	105.00	8/17/09
Desktop Publishing I	32 hrs/8 Weeks	105.00	8/17/09
Desktop Publishing II	32 hrs/8 Weeks	105.00	8/17/09
Insurance Billing & Coding	32 hrs/8 Weeks	105.00	8/17/09
Internet Basics	32 hrs/8 Weeks	105.00	8/17/09
Internship	32 hrs/8 Weeks	105.00	8/17/09
Medical Coding I	32 hrs/8 Weeks	105.00	8/17/09
Medical Coding II	32 hrs/8 Weeks	105.00	8/17/09
Medical Terminology	32 hrs/8 Weeks	105.00	8/17/09
Medical Transcription I	32 hrs/8 Weeks	105.00	8/17/09
Microsoft Excel	32 hrs/8 Weeks	105.00	8/17/09
Microsoft PowerPoint	32 hrs/8 Weeks	105.00	8/17/09
PC Creations	32 hrs/8 Weeks	105.00	8/17/09
Word Processing I	32 hrs/8 Weeks	105.00	8/17/09
Word Processing II	32 hrs/8 Weeks	105.00	8/17/09

## WIA MULTIPLE PROGRAM CHANGES

<b>Computer Keyboarding III</b>	<b>32 hrs/8 Weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Employability Skills I</b>	<b>32 hrs/8 weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Employability Skills II</b>	<b>32 hrs/8 Weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Office Procedures I</b>	<b>32 hrs/8 Weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Office Procedures II</b>	<b>32hrs/8 Weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Conversational Spanish for Office Professionals I</b>	<b>32 hrs/8 weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Conversational Spanish for Office Professionals II</b>	<b>32 hrs/8 weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Conversational Spanish for Office Professionals III</b>	<b>32 hrs/8 weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Business Etiquette I</b>	<b>32 hrs/8 weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Business Etiquette II</b>	<b>32 hrs/8 weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Microsoft Excel I</b>	<b>32 hrs/8 weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Microsoft Excel II</b>	<b>32 hrs/8 weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Microsoft PowerPoint I</b>	<b>32 hrs/8 weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Microsoft PowerPoint II</b>	<b>32 hrs/8 weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Microsoft Word I</b>	<b>32 hrs/8weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Microsoft Word II</b>	<b>32 hrs/8 weeks</b>	<b>105.00</b>	<b>8/17/09</b>
<b>Medical Terminology</b>	<b>64 hrs/16 Weeks</b>	<b>210.00</b>	<b>8/17/09</b>

# Shelby County Schools - Southwest Career & Technology Center

**Address:** 3746 Horn Lake Road  
Memphis, TN 38109  
**Contact:** Evalet Hughes  
**Phone:** (901) 416-8186  
LeRoy McClain, Principal  
**Fax:** (901) 416-8188  
**Web:** [www.scsk12.org](http://www.scsk12.org)

## BUSINESS & OFFICE TECHNOLOGY CLASSES

### ADULT DAY CLASSES ONLY

#### **COMPUTERIZED KEYBOARDING I & II ALPHABETIC & NUMERIC**

Length of program: 15 weeks  
Contact hours: 30 hours  
Tuition fees: \$105 (per course)  
Credential offered: Certificate

#### **COMPUTER BASICS**

Length of program: 5 weeks  
Contact hours: 30 hours  
Tuition fees: \$105 (per course)  
Credential offered: Certificate

#### **COMPUTER APPLICATIONS**

Length of program: 5 weeks  
Contact hours: 30 hours  
Tuition fees: \$105 (per course)  
Credential offered: Certificate

#### **MICROSOFT WORD 2007 I OR II**

Length of program: 15 weeks  
Contact hours: 30 hours  
Tuition fees: \$105 (per course)  
Credential offered: Certificate

#### **MICROSOFT EXCEL 2007 I OR II**

Length of program: 15 weeks  
Contact hours: 30 hours  
Tuition fees: \$105 (per course)  
Credential offered: Certificate

#### **MICROSOFT POWERPOINT 2007**

Length of program: 10 weeks  
Contact hours: 30 hours  
Tuition fees: \$105 (per course)  
Credential offered: Certificate

#### **DESKTOP PUBLISHING I OR II**

Length of program: 15 weeks  
Contact hours: 30 hours  
Tuition fees: \$105 (per course)  
Credential offered: Certificate



## Shelby County Schools - Southwest Career & Technology Center (continued)

### **COMPUTERIZED KEYBOARDING I & II ALPHABETIC & NUMERIC**

The very first step in learning about computers is to learn to type on a computer keyboard without looking at your hands. The beginner will learn proper fingering techniques for both alphabetic and 10-key numeric pad. The review student who already knows the keyboard will increase his/her speed and accuracy, while becoming familiar and comfortable on the computer keyboard and using the mouse. **No prerequisite.**

### **COMPUTER BASICS**

This course is designed for the student with little or no knowledge of the computer. The student will gain a basic level of proficiency in the personal computer. The student will learn how his/her computer works and how to use program files.

**Prerequisite: Keyboarding**

### **COMPUTER APPLICATIONS**

This course is designed for the beginner or for those with little experience on computers. The student will be introduced to the basic concepts of the computer and experiment with different types of computer software, including MS Word, MS Excel, MS Access, graphics, windows, the Internet, and games. **Prerequisite: Type 20-25 wpm or take Computer Keyboarding.**

### **MICROSOFT WORD 2007 I OR II**

The student will learn this popular word processing program from top to bottom. The student will learn commonly used commands such as creating, formatting, editing, and printing. The advanced course includes merging, sorting and selecting, macros and desktop capabilities.

