




Education Consulting Associates (ECA)

# High School Academy

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Healthcare Training & Career Programs

*"advanced solutions for online high school curriculum"*



Academic  
Catalog  
2014-2015



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## *ECA Overview*

Since 1993, ECA's partners have been supporting innovating training and education programs in partnership with allied healthcare training, community colleges, universities, career colleges, workforce agencies, high schools and other education providers nationwide. Beginning with our flagship healthcare courses, and career track courses offering eLearning solutions to over 300 partners operating in 40 states. Now ECA further grows our catalog to support workforce education in multiple disciplines.



Today's workforce is changing and growing every day and we understand how difficult it can be to keep up. Our goal is to ensure our partners' clients successfully complete ECA courses and gain the necessary skills and fundamental knowledge to secure employment opportunities in growing, high-demand fields. New requirements for professionals, increasing demands on existing roles and the constant development of new specialties not only requires students to gain more skills than ever before, but also demands that current professionals continue to acquire the most up-to-date understanding of new technologies.

In late 2011, ECA's partners completed a 2-year effort to develop online E-learning offerings in several of our more popular healthcare courses. In partnership with Pearson Education and eCollege, ECA developed our new Health online E-learning offerings. These Health offerings are truly the industries best and include online student labs and exercises, engaging assignments, instructor discussion threads, and other student support services.







## *Overview continued*

Although the US economy remains sluggish and the overall job market has not improved, the demand for healthcare staff and professionals is growing at a staggering rate. These factors have created enormous job opportunities for individuals trained in leading healthcare professions. Available to both working adults interested in a new career and current healthcare professionals, these exciting programs will help students prepare for the numerous jobs available to healthcare staff and professionals!



Our extensive catalog and unmatched quality coupled with our unparalleled client- support set ECA apart in eLearning. We understand how important it is for you to meet the needs of your community by arming tomorrow's workforce with the training and certification they'll need for years to come and we look forward to helping you achieve these goals



## Partnership Details

### *“Turn-Key Solutions”*

ECA provides a turn-key solution allowing partners to offer new or additional allied health programs in demand. With an ECA partnership you will find no hidden cost, commitment, or investment. An ECA partnership includes the following responsibilities – all of which are subject to our partners’ approval:

#### ECA Provides:

- Coordination of National Certification Exams
- A *Secure Student Portal* Website
- Clinical Externship Support for Students (if applicable)
- Career Services and Support (if required)

A CERTIFICATION EXAM  
PASS RATE OF  
75% TO 85%  
IS TYPICAL

#### Other highlights include:

- **Creative Delivery Solutions** -- E-learning offerings with a state of the art delivery system. Programs are available to the student 24/7.
- **National Certification** -- Students, employers, and workforce funding agencies are demanding national certification to validate competencies and acquired skills.

Most of these offerings prepare students to take national or state certification exams. ECA works carefully with our partners, students, instructor faculty, and certification organizations to guide students through the certification process.

- **Employment** -- Students who successfully complete these programs are highly employable in the career field. Other services can be integrated to ensure that students that enroll in these programs have the skills necessary to compete for jobs.
- **ECA’s Customer Service** -- ECA works carefully with our partners to ensure that the goals and objectives of these programs are met. ECA encourages any institution who is considering a partnership with ECA to talk to one of our partners nationwide.

#### Online Learning





Education Consulting Associates (ECA)

# *Healthcare Academy*

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Healthcare Training & Education Programs







## *Healthcare Curriculum*

Since 1993, ECA has been meeting the healthcare training and education needs of institutions and students nationwide. Currently with over 300 partnerships in 40 states, we continue to expand our partnership healthcare offerings to include new and exciting programs and innovative services.

Healthcare Academy Programs	
Course Name	Tuition
Pharmacy Technician	\$849
Clinical Medical Assistant	\$849
Dental Assisting	\$999
Medical Billing & Coding	\$1049
Medical Coding/ICD 10	849
EKG Technician	\$849
Electronic Health Records	\$849
Phlebotomy Technician	\$999
Medical Administrative Assistant	\$849
Dialysis Technician	\$849
Medical Terminology	\$299
Certified Nursing Assistant	\$849
Emergency Medical Technician	\$849



## Healthcare Academy Course

### Details

#### Pharmacy Technician Program

This comprehensive program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands-on labs, students will review dosage calculations, drug classifications, the "top 200 drugs", I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing, and reimbursement.