**Prerequisites: Type by touch, previous computer experience or Computer Applications.**

### **MICROSOFT EXCEL 2007 I OR II**

The student will learn a step-by-step approach for learning this popular spreadsheet program which is used for displaying and calculating numeric data. The student will learn the fundamentals--how to create, design, edit, save, and print spreadsheets using time-saving features. Level II includes macros, @ functions, and graphs. **Prerequisite: Computer Applications or previous computer experience.**

### **MICROSOFT POWERPOINT 2007**

Using this presentation software from MS OFFICE, the student learns to create slides commonly used in oral presentations to help summarize data and emphasize report highlights. Included are presentation of data, text drawings, charts, outlines, graphics, and the use of templates. **Prerequisite: MS Word.**

### **DESKTOP PUBLISHING I & II**

The student will learn Desktop Publishing with MS Word & MS Publisher to combine text and graphics to create documents that are attractive and professional. The student will create documents such as, **flyers, newsletter, letterheads, certificates, invitations, business cards, tri-fold brochures and a variety of cards.** **Prerequisite: Computer Basic, Keyboarding, MS Word.**

# Shelby County Schools - Trezevant Career & Tech.

**Adult and Basic Education (GED) offered** – No Charge

**Address:** 3224 Range Line Rd.  
Memphis, TN 38127

**Contact:** Eleanor Thomas, Principal & Carolyn Sawyer - Contact person (901) 416-6028

**Phone:** (901) 416-3800 Fax: (901) 416-3839

**E-Mail:** thomasem@scsk12.org

## **Training Programs:**

### **Pre-requisites:**

\*Type by touch or take typing first

\*\*Computer experience required or take Introduction to Computers

\*\*\*Confident in Windows environment or take Windows first

\*\*\*\*Windows and Word Processing

### **\* BUSINESS & OFFICE EDUCATION TECHNOLOGY CLASSES**

**Note: The below classes are basic education. Graduates will not be eligible to take State or National exams**

### **\* BUSINESS & OFFICE EDUCATION TECHNOLOGY CLASSES (continued)**

Access\*\*\*\* 2007 – 6 weeks – 36 hours - \$125.00 Cost

Accounting I & II – 6 weeks – 36 hours - \$125.00 Cost

Computer Keyboarding – 6 weeks – 36 hours - \$125.00 Cost

Excel 2007\*\*\*\*\* - 6 weeks – 36 hours - \$125.00 Cost

Internet Navigation\*\*\* - 6 weeks – 36 hours - \$125.00 Cost

Intro to Computers\* - 6 weeks – 36 hours - \$125.00 Cost

Medical Terminology – 20 weeks – 60 hours - \$210.00 Cost

MS Power Point Level I & II 2007\*\*\*\*\* - 6 weeks – 36 hours - \$125.00 Cost

Word 2007\*\* - 6 weeks – 36 hours - \$125.00 Cost

### **\*\* TRADE & INDUSTRIAL EDUCATION CLASSES**

Auto Mechanics - 18 weeks – 108 contact hours - \$378.00 Cost

Air Conditioning & Refrigeration – 18 weeks – 108 contact hours - \$378.00 Cost

Barbering – 18 weeks – 144 contact hours - \$382.00 Cost

Cosmetology, Manicurist, and Natural Hair – 18 weeks – 144 contact hours - \$ 382.00 Cpst

## **NOTE:**

**\* The Business/Computer classes are offered in 6 week sessions. Number of sessions needed to meet certificate requirement will vary. Most classes will require 2 or 3 sessions.**

**\*\* The Trade & Industry classes are offered in 8 and 10 week sessions requiring approximately 1 year for successful completion. However, some students who have experience when they enter the class may complete the program sooner.**

Note: Graduates are eligible to receive ASE Certification

# Southwest Tennessee Community College

(Approved 9/6/00)

## LWIA 13 - Training Providers and Resources

Union Avenue Campus

**Address:** 737 Union Avenue, Parrish Bldg. 213  
 Memphis, TN 38103-3322  
 Dr. Nathan L. Essex, President

**Contact:** Angela Ventura-Wooten

**E-mail:** [akventurawo@southwest.tn.edu](mailto:akventurawo@southwest.tn.edu)

## **Macon Cove Campus**

5983 Macon Cove

Angela K. Ventura Wooten

Phone: (901) 333-4592

Carolyn Chalmers (901) 333-4592

Web site or E-mail: [www.southwest.tn.edu](http://www.southwest.tn.edu)

**Due to the number of course offerings, it is not possible to list all program details in this document. Please see Web site for additional details. Most programs of study are short term and vary in contact hours, credit hours and cost. Courses in the medical field will require physical exams and/or other lab testing. See school for details.**

## Training Programs:

Programs	Cost	Length	Contact hours	Credit hours	Credential
<b>A+ Foundations</b>	\$750	10-Wks.	80	8 CEU	CEU Certificate
<b>Accountancy</b>	\$10,345	5-Sem.		60	AAS
<b>Accounting</b>	\$4,141	2-Sem.		24	Certificate
<b>Advanced Quality &amp; Productivity</b>	\$2,073	1-Sem.		18	Certificate
<b>Architectural Engineering Technology</b>	\$10,345	5-Sem.		64	AAS
<b>Architectural /Construction Fundamentals</b>	\$4,141	2-Sems.		19	Certificate
<b>Arts &amp; Sciences</b>	\$4,141	2-Sem.		26	Certificate
<b>Automotive Services Technology</b>	\$10,345	4-Sem.		60	AAS
<b>Basic Emergency Medical Technology</b>	\$4,141	2-Sem.		17	Certificate
<b>Basic Quality &amp; Productivity</b>	\$2,073	1-Sem.		12	Certificate
<b>Biotechnology</b>	\$10,345	4-Sem.		60	AAS
<b>Business And Commerce Technology</b>	\$10,345	4-Sem.		60	AAS
<b>Care Giver Administration</b>	\$4,141	2-Sem.		22	Certificate
<b>CISCO CCNA</b>	\$3,000	4-Sem.	320	32CEU	CEU-Certificate
<b>Computer Engineering Technology</b>	\$10,345	4-Sem.		66	AAS
<b>Computer Software Specialist</b>	\$4,141	1-Sem.		24	Certificate
<b>Criminal Justice Studies</b>	\$10,345	6-Sem.		60	AAS
<b>Customs Brokerage</b>	\$2,073	1-Sem.		15	Certificate
<b>Dietetic Technician</b>	\$10,345	5-Sem.		62	AAS
<b>Early Childhood Education</b>	\$10,345	5-Sem.		60	AAS
<b>Early Childhood Teaching</b>	\$4,141	2-Sem.		20	Certificate

## Southwest Tennessee Community College – continued

Programs	Cost	Length	Contact hours	Credit hours	Credential
<b>Electric Utility Construction</b>	<b>\$4,141</b>	<b>2-Sem.</b>		<b>21</b>	<b>Certificate</b>
<b>Electrical Engineering Technology</b>	<b>\$10,345</b>	<b>4-Sem.</b>		<b>64</b>	<b>AAS</b>
<b>Electrical Electronic Fundamentals</b>	<b>\$4,141</b>	<b>1-Sem.</b>		<b>18</b>	<b>Certificate</b>
<b>Electronic Technology</b>	<b>\$10,345</b>	<b>4-Sem.</b>		<b>60</b>	<b>AAS</b>
<b>Food Preparation, Safety &amp; Science</b>	<b>\$4,141</b>	<b>1-Sem.</b>		<b>25</b>	<b>Certificate</b>
<b>General Technology</b>	<b>\$10,345</b>	<b>5-Sem.</b>		<b>60</b>	<b>AAS</b>
<b>Graphic Arts Technology</b>	<b>\$10,345</b>	<b>4-Sem.</b>		<b>60</b>	<b>AAS</b>
<b>Home Manager</b>	<b>\$2,073</b>	<b>1-Sem.</b>		<b>15</b>	<b>Certificate</b>
<b>Homeland Security Assessment</b>	<b>\$2,073</b>	<b>1-Sem.</b>		<b>15</b>	<b>Certificate</b>
<b>Hospitality Management</b>	<b>\$10,345</b>	<b>4-Sem.</b>		<b>60</b>	<b>AAS</b>
<b>Human Resources Management</b>	<b>\$300</b>	<b>4-Wks.</b>	<b>24</b>	<b>2.4 CEU</b>	<b>CEU Certificate</b>
<b>Industrial Computer Fundamentals</b>	<b>\$4,141</b>	<b>1-Sem.</b>		<b>18</b>	<b>Certificate</b>
<b>Information Technology</b>	<b>\$10,345</b>	<b>4-Sem.</b>		<b>60</b>	<b>AAS</b>
<b>Laboratory Phlebotomy Technology</b>	<b>\$2,073</b>	<b>2-Sem.</b>		<b>20</b>	<b>Certificate</b>
<b>Landscape And Turf-Grass Management</b>	<b>\$10,345</b>	<b>5-Sem.</b>		<b>60</b>	<b>AAS</b>
<b>Landscape Management</b>	<b>\$4,141</b>	<b>2-Sem.</b>		<b>24</b>	<b>Certificate</b>
<b>Management Training</b>	<b>\$300</b>	<b>4-Wks.</b>	<b>24</b>	<b>2.4 CEU</b>	<b>CEU Certificate</b>
<b>Mechanical / Manufacturing CAD</b>	<b>\$4,141</b>	<b>1-Sem.</b>		<b>20</b>	<b>Certificate</b>
<b>Mechanical Engineering Technology</b>	<b>\$10,345</b>	<b>4-Sem.</b>		<b>64</b>	<b>AAS</b>
<b>Mechanical/Manufacturing Computer Aided Design</b>	<b>\$4,141</b>	<b>1-Sem.</b>		<b>20</b>	<b>Certificate</b>
<b>Medical Lab Technician</b>	<b>\$10,345</b>	<b>5-Sem.</b>		<b>63</b>	<b>AAS</b>
<b>Mid-Management</b>	<b>\$10,345</b>	<b>5-Sem.</b>		<b>60</b>	<b>AAS</b>
<b>Nursing</b>	<b>\$10,345</b>	<b>5-Sem.</b>		<b>65</b>	<b>AAS</b>
<b>Office Administration</b>	<b>\$10,345</b>	<b>5-Sem.</b>		<b>60</b>	<b>AAS</b>
<b>Paralegal Studies</b>	<b>\$10,345</b>	<b>5-Sem.</b>		<b>60</b>	<b>AAS</b>
<b>Paramedic</b>	<b>\$6,209</b>	<b>3-Sem.</b>		<b>40</b>	<b>Certificate</b>
<b>Pharmacy Technician</b>	<b>\$6,209</b>	<b>3-Sem.</b>		<b>31</b>	<b>Certificate</b>
<b>Physical Therapist Assistant</b>	<b>\$10,345</b>	<b>5-Sem.</b>		<b>62</b>	<b>AAS</b>
<b>Quality Assurance</b>	<b>\$4,141</b>	<b>2-Sem.</b>		<b>19</b>	<b>Certificate</b>
<b>Radio logic Technology</b>	<b>\$10,345</b>	<b>5-Sem.</b>		<b>64</b>	<b>AAS</b>
<b>Social Services</b>	<b>\$10,345</b>	<b>5-Sem.</b>		<b>60</b>	<b>AAS</b>
<b>Substance Abuse Counseling</b>	<b>\$4,141</b>	<b>2-Sem.</b>		<b>23</b>	<b>Certificate</b>
<b>Teaching</b>	<b>\$10,345</b>	<b>5-Sem.</b>		<b>60</b>	<b>AAS</b>
<b>University Parallel</b>	<b>\$10,345</b>	<b>5-Sem.</b>		<b>60</b>	<b>AAS</b>
<b>Utility Technology/Electric</b>	<b>\$2,073</b>	<b>1-Sem.</b>		<b>12</b>	<b>Certificate</b>
<b>Utility Technology/Gas</b>	<b>\$2,073</b>	<b>1-Sem.</b>		<b>12</b>	<b>Certificate</b>

Program Description: See Web site for more information concerning program details. Length of program, contact hours, tuition and credentials offered.

## Southwest Tennessee Community College - continued

### Schedule of Fees

Sem Hrs.	In State	Out State
1	\$197.00	\$632.00
2	354.00	1,224.00
3	511.00	1,816.00
4	668.00	2,408.00
5	825.00	3,000.00
6	982.00	3,592.00
7	1,125.50	4,170.50
8	1,264.50	4,744.50
9	1,403.50	5,318.50
10	1,543.50	5,892.50
11	1,681.50	6,466.50
12	1,820.50	7,040.50

Students who are attending Southwest Tennessee community college for the first time should add a **one-time \$10 application fee** (non-refundable) to the above mentioned tuition and fees unless previously paid.

In addition to above tuition fees, other charges may be added depending on courses selected and may include GED test fee, graduation fee, campus access fee etc.