#### Clinical Medical Assistant Program

This program is intended for students who want to prepare for an exciting, challenging, and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy, and the 12 lead EKG and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper EKG lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider.

#### Physician's Office Assistant Professional

This course prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that they can gain the necessary skills required to obtain an administrative medical assistant position.

#### Dental Assisting Program

The Dental Assisting Program prepares students for entry-level positions in one of the fastest growing healthcare positions – Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics – Administrative Aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include: introduction to oral anatomy; dental operator; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.

#### Health Information Technology (HIT)

This program will train aspiring healthcare and information technology professionals to be part of the country's emerging health IT industry. Elements of the program include: a comprehensive overview of human body systems, health information terminology; communication in healthcare, privacy laws and confidentiality, professional and ethical issues, customer service and the role of HIPPA in the digital electronic health record (EHRs). Students will review the requirements of and effective IT environment including: basic computing, an overview of computer architecture and data organization, programming languages, networking, hardware components, software applications, the HITECH Act and the concept of "meaningful use" of EHRs. Additionally, students will review the fundamentals of selecting, installing and maintaining EHRs. Students will document system interfaces and integration requirements and learn to backup and restore databases, applications, and operating systems. This course will include approaches to assess, select and configure EHRs; how to document processes and conduct workflow analysis; how to explain the functions of all layers of the ISO OSI models; describe data standards required for the interoperable exchange of healthcare data; describe components of health IT standards (including HL7 and TC215) for health information exchange; and review enterprise architecture models. Students will gain an understanding of project management principles, tools and techniques with practical applications for the HIT professional. Note: Extensive student exercises and hands-on labs are also required.

#### Nationally Recognized HIT Certification Exams:

Students who complete this program would be qualified to sit for the following three (3) national HIT-Pro certification exams: 1) Technical/Software Support Staff competency exam; 2) Practice Workflow and Information Management Redesign Specialist competency exam and 3) the Implementation Support Specialist competency exams. HIT Pro are Workforce Development program exams sponsored by the US Department of Health and Human Services.



### Medical Billing and Coding Program

This combined billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines), and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-9 and HCPCS).

### ICD-10 – Medical Coding Course

Effective October 2014, the US Department of Health and Human Services (HHS) will require that the standard ICD-9 code sets, which are used in medical billing and coding to report health care diagnoses and procedures, be replaced by ICD-10. This move from ICD-9 to ICD-10 will have a significant impact on healthcare providers and the process for which they receive reimbursement. This program will include a detailed review of both ICD-10 (diagnostic coding) and ICD-10-PCS (inpatient procedural coding system). Additional program elements include: differences between ICD-9 and ICD-10; federal regulation/compliance; using the ICD-10 Manual; how and when to use the ICD-10-PCS; issues surrounding the implementation of ICD-10; documentation challenges; analyzing electronic coding tools; coding from chart notes; coding from operative reports; and detailed hands on coding exercises and case studies using ICD-

10. This course is ideal for experienced students interested in a career in medical coding and for current coding professionals looking for and update and review of the issues and challenges they will face with the upcoming ICD-10 adoption.

### EKG Technician Program

This comprehensive EKG Technician program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact, electrocardiography, and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

### Electronic Health Record Management Program

This Electronic Health Record (EH R) Management program prepares students to understand and use electronic records in a medical practice. Access to health information is changing the ways doctors care for their patients. Doctors now have access to a patient's medical history, surgeries, allergies to medicines, and recent doctor's visits all at the press of a button. This recent technology that intertwines health information from a variety of sources is known as an electronic health record. An electronic health record (EH R) includes computerized lifelong healthcare data from a variety sources where every encounter an individual has with the healthcare system is documented and compiled for quick access. Electronic Health Record professionals are educated in the implementation and management of electronic health information using common electronic data interchange systems such as HL7, CDISC, and DICOM. Students will learn through classroom and computer lab training the necessary components consistent with maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record and database.

### Phlebotomy Technician Program

This Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods.

### Medical Administrative Assistant Program

This course prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the healthcare field.

### Dialysis Technician Program

This Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment.