Program	Length of Program (Days, Weeks or Months)	Actual Contact /Credit Hours per Program	Total Cost of Tuition	Credential Offered
Welding Processes	1 day/12 weeks	62 contact hours	\$485	6.2 CEUs
ASME Welding Certification Preparation	1 day/5.5 weeks	50 contact hours	\$425	5.0 CEUs
Backflow Testers Certification Program	1 day/9 weeks	40 contact hours	\$397	4.0 CEUs
General Education Diploma (GED) Preparation	1 day/ 11 weeks	42 contact hours	\$145	4.2 CEUs
Medical Transcription Program (4 courses)	2 days/ 4 semesters	920 contact hours	2,380 (\$595 per semester)	9.6 CEUs
Phlebotomy Certification Program	3 days/ 11 weeks	90 contact hours	\$1,599	9.0 CEOs
EKG Technician Certification Program	2 days/ 8 weeks	50 contact hours	\$999	5.0 CEUs
Pharmacy Technician Certification	2 days/8 weeks	50 contact hours	\$999	5.0 CEUs
Medical Billing and Coding	3 days/ 10 weeks	70 contact hours	\$1,499	7.0 CEUs
Principles of Real Estate	1 day/ 10 weeks	60 contact hours	\$425	6.0 CEUs
Real Estate Course for New Affiliates	1 day/ 10 weeks	30 contact hours	\$275	3.0 CEUs
Professional Home Inspection I	1 day/ 10 weeks	45 contact hours	\$425	4.5 CEUs
Professional Home Inspection II	1 day/ 10 weeks	45 contact hours	\$425	4.5 CEUs

See [www.southwest.tn.edu/admissions/tuition.htm](http://www.southwest.tn.edu/admissions/tuition.htm) for additional fees and details.

## Southwest Tennessee Community College - continued

### On-line Continuing Education Classes

<b>Program</b>	<b>Length of Program (Days, Weeks, or Months)</b>	<b>Actual Contact/Credit Hours per Program</b>	<b>Total Cost of Tuition</b>	<b>Credential Offered</b>
Administrative Dental Assistant (Online)	6 months	150 contact hours	\$1595	Certificate of Completion/CEUs
Administrative Medical Specialist with Medical Billing and Coding (Online)	6 months	300 contact hours	\$1995	Certificate of Completion/CEUs
Clinical Dental Assistant (Online)	6 months	240 contact hours	\$1995	Certificate of Completion/CEUs
Medical Billing and Coding (Online)	6 months	240 contact hours	\$1595	Certificate of Completion/CEUs
Medical Terminology (Online)	6 months	60 contact hours	\$595	Certificate of Completion/CEUs
Medical Transcription (Online)	6 months	240 contact hours	\$1595	Certificate of Completion/CEUs
Pharmacy Technician (Online)	6 months	300 contact hours	\$1995	Certificate of Completion/CEUs
Veterinary Assistant (Online)	6 months	240 contact hours	\$1795	Certificate of Completion/CEUs
Administrative Professional with Microsoft Certified Application Specialist (Online)	6 months	320 contact hours	\$2295	Certificate of Completion/CEUs
Administrative Professional with Microsoft Office Specialist (Online)	6 months	240 contact hours	\$1995	Certificate of Completion/CEUs
Certified Bookkeeper (Online)	6 months	120 contact hours	\$1795	Certificate of Completion/CEUs
Certified Wedding Planner	6 months	300 Contact hours	\$1395	Certificate of Completion/CEUs
Event Management And Design (Online)	6 months	300 contact hours	\$1895	Certificate of Completion/CEUs
Freight Broker/Agent Training (Online)	6 months	150 contact hours	\$1695	Certificate of Completion/CEUs
Microsoft MCAS: Office 2007 and Windows Vista (Online)	6 months	240contact hours	\$1895	Certificate of Completion/CEUs
Microsoft Office Specialist 2003 (MOS) (Online)	6 months	120 contact hours	\$1595	Certificate of Completion/CEUs

## Southwest Tennessee Community College - continued

### On-line Continuing Education Classes

<b>Program</b>	<b>Length of Program (Days, Weeks, or Months)</b>	<b>Actual Contact/Credit Hours per Program</b>	<b>Total Cost of Tuition</b>	<b>Credential Offered</b>
Cisco CCNA Certification Training (Online)	6 months	100 contact hours	\$1995	Certificate of Completion/CEUs
Comptia A+ Certification Training	6 months	150 contact hours	\$1695	Certificate of Completion/CEUs
Comptia Network + Server + Certification Training (Online)	6 months	80 contact hours	\$1495	Certificate of Completion/CEUs
Forensic Computer Examiner (Online)	6 months	150 contact hours	\$3095	Certificate of Completion/CEUs
Helpdesk Analyst: Tier 1 Support Specialist (Online)	6 months	80 contact hours	\$1495	Certificate of Completion/CEUs
Microsoft Certified System Administrator 2003 (MCSA) (Online)	6 months	440 contact hours	\$2495	Certificate of Completion/CEUs
Microsoft Certified System Engineer (Online)	6 months	700 contact hours	\$3295	Certificate of Completion/CEUs
HVAC Technician (Online)	6 months	320 contact hours	\$3095	Certificate of Completion/CEUs
Modern Automotive Service Technician (Online)	6 months	380 contact hours	\$2695	Certificate of Completion/CEUs
Project Management (Online)	6 months	40 contact hours	\$1495	Certificate of Completion/CEUs

# Swift Driving Academy

(Approved 4/24/02)

## LWIA 13-Training Providers and Resources

**Address:** 7965 Veterans Pkwy, Suite 107  
Millington, TN 38053

**Contact:** David Mays, Academy Manager

**Phone:** (901) 873-0166 and Fax (901) 873-2223

**Website:** [www.swifttruckingjobs.com](http://www.swifttruckingjobs.com)

**Email:** [David\\_Mays@swifttrans.com](mailto:David_Mays@swifttrans.com)

### **Training Program:**

**Pre-requisites:** Must possess valid drivers license, be at least age 21, successfully complete drug testing, physical testing and other tests required by the training agency and the Career Center System prior to enrollment. See school for more details.

### Commercial Truck Driving

**Length of program:** 3 weeks

**Contact hours:** 177 hours

**Tuition or fees:** \$3,900.00 (All costs included in tuition)

**Program Description:** Swift Transportation Company, Inc. is authorized by PTDI.

PTDI (a branch of the American Truckload Carrier Association) certification identifies a school as a high quality institution. The program offers training and skills necessary to be a qualified tractor-trailer driver. The curriculum includes classroom instruction as well as hands-on vehicle operations infield and highway driving applications.

*Tuition covers all items below:*

- Bus transportation to and from the Academy for training.
- Bus transportation to and from Orientation in Memphis.
- Housing at an efficiency apartment with 3 other students for 21 days
- All study material and testing.
- Tuition for 177 hours training
- Physical and Drug screen testing.
- All license fees.

There will be no additional charges to the student. All personal items will be the responsibility of the student.

**Note:** Graduates are eligible to take the Commercial Drivers License exam.



# Tennessee State University

## **LWIA 13-Training Providers and Resources**

**Address:** 3500 John A Merritt Boulevard  
Nashville, TN 37209-1561

**Contact:** Delores Modunkwu, Third Party Coordinator

**Phone:** (615) 963-7580 Fax (615) 963-7632

**Website:** [www.tnstate.edu](http://www.tnstate.edu)

**Training Programs:**

**Please contact TSU or check website for course offerings.**

# Tennessee College of Applied Technology (TCAT – Memphis)

(Approved 9/6/00)

## **LWIA 13 - Training Providers and Resources**

**Address:** 550 Alabama, Memphis, TN 38105  
**Contact:** Felicia Lee, Student Services Manager (901-543-6132)  
**Phone:** (901) 543-6100 Fax: (901) 543-6197  
Jeff Sisk-Director, Fax: (901) 543-2461  
Roland Raynor  
Pamela Farley, Secretary  
**Web site or E-mail:** [www.tcatmemphis.edu](http://www.tcatmemphis.edu)

**Admissions:** The training programs are designed to prepare students for specific technical careers. Prospective students are encouraged to apply Monday through Friday between 8:00 a.m. and 4:00 p.m.

<b>Training Programs:</b>	<b>Length of Training</b>	<b>Program Cost</b>
Administrative Office Technology	12 Months	\$4,206.67
Aircraft Mechanics	18 Months	8,042.59
Are You Ready to Be A Preceptor (Online)	4 Weeks	96.00
Assistant Animal Laboratory Tech.	12 Months	4,198.50
Automotive Technology	20 Months	9,267.00
Avionics Technician	12 Months	6,505.74
Basic EKG for Medical Professionals (Online)	3 Weeks	180.00
Brick Masonry	12 Months	3,604.75
Building Construction Technology	12 Months	6,390.70
Call Center Representative Certificate I	8 Weeks	480.00
Call Center Representative Certificate II	6 Weeks	360.00
Certified Administrative Prof (CAP) (Online)	7 Weeks	300.00
Certified Nursing Assistant (CAN) (Online)	12 Weeks	420.00
Certified Professional Secretary Review Course: Management (Online)	7 Weeks	319.70
Certified Professional Secretary Review Course: Office Systems and Tech (Online)	7 Weeks	319.70
Certified Professional Secretary: Office Administration (Online)	7 Weeks	319.70
Child Sec Abuse for Law Enforcement (Online)	1 Week	40.00
Collision Repair	18 Months	8,591.50
Computer Based Graphic Design	12 Months	3,650.30
Computer First Aid (Online)	5 Weeks	100.00
Computer Information Technology	18 Months	6,099.74
Dental Assisting	12 Months	5,577.90
Dental Lab	18 Months	4,976.75
Diesel Mechanics	20 Months	10,633.25
Differential Diagnosis (Physical Therapists) (Online)	5 Weeks	180.00
Drafting/AUTOCAD Technology	16 Months	6,039.23
Electronics Technology	18 Months	5,600.92
Emergency Vehicle Operator (Online)	1 Weeks	40.00

## Tennessee College of Applied Technology – continued

<b>Training Program:</b>	<b>Length of Training</b>	<b>Program Cost</b>
Forklift Certification	3 Days	224.00
Heating, AC, & Refrigeration	20 Months	4,455.00
Hospitality Supervision I (Online)	10 Weeks	240.00
How Can You as a Nurse Successfully Market Yourself?	2 Weeks	36.00
Industrial Electricity	10 Weeks	2,500.00
Industrial Maintenance	16 Months	6,946.29
Industrial Mechanics	10 Weeks	2,500.00
Intensive Survival Spanish for Law Enforcement Personnel (Online)	15 Weeks	180.00
Introduction to Radiology for Healthcare Professionals (Online)	3 Weeks	180.00
Licensed Practical Nurse Refresher Course (Online)	12 Weeks	1,260.85
Machine Tool Technology	20 Months	5,577.99
Pharmacy Technology	12 Months	4,482.95
Practical Nursing	12 Months	6,858.34
Records Management (Online)	7 Weeks	360.00
Spanish for EMS (Online)	12 Weeks	180.00
Spanish for Healthcare (Online)	15 Weeks	180.00
Spanish for Human Resource Professionals (Online)	10 Weeks	180.00
Spanish for Human Resources (Online)	10 Weeks	180.00
Truck Driving	7 Weeks	1,286.95
Welding Brazing Soldering	12 Months	4,215.55

**COSTS ARE ESTIMATED AND SUBJECT TO CHANGE WITHOUT NOTICE.**

**See TCAT Web Page for Certifications/Registrations**

# The University of Memphis

(Approved 9/1/01)

## **LWIA 13 - Training Providers and Resources**

**Address:** University of Memphis  
115 Wilder Tower  
Memphis, TN, 38152  
Dr. Shirley Raines, President

**Contact:** Shelanda Gardner, Manger of Student Accounts ([srgrdnr@memphis.edu](mailto:srgrdnr@memphis.edu))  
Rosalyn Perry, AR Student Coordinator ([rdperry@memphis.edu](mailto:rdperry@memphis.edu))  
Carol Warren, Bursar ([cwarren@memphis.edu](mailto:cwarren@memphis.edu))

**Phone:** (901) 678-3343 Fax: 678-0288

**E-mail:** [bursar\\_ar@memphis.edu](mailto:bursar_ar@memphis.edu)

### **Teaching**

**Length of program:** 48 months

**Contact hours:** 128 hours

**Tuition or fees:** \$27,000.00

**Credential offered:** BS

### **Engineering Technology**

**Length of program:** 48 months

**Contact hours:** 128 hours

**Tuition or fees:** \$27,000.00

**Credential offered:** BS

**For more information concerning course descriptions, log on to the web site. Students are urged to consult with an advisor for assistance in planning their degree programs and selecting appropriate courses. Nursing career will require physical exams, drug testing or other lab tests prior to enrollment.**

## **PROGRAMS:**

### **College of Arts & Sciences**

Anthropology

Biology

Chemistry

Criminology and Criminal Justice

Education

English

Foreign Languages and Literatures

Geography

Geological Sciences

History

International Relations

Mathematical sciences

Microbiology and Molecular Cell Sciences

Philosophy

Physics

Political Science

## University of Memphis - continued

### **College of Arts & Sciences**

Psychology  
Sociology  
Social Work  
ROTC Programs

### **Business and Economics**

Accountancy  
Decision Sciences  
Economics  
Real Estate and Business Legal Studies  
Interdisciplinary Program  
Management  
Management Information Systems  
Marketing  
Marketing Management