### Medical Terminology Program

This medical terminology program is a comprehensive guide to identifying, analyzing, and understanding the basic word structure, root words, suffixes, and prefixes. In addition, this program will provide instruction in the organization of the human body and the associated systems, major drug classifications, diagnostic tests and treatment procedures, medical abbreviations and symbols and common medical terms. This program is intended to provide students with a well-rounded introduction to medical terminology enabling a student to better comprehend medical terms





Education Consulting Associates (ECA)

# *Career Academy*

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Career Training & Education Programs







## *Career Academy Curriculum*

ECA Career Tracks offer students a chance to hone their skills in a variety of professions by taking a cross-discipline approach to learning. Today's work environment requires professionals to master a variety of skills – some that are clearly applicable to that position and some that will help to enhance the efficacy and abilities of professionals across all fields. Career training and re-training requires a strategic approach to learning beyond a traditional degree program and ECA Career Tracks offers our partners exactly this solution.

<b>Career Track</b>	<b>Industry</b>	<b>Tuition</b>	<b>Course Hours</b>
AMERICAN HISTORY & GOVERNMENT SPECIALIST	ACADEMIC	\$ 978.44	375
ENVIRONMENTAL SPECIALIST	SCIENCE	\$ 1,116.10	375
LIFE SCIENCES SPECIALIST	SCIENCE	\$ 1,055.84	375
PSYCHOLOGY	ACADEMIC	\$ 912.19	375
PUBLIC SPEAKING EXPERT	ACADEMIC	\$ 1,301.37	375
RESEARCH SPECIALIST	ACADEMIC	\$ 921.12	375
SOCIOLOGY	ACADEMIC	\$ 954.08	375
SUCCESSFUL STUDENT	ACADEMIC	\$ 325.00	375
WRITING PROFESSIONAL	ACADEMIC	\$ 849.14	375
ACCOUNTING MATH PROFESSIONAL	ACCOUNTING	\$ 849.14	375
ACCOUNTING PROFESSIONAL	ACCOUNTING	\$ 849.14	375
ECONOMICS PROFESSIONAL	ECONOMICS	\$ 1,533.63	375
BUSINESS COMMUNICATION PROFESSIONAL	BUSINESS	\$ 893.78	375
BUSINESS INFORMATION SYSTEMS PROFESSIONAL	BUSINESS	\$ 989.19	375
BUSINESS LAW SPECIALIST	BUSINESS	\$ 1,170.84	375
BUSINESS MANAGEMENT PROFESSIONAL	BUSINESS	\$ 981.81	375
BUSINESS MATH SPECIALIST	BUSINESS	\$ 771.27	375
ENTREPRENEUR SPECIALIST	BUSINESS	\$ 797.30	375
FINANCE PROFESSIONAL	BUSINESS	\$ 978.44	375
HR PROFESSIONAL	BUSINESS	\$ 803.67	375
LEAN ENTERPRISE PROFESSIONAL	BUSINESS	\$ 768.36	375
MARKETING PROFESSIONAL	BUSINESS	\$ 775.64	375
MS OFFICE SPECIALIST	BUSINESS	\$ 790.75	375
ORGANIZATIONAL BEHAVIOR PROFESSIONAL	BUSINESS	\$ 755.26	375
PROJECT MANAGEMENT ASSOCIATE	BUSINESS	\$ 656.73	375
PROJECT MANAGEMENT SPECIALIST	BUSINESS	\$ 818.70	375
COMP TIA SPECIALIST	IT	\$ 824.03	375
COMP TIA NETWORK PROFESSIONAL	IT	\$ 847.82	375
JAVA SPECIALIST	IT	\$ 930.18	375



CIVIL LITIGATION SPECIALIST	LAW	\$ 856.37	375
CONTRACT SPECIALIST	LAW	\$ 656.73	375
CORRECTIONS SPECIALIST	LAW	\$ 656.73	375
CRIMINAL INVESTIGATION PROFESSIONAL	LAW	\$ 759.48	375
CRIMINAL JUSTICE PROFESSIONAL	LAW	\$ 721.95	375
CRIMINAL LAW & PROCEDURE SPECIALIST	LAW	\$ 860.53	375
CRIMINAL PROCEDURE SPECIALIST	LAW	\$ 742.40	375
FAMILY LAW PROFESSIONAL	LAW	\$ 775.47	375
HOMELAND SECURITY SPECIALIST	LAW	\$ 763.99	375
JUVENILE JUSTICE SPECIALIST	LAW	\$ 958.78	375
LAW ENFORCEMENT PROFESSIONAL	LAW	\$ 940.01	375
LAW OFFICE TECHNOLOGY SPECIALIST	LAW	\$ 707.21	375
LEGAL WRITING SPECIALIST	LAW	\$ 713.03	375
PARALEGAL PROFESSIONAL	LAW	\$ 716.67	375
REAL ESTATE PROFESSIONAL	LAW	\$ 736.87	375
TORT LAW SPECIALIST	LAW	\$ 691.37	375
VICTIMOLOGIST	LAW	\$ 760.17	375
WILLS, TRUSTS & ESTATES SPECIALIST	LAW	\$ 713.21	375





## **Academic and Science**

### **American History & Government Specialist**

The American History & Government Specialist Program This course introduces students to the fundamentals of American government and politics focusing on the historical evolution of government and policies, the major institutions, and the major processes. Throughout the course, students will evaluate the various characteristics unique to American government through the critical lens of history and current international developments with a constant eye toward future limitations or promises still to be met. Offering students an in-depth look at the fascinating developments that make up American History, students will gain a fundamental understanding of the history that has led to a successful nation today, the roots of various difficulties that continue to test the United States and the basic foundations that have endured through history to guide decisions for years to come. Alongside and in-depth look at how American government works, this course delivers a broad survey of American history from New World exploration and settlement through Independence, the Civil War, Reconstruction, Manifest Destiny, the Industrial Revolution, the Great Depression, and two World Wars all colored by the social, political and cultural developments that led to the US as it stands today.

### **Environmental Specialist**

The Environmental Specialist Program For this program, students will take an in-depth look at the functions of all things on planet earth, its atmosphere, composition and structure as well as the inhabitants that occupy it. The program will explore various toxic substances that can affect the delicate balance that results from this complex interconnectivity and understand how just the slightest alteration in one aspect can affect the whole. Further, this program explores the relationship between man and the environment. Students will examine the balance between natural resources and the needs of mankind. Students will further explore the scientific, political, economic, and social implications of environmental science that affect a variety of public policy decisions at multiple levels of government.

### **Life Sciences Specialist**

The Life Sciences Specialist Program Students completing this program will gain a fundamental understanding of the biological principles and the properties of life, considering the structure and function of plants and animals, their relationship to various organisms, to each other and the environment they inhabit. Taking an in-depth look at cell biology principles, reproduction, development and growth, students will begin to understand the mechanics of evolution, inheritance and genetics. Students will learn the various ways for classifying different organisms, animals, and plants, as well as the human body, the characteristics and distinctions between them as well as the way in which all of these organisms contribute to the overall environment. This program also provides an overview of the anatomical structures and physiology of the human body. Each body system is discussed in terms of the major anatomical structures and functions including how each system participates in homeostasis of the body. In addition, the program discusses selected major pathologies, including disease definitions and causes, signs and symptoms, diagnostic procedures, and possible treatments. Finally, the program will present common issues and changes that occur in each body system through the lifespan.

### **Psychology**

The Psychology Program The Psychology Program course takes students through the basic concepts, theories, research methods, and contributions to the understanding of human behavior taking students through the various complexities of human development, the motivations for our thoughts, feelings and behavior as well as the role of sexuality, gender, heredity and genetics as applied to human behavior overall. Students will have the opportunity to analyze various psychological disorders, "normal" behaviors and the basis of the psychology behind learning, memory and experience. Students who complete this course will have firm understanding of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.



### Public Speaking Expert

The Public Speaking Expert Program the Public Speaking Expert program helps students to set themselves apart from their peers and colleagues with polished, professional presentation skills that will be tapped by superiors for a variety of presentations, from bringing in prospective clients and ultimately close deals. This valuable program provides students with a basic understanding of public speaking and how to prepare and present a variety of speeches. Good public speaking skills are extremely rare and successful students will absolutely be set apart from their colleagues should they master the skills offered in this program. With particular attention paid to Microsoft PowerPoint presentations, this program will ensure students understand how to enhance a presentation through this medium.

### Research Specialist

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

### Sociology

The Sociology Program Throughout this program, students will take a look at culture, values, socialization, cooperation, conflict, inequality, deviance, violence, social conflict and control alongside the different social stratifications that make up our existence, our relationships and our everyday lives. The program focuses on globalization, cultural diversity, critical thinking, new technology, and the growing influence of mass media. Students who complete this program will gain a comprehensive understanding of Sociology, its origins, theories, applications and implications. This course explores sociological processes that underlie everyday life.