Insurance  
Hospitality and Resort Management  
Finance

### **Communication and Fine Arts**

Architecture  
Art  
Art History  
Communication  
Journalism  
Music  
Theatre and Dance

### **College of Education**

Consumer Science and Education  
Human Movement Sciences and Education  
Curriculum Instruction and Leadership  
Integrative Studies  
Teaching - Education, multiple levels

### **Instruction & Curriculum Leadership**

Early Childhood  
Elementary Education  
Middle School Education  
Instructional Design & Technology  
Reading Education  
School Library Specialist  
Secondary Education  
Special Education

### **College of Engineering**

Civil Engineering  
Electrical and Computer Engineering  
Engineering Technology  
Mechanical Engineering

## University of Memphis - continued

### Nursing Independent Programs

#### **Basic Costs:**

**Tuition: (Estimated Cost for 12 hours)**

**Semester: \$3,528.00                      Year: \$7,056.00**

Program Fee: \$628.00 Semester

Books and Supplies will depend on course selected. (Contact university for additional details).

**See E-mail for course Catalogs:**

<http://www.Memphis.edu@undergraduate>

<http://www.Memphis.edu@graduate>

**NOTE: Students enrolling must enter and complete training not to exceed 2 academic years.**

# University of Tennessee Health Science Center, College of Allied Health Sciences

(Approved 9/17/02)

## **LWIA 13 - Training Providers and Resources**

**Address:** 930 Madison 6<sup>th</sup> Floor  
Memphis, TN, 38103  
**Contact:** Chandra, Alston, MBA Assistant to Dean, Administration  
**Phone:** (901) 448-1955 Fax: 448-7545  
Chandra Alston, Director  
**Website:** [www.uthsc.edu/allied](http://www.uthsc.edu/allied)  
**E-mail:** [calston@uthsc.edu](mailto:calston@uthsc.edu)

### **Training Programs:**

#### **Dental Hygiene**

**Length of program:** 24 months  
**Contact hours:** 1,618 hours  
**Tuition or fees:** (x 2yrs. = \$14,815) (Tuition only)  
**Credential offered:** B.S.

#### **Program Description:**

Dental Hygienists are licensed, highly skilled professionals who are vital members of the health care team. Their practice focuses on preventing and treating oral diseases such as tooth decay and gum disease. In addition to working with dentist, carefully monitor the oral health status of patients and intervene as necessary with a variety of therapeutic services.

#### **Medical Technology**

**Length of program:** 21 months  
**Contact hours:** 2,215 hours  
**Tuition or fees:** (x2yrs = \$15,335.00) estimated cost (Tuition only)  
**Credential offered:** B.S. Medical Technology

**Program Description:** Medical technologists are inquisitive people who use sophisticated laboratory tests to aid in the diagnosis, treatment and monitoring of disease. They are highly respected professional who work in consultation with physicians and other healthcare providers to deliver state of the art treatment.

# Vatterott College - Appling

(Approved 12/11/00)

## LWIA 13-Training Providers and Resources

**Address:** 6991 Appling Farms Parkway  
Memphis, TN 38124

**Contact:** Christinetta Shelton, Campus Director

**Phone:** (901) 372-2399 and Fax: (901) 372-6901

**E-mail:** [Christinetta.shelton@vatterott.edu](mailto:Christinetta.shelton@vatterott.edu)

**Website:** [www.vatterott-college.com](http://www.vatterott-college.com)

### Training Programs:

#### Diesel Mechanic

**Length of program:** 70 weeks

**Contact hours:** 1335 hours

**Tuition or fees:** \$37,450.00

**Credential offered:** Associate Occupational Studies

**Program Description:** This course provides students with an understanding of basic operating systems in a vehicle, basic operations of a four cycle diesel internal combustion engine, horsepower, and compression. Students will also become familiar with SAE codes and federal transportation/safety regulations.

#### Medical Assistant

**Length of program:** 60 weeks

**Contact hours:** 1256 hours

**Tuition or fees:** \$19,900.00

**Credential offered:** Diploma

**Program Description:** This course will familiarize the student with medical terminology, anatomy, and physiology. The student will learn medical terms and meanings, along with body parts, systems, and functions. Basics of vital signs including blood pressure, patient information, height/weight, and temperature will be learned in a lab setting.

#### Information Systems Security

**Length of program:** 60 weeks

**Contact hours:** 960 hours

**Tuition or fees:** \$25,100.00

**Credential offered:** Diploma

**Program Description:** This course covers networking basics including network topology, network hardware, Ethernet, network design and troubleshooting, TCP/IP, switching and routing, e-mail, multimedia networking, the Internet, Windows, UNIX and Linux, and other network operating systems and protocols. This course helps students prepare for the Comp TIA Network+ Certification Exam.

**Commercial Drivers License Training (PROGRAM NO LONGER OFFERED per Provider)**

**Homeland Security (PROGRAM NO LONGER OFFERED per Provider)**

**Programming and Data Simulation (PROGRAM NO LONGER OFFERED per Provider)**

**Wireless Communication (PROGRAM NO LONGER OFFERED per Provider)**



# Vatterott College - Dividend

(Approved 12/11/00)

## LWIA 13-Training Providers and Resources

**Address:** 2655 Dividend Drive  
Memphis, TN 38132

**Contact:** Sharron Johnson, Campus Director

**Phone:** (901) 761-5730 and Fax: (901) 763-2897

**E-mail:** [sharron.johnson@vatterott-college.edu](mailto:sharron.johnson@vatterott-college.edu) or [www.vatterott-college.edu](http://www.vatterott-college.edu)

Tomiko Davis, Registrar

**Website:** [www.vatterott-college.com](http://www.vatterott-college.com)

**Note:** Graduates receive Associate of Occupational Studies

### Building Maintenance Technology

**Length of program:** 90 weeks (Days and Evenings)

**Contact hours:** 108 hours

**Tuition or fees:** \$35,100

**Credential offered:** Associate of Occupational Studies

**Program Description:** This program is designed to prepare the graduate with the theory and the entry level knowledge of the maintenance and repair of a variety of mechanical systems commonly found in office buildings, hospitals, schools, utility companies, and industrial plants. In addition, the student will learn fundamental skills in drawing schematics and blueprints as well as proficiencies in environmental control systems

### Computer Systems & Network Technology

**Length of program:** 90 weeks (Days and Evenings)

**Contact hours:** 108 hours

**Tuition or fees:** \$31,500.00

**Credential offered:** Associate of Occupational Studies

**Program Description:** This program is designed to meet the ever-increasing need for trained computer service personnel. A graduate of this program will be able to work in an entry-level position in the information industry and will acquire knowledge of Novell and Microsoft operating systems as well as TCP/IP router configurations.