### Successful Student

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

### Writing Professional

The Writing Professional Program the Writing Professional program develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications. Students will have the opportunity to really break down the writing process and see how it is useful in constructing and finally writing their own work. Students will discover various styles and sentence structures that can alter the meaning and impact of their writing and ensure they have the tools necessary to convey the meaning they intend, communicate their thoughts effectively and clearly and ensure their writing is presented professionally in terms of grammar, spelling and other issues that can otherwise inhibit successful writing. Students will learn the various techniques appropriate to different writing purposes as well as the different tones and styles applicable to particular contexts (professional, academic, clinical, etc.) In understanding how other sources can help to solidify a piece of writing, students will gain the skills they need to conduct basic research into external sources, what kinds of sources are best used for particular purposes and how best to incorporate this information into their writing in the most effective way possible.





## **Accounting and Economics**

### **Accounting Math Professional**

The Accounting Math Professional Program This program takes students through the fundamentals of algebra and statistics as well as their endless applications. Students will learn to solve multiple types of equations including both linear and quadratic functions and master the skills necessary to solve challenging word problems, including actual scenarios one encounters on the job. Further, this program will ensure students gain the skills necessary to perform complex statistical analysis of selected samples, understand how to choose the most applicable samples for study and draw conclusions from the analysis pulled from various data sets. Students will learn to gather multiple answers to questions posed every day in business using statistical distributions, probabilities, confidence intervals and more! Once able to build applicable statistical models and interpret the data pulled together, these skills will serve students in their careers for years to come. This program presents students with the key concepts of college-level algebra and statistics. Students will be introduced to solving equations and inequalities, functions (including linear, quadratic, polynomial, rational, exponential, and logarithmic). Further, this program will offer students the skills necessary to interpret and critically evaluate statistics commonly used to describe, predict, and evaluate data in an information-driven environment.

### **Accounting Professional**

The Accounting Professional Program Any successful business owner can tell you that proper accounting is one of the most important aspects of their entire organization. Proper accounting is essential to the effective functioning and success of any small business and the leadership teams in these companies depend entirely on their accounting staff to track and report the overall health of the company from day to day, quarter to quarter and year to year. Staff who understanding how to calculate the essential accounting data for a company have the skills to properly advise leadership on the business decisions they need to make. Apart from the CPA who prepares the formal tax filings, the skills students gain from the Accounting and Finance Professional Program will ensure they're prepared for the lead accounting and financial position with any small business or effectively assist on a sophisticated accounting and finance team. The theory and practical skills combined in this Program will ensure students come away with the essentials of accounting, business math and statistics with a fundamental understanding of finance and business law. Students who complete the Accounting Professional Program will have the skills necessary for success in these positions starting from day one on the job!

### **Economics Professional**

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

## **Business**

### **Business Communication Professional**

The Business Communication Professional Program Whether in writing or speaking, effective communication is a must for business managers at all levels as well as those seeking promotion into higher ranks. Students will learn the fundamental strategies behind effective business communication alongside potential barriers that may inhibit these efforts. Students will be introduced to technology that will facilitate their communication efforts, gain insight into effective oral presentations as well as visual aids that can help in these efforts. This program will also ensure students learn to write faster without sacrificing clarity making sure they can avoid common errors, resolve issues effectively and increase credibility overall by communicating exactly what they mean to their audience without all the extraneous, unnecessary material. Participants will also learn effective strategies to revise and fine-tune every kind of business document to convey the exact meaning they intend in the most effective way possible. For those students looking at a career in sales or any client-facing position, the business communication course is a must, but it's also a great tool for anyone getting started in an office environment to have a mastery of these skills.

### Business Information Systems Professional

The Business Information Systems Professional program examines the intricacies and uses of information technology from a business enterprise perspective. Students will explore the individual components and of business information technology systems, their interconnectivity, as well as the development of such components based on particular business types. Students will understand how various information systems are useful to enhance productivity and facilitate management practices. This program also introduces the various information and communications technologies available and explains how information systems are used to solve problems and make better business decisions. All of these systems work together to speed and improve traditional business practices and should be used in a way that is beneficial to various decision making processes and strategic business actions. Students will understand the need for workable networking concepts, examine the purpose and need for information systems as they pertain to overall function and security and also learn different applications and design techniques for successful business information systems.