### Heating, Air Conditioning & Refrigeration Technology

**Length of program:** 90 weeks (Days and Evenings)

**Contact hours:** 108 hours

**Tuition or fees:** \$35,100.00

**Credential offered:** Associate of Occupational Studies

## Vatterott College – Dividend - Continued

### Heating, Air Conditioning and Refrigeration Technology

**Program Description:** The objective of this program is to prepare the graduate with the theory and working knowledge of heating, air conditioning and refrigeration in order to secure an entry-level position in the industry as a maintenance or service technician.

Note: Graduates receive Associate of Occupational Studies (AOS) Degree.

### Diploma Programs

#### Heating, Air Conditioning & Refrigeration Mechanic

**Length of program:** 60 weeks (Days and Evenings)

**Contact hours:** 72 hours

**Tuition or fees:** \$23,400.00

**Credentials offered:** Diploma

#### Heating, Air Conditioning & Refrigeration Mechanic

**Program Description:** The objective of this program is to prepare the graduate with the theory and working knowledge of heating, air conditioning and refrigeration in order to secure an entry-level position in the industry as a maintenance or service technician.

Note: Eligible to take the Environmental Protection Agency (EPA) exam.

Computer Technology (PROGRAM NO LONGER OFFERED per Provider)

Electrical Mechanic (PROGRAM NO LONGER OFFERED per Provider)

Medical Assistant (PROGRAM NO LONGER OFFERED per Provider)

Medical Assistant Specialist (PROGRAM NO LONGER OFFERED per Provider)

# William R Moore College

## LWIA 13-Training Providers and Resources

**Address:** 1200 Poplar Ave.  
Memphis, TN 38104  
**Contact:** Tracy Dain, Secretary  
**Phone:** (901) 726-1977 Fax: (901) 726-1978  
**E-mail:** [tdain@mooretech.org](mailto:tdain@mooretech.org)  
**Website:** [www.mooretech.org](http://www.mooretech.org)

### **Training Programs:**

#### Machine Shop

**Length of program:** Two Years (Six Trimesters)  
**Contact hours:** Days – 2400 clock hours  
**Tuition or fees:** \$2,060 per trimester (\$12,360 total)  
**Credentials offered:** Diploma

**Contact hours:** Nights – 504 clock hours  
**Tuition or fees:** \$955 per trimester (\$5,730 total)  
**Credentials offered:** Certificate

**Program Description:** The Moore Tech Machine Shop course is taught in the most complete educational machine shop in the south. The course provides the technical knowledge and fundamental experience necessary to perform machine shop work. Students learn how to use blueprints skillfully, as well as hand tools and heavy machinery required to forge quality parts from metal. The course gives one a basic training in the operation of machine tools and helps the student understand the latest machining processes. A technician in the machine shop trade should have sound work habits, knowledge of mathematics and blueprint reading and be attentive to detail. Moore Tech training is designed so that the student gets the experience of actually performing in a working machine shop. Each student is given increasingly more challenging assignments according to his/her individual progress and ability. Therefore, resourceful students may accelerate according to their skills. This Moore Tech program provides a student with the working knowledge of a machinist and creates within the student the hands-on ability and confidence needed for successful employment in the industry.

#### Industrial Electricity

**Length of program:** Two Years (Six Trimesters)  
**Contact hours:** Days – 2400 clock hours  
**Tuition or fees:** \$1,960 per trimester (\$11,760 total)  
**Credentials offered:** Diploma

**Length of program:** Two Years (Six Trimesters)  
**Contact hours:** Nights – 504 clock hours  
**Tuition or fees:** \$855 per trimester (\$5,130 total)  
**Credentials offered:** Certificate

## William R Moore College (continued)

**Program Description: Industrial Electricity and Plant Maintenance** is designed for individuals who want to pursue the field of electricity as it applies to industry. Since the types of power sources vary from industry to industry, the program is designed to include as many of those sources as possible. Electrical, hydraulic and pneumatic and the appropriate controlling devices peculiar to each constitute the main body of the curriculum. Each is covered at length. Students learn hands on experience in areas such as electrical wiring-residential and national electric code, industrial electronics, industrial fluid power, electric motor control and other related areas of study. Students who elect this program should have a minimum background in mathematics, be able to use analytical analysis to determine cause and effect, and have good mechanical ability and dexterity. At Moore Tech this program provides the student with a working knowledge of industrial electricity and plant maintenance. Each student will receive the classroom and hands-on training in a laboratory environment to achieve the ability and confidence necessary for successful employment within the industry.

### Welding

**Length of program:** One Year (Three Trimesters)

**Contact hours:** Days – 1200 clock hours

**Tuition or fees:** \$1,960 per trimester (\$5,880 total)

**Credentials offered:** Diploma

**Length of program:** One Year (Three Trimesters)

**Contact hours:** Nights – 252 clock hours

**Tuition or fees:** \$1,055 per trimester (\$3,165 total)

**Credentials offered:** Certificate

**Program Description: The Moore Tech Welding Program** requires persons who possess good manual dexterity, good eyesight, and good eye-to-hand coordination. They should be able to concentrate on detailed work for long periods of time. Because welding processes differ and are used for a wide variety of purposes, the equipment welders use and the skill levels vary. Job descriptions vary from highly skilled manual welders who can use both gas and electric arc welding equipment, and welders who plan their work from drawings or other specifications to those of unskilled welding machine tenders who simply press a button to start a machine. Skilled welders know the characteristics of different types of metals and can weld in various positions. Welders who build ships and maintenance welders are examples of skilled welders. Moore Tech's Welding Program is taught in one of the most extensive and complete welding labs in the south. It includes instruction in electric arc welding, plasma arc cutting, oxyacetylene cutting, oxyacetylene welding, (both ferrous, and nonferrous metals,) TIG (Tungsten Inert Gas) & MIG (Metal Inert Gas). The student is taught to identify and use various types of welding equipment, including the characteristics and techniques used in fabricating and assembling metal parts. An important aspect of the program is teaching the individual to read and follow directions. This program is designed for individuals who want to become professional welders. It provides the student with a working knowledge of the. The program also is designed to develop in the student the hands-on ability and confidence needed for successful employment within industry.