### Business Law Specialist

This Business Law Specialist Program is designed to introduce students to all business law concepts from their roots in common law through to elements of American and international law that make up this area of robust jurisprudence. Businesses operate every day under accepted theories of contract and tort law, promoting equitable transactions and ensuring corporate responsibility that advance accepted notions of good business practices. Corporations are also subject to various statutory frameworks that dictate the treatment and conditions of employees, ensure environmental protection and protect consumers from powerful organizations when necessary. Throughout this program, students will explore all of these issues and learn how the law applies to business operations every day. The Business Law Specialist program will provide students with a survey of the principle areas of business law. It will explore the relationship between business and the law with respect to the following topics: torts, crimes, intellectual property, contracts, negotiable instruments, agency, employment, and forms of business organization. Students will also explore the relationship between business and the law with respect to ethics and social responsibility, government regulation, personal property, real property, and international trade. Students will gain a working knowledge of practical rules of law and legal terminology, as well as legal solutions for business-related issues.

### Business Management Professional

The Business Management Professional Program Leading a team of colleagues or managing your own staff requires a set of leadership skills that are often few and far between in today's business culture. Understanding the personalities working for you and with you, while also maneuvering to get the most out of the different skill sets and personalities on your staff is essential to effective leadership and productive management. With the Business Management Professional Program, this collection of skills and knowledge will ensure students understand the delicate balance of leadership, motivation, delegation, and authority while fostering an environment of encouragement and teamwork. From business communication and basic supervision to the fundamentals of leadership and project management, this combination of courses ensures students will emerge with the confidence to make the tough decisions managers are faced with every day coupled with a comprehensive understanding of what it takes to be a true leader.

### Business Math Specialist

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

### Entrepreneurship Specialist

The Entrepreneurship Specialist Program Entrepreneurs are the lifeblood of American business, turning great ideas and services into successful businesses every day. But starting a business and growing it to a successful enterprise requires more than just a good idea – owning your own business requires an adaptive, flexible, and well-rounded skill-set that will ensure you're prepared to navigate through a multitude of business issues. In short, successful entrepreneurs wear every hat in their business – they're effective managers and savvy negotiators all paired with an unmatched work ethic. The Entrepreneurship Specialist Program pulls together all of the education and skills necessary for success in starting your own business or just cultivating that entrepreneurial spirit necessary to start a new division in your current role working for another company. From drafting the initial business plan to financing your vision and managing your staff, the Entrepreneurship Program covers everything successful entrepreneurs require to start, build and grow their next venture.



### Finance Professional

The Finance Professional Program Taking students through both theoretical and real-world examples to demonstrate the valuation of assets, this program will help students in various decision-making processes not only in business, but in personal finance as well. Moreover, this program will introduce students to the basics of evaluating corporate financial statements, evaluating certain aspects of a company to determine its overall wealth or health, both of which go to shareholder value – every company's overall mission. The program ensures students have a firm understanding of risk and return, individual and collective financial markets, and the application of capital budgeting tools and learn how to properly evaluate capital structure and dividend policy in a global context. The Finance Professional program provides students with a foundational knowledge of financial management. The program covers key language and terminology, time-value of money, financial markets and securities, financial statements, financial analysis, risk and return, valuation of stocks and bonds, capital budgeting and valuation, cost of capital and capital structure, working capital management, dividend policy, and international finance. Students are required to apply the various financial tools and understand how they impact financial decision-making.

### Human Resources Professional

The Human Resources Professional Program introduces human resources (HR) functions and related elements and activities to students wishing to enter a career in this field or anyone who runs or may start a business of their own. This program will outline for students the roles and responsibilities of members of a typical HR department, educating the staff that make up a particular firm in various corporate policies, rules and/or procedures as well as how their individual role will include HR-related activities, whether officially part of an HR department or not. Students will move through the evolution of HR management through to the modern functions of most HR divisions from the perspective of both management and subordinate employees. Further, students will explore various compensation structures and gain an understanding of the importance of maintaining fair and equitable compensation and benefit programs. As part of this program, students will be exposed to real-world situations and conflicts that may arise ranging from compensation to employee counseling, conflict resolution, discipline and termination alongside the legal and ethical implications of all of these points with respect to Equal Employment Opportunity requirements. Other critical areas such as training and development of staff with regard to many of the above mentioned issues as well as staffing and strategy will also be discussed. This program focuses on human resource management skills used by business managers in day-to-day operations. While focusing on the different aspects of human resource management and practices, problem solving and critical thinking skills are applied.

### Lean Enterprise Professional

The Lean Enterprise Professional Program Applying these principles to their own work, the Lean Enterprise Professional program offers participants the chance to see how the benefits of these techniques would improve their own company or organization. Through successful completion of these projects, participants will learn how implementing Lean Techniques can result in dramatic improvements in cash flow, customer loyalty, market share, safety and morale as well as overall cycle-time and productivity. Lean Enterprise concepts focus on removing waste and increasing speed in order to affect the bottom line. To achieve these goals, participants will learn how to remove non-value added process steps, fix the connections between steps and really put the focus back on the customer. Creating improvements across businesses from top to bottom, this course is ideal for individuals responsible for managing or participating in performance improvement activities particularly in the following industries: Electronics, Healthcare, IT, Biotechnology, Manufacturing, Food and Beverage, Energy, Education, Government, Law Enforcement, and Telecommunications. Appropriate participants would include professionals and managers, as well as hands-on line staff in key functional areas like Operations, Production, Inventory Control, Development, Manufacturing, Quality Assurance and Supply Management. In pulling together individuals from all of these areas, the Lean Enterprise Certification course offers a diverse learning environment with multiple perspectives for building best practices that come from all points of industry. The Lean Enterprise Professional program will prepare individuals to sit for the Lean Essentials I Certification exam from the American Society for Quality.

### Marketing Professional

The Marketing Professional program outlines for students current theories of marketing, their effective application and concepts important to marketing goods and services, identifying and further defining target customers, targeting those customers and really reaching them through your messaging from both a domestic and global perspective. Students will explore the elements of market research, identifying target customers, branding, pricing, developing product offers, and developing marketing communications for various distribution channels. Students will examine marketing critically from the perspective of the consumer, the overall economy, and technology as well as the legal and ethical issues that arise to ensure responsible marketing. This program provides students with a view of the principle areas of marketing. It explores the factors influencing how marketing decisions are made, including the impact of marketing decisions on an organization and its customers. Students will gain a working knowledge of practical marketing and business vocabulary. Additionally, students will analyze today's global, highly competitive marketplace and evaluate how the actions of competitors influence marketing decisions.



### Organizational Behavior Professional

The Organizational Behavior Professional Program This program addresses how a company functions on a daily basis with the makeup of talent, roles and responsibilities, needs and various divisions that can help to effectively break up a large organization into something that can work effectively and efficiently. Students will have the opportunity to explore the behavior of the organization as a whole, the groups and individuals within it and those elements that contribute to a positive (or negative) work environment. Analyzing the impact of corporate politics, balanced and unbalanced power structures as well as individual communication styles and motivations can help individuals to navigate their way through complex organizations, help to improve organizations or even design their own successful organization based on these best practices. This program examines organizational theory and application to provide a comprehensive review of individual, group, and organizational performance in relation to organizational structures in contemporary business settings.

### Project Management Associate

The Project Management Associate program offers participants the opportunity to define, plan and execute a project no matter how simple or complex the end goal. Participants will gain the tools and knowledge necessary to deliver successful projects both on time and on budget, while meeting any performance specifications determined from the outset. At a fundamental level, participants will explore the ins and outs of project management and the project life cycle including: project scope management, project time management, project cost management, project communications management, project risk management, project procurement management, project human resource management and project stakeholder management. The Project Management Associate program provides students with an overview of the principle areas of project management. The program will introduce students to the advantages and disadvantages of different organizational structures, as well as the phases of an effective project management system. Students will examine the key skills of a project manager, and learn how to develop and apply those skills for project success. Students will also learn how to create a project schedule, resource plan, and budget, and how to monitor and evaluate a project to manage time, cost, scope, and resources.



### Project Management Specialist

The Project Management Specialist Program Steering a large project toward successful completion can be extremely challenging but also incredibly rewarding. More than that, however, juggling multiple projects at once can be incredibly overwhelming without the tools to make the best use of time and resources. Project Managers are essential in all areas of industry and require the expertise to launch initiatives geared toward success at all levels. The Project Management Specialist Program offers students the valuable CAPM credential in combination with valuable time management, project risk and cost analysis skills and other tips and tricks for project management. No matter a student's current job or aspired position, effective project management and execution skills are essential to everyone's professional success and the Project Management Specialist Program will ensure students gain the skills they need for success on the job from day one. Whether you're a student, new to project management, changing careers, or