**Air Conditioning Heating (PROGRAM NO LONGER OFFERED per Provider)**

**Maintenance Technology (PROGRAM NO LONGER OFFERED per Provider)**

# YWCA of Greater Memphis

(Approved September 8, 2010)

## LWIA 13-Training Providers and Resources

**Address:** 1044 Mississippi Blvd.  
Memphis, TN 38126  
Jacquelyn D. Williams, CPA, Executive Director

**Contact:** Alicia Jackson, Director  
ajackson@memphisywca.org

**Phone:** (901) 948-8899 and Fax: (901) 942-9383

### **Training Programs:**

#### Computer Repair

**Length of program:** 10 weeks  
**Tuition or fees:** \$3,900.00  
**Credentials offered:** Prep for A+ Certificate

**Program Description:** Computer Repair Technician training provides students with basic computer repair training that includes part identification and components, computer assembly, trouble shooting and testing. Tutoring for an A+ certification is provided. Students will receive 75 hours of training over 10 weeks.

#### High Voltage Electrical

**Length of program:** 10 weeks  
**Tuition or fees:** \$3,900.00  
**Credentials offered:** Certificate

**Program Description:** Pre-apprenticeship High Voltage Electrical training will include electrical safety, circuits, electrical theory, electrical code, dive boxes, hand bending, raceways and fittings, conductors and cables, electrical drawings, and residential services. Students will receive 75 hours of training over 10 weeks.

#### Carpentry Trades

**Length of program:** 10 weeks  
**Tuition or fees:** \$3,900.00  
**Credentials offered:** Certificate

**Program Description:** Carpentry Trades consists of practical and theoretical components designed to prepare the students for an apprenticeship or carpenter's helper opportunity. Students will be prepared for both residential and commercial building. Class times and location will be based on instructor's availability.

## YWCA of Greater Memphis (continued)

### **Warehouse Logistics**

**Length of program:** 10 weeks  
**Tuition or fees:** \$3,900.00  
**Credentials offered:** Certificate

**Program Description:** Warehouse Logistics course covers all the basics of supply chain management, sourcing, inventory, production, and warehousing, purchasing, physical distribution and forklift training for certification, in a live warehouse environment, students will also learn shipping, receiving, inventory and control management. Classes are held 2 days a week 3.5 hours of technical training for 10 weeks.

### **Customer Service**

**Length of Program:** 4 weeks  
**Tuition or Fees:** \$ 1560.00  
**Credentials offered:** Certificate

**Program Description:** Customer Service provides the essentials of working in a call center or customer-focused internet retail setting. Participants learn how to build a professional image, communicate in a sales/service environment, process transactions and manage conflict. Class meets 2 times a week.

**Help Desk Support and Network Cabling Technician (PROGRAM NO LONGER OFFERED per Provider)**

## Commonly Used DOT Codes

	Job Title	DOT Code	O'NET Code	
1	Practical Nursing	079.374-014	29206100	
2	Nursing	075.364-010	29111100	
3	Medical Assistant	079.362-010	31909200	
4	Medical Lab Technician	078.381-014	29201200	
5	Medical Billing & Coding	079.262-014	29207100	
6	Health Services Administration	079.167-014	11911100	
7	Health Information Management	079.167-014	11911100	
8	Dental Assistant	079.361-018	31909100	
9	Business Operations/MOUS	213.362-010	43901100	
10	Business Administration Management (Office Manager)	169.167-026	11301100	
11	Office Administration	169.167-034	11301100	
12	Executive Assistant	169.167-010	43601100	
13	Accounting	160.162-018	13201101	
14	Microsoft IT Professional			Review 37-44
15	CISCO			Review 37-44
16	A+			Review 37-44
17	Technical E-Learning			
18	Truck Driving Heavy)	905.663-014	53303201	

19	Industrial Electronics	638.261.900	49904100	
20	IRT	638.261.900	49904100	
21	Warehousing	736.687-038	53706400	
22	Welding	810.384-014	51412106	
28	General Duty Nurse	076.364-010	29111100	
29	Driver	913.663-018	53303300	
30	Industrial Machine System Technician	638.261-900	49904100	
31	Billing & Posting Clerks (Billing Clerk)	214.362-042	43302100	
32	Computer User Support Specialist (Technical Support Specialist)	033.162-018	15104100	
33	Medical Records & Health Information Technicians	079.362-014	29207100	
34	Medical Secretaries	201.362-014	43601300	
35	Software Developer Application (Software Engineer)	030.062-010	15103100	
36	Medical Record Clerk	079.262-014	29207100	
37	Technical Support	031.262-014	15104100	Network Control Operator
		031.262-010	15104100	User Support Analyst
		033.162-018	15104100	Technical Support Specialist
38	Software Engineer	033.167-010	15109902	Computer System Hardware Analyst
39	System Analyst	030.162-014	15105100	Programmer Analyst
		031.162-022	15105100	System Programmer
		010.167-014	15105100	System Analyst
		031.262-010	15105100	Data Communication Analyst



		<b>823.261-900</b>	<b>15105100</b>	<b>Internetworking Technician</b>
<b>40</b>	<b>Network Control Operator Supervisor</b>	<b>031.262-010</b>	<b>15107100</b>	<b>Data Communication Analyst</b>
		<b>823.261-900</b>	<b>15107100</b>	<b>Internetworking Technician</b>
<b>41</b>	<b>Database Administrator</b>	<b>039.162-010</b>	<b>15106100</b>	<b>Data Base Administration</b>
		<b>039.162-014</b>	<b>15106100</b>	<b>Data base Design Analyst</b>
<b>42</b>	<b>Computer Programmer</b>	<b>030.162-010</b>	<b>15102100</b>	<b>Computer Programmer</b>
<b>43</b>	<b>Network Control Operator</b>	<b>031.262-010</b>	<b>15107100</b>	<b>Data Communication Analyst</b>
		<b>823.261-900</b>	<b>15107100</b>	<b>Internetworking Technician</b>
<b>44</b>	<b>Computer System Hardware</b>	<b>033.167-010</b>	<b>15109900</b>	<b>Computer System Hardware Analyst</b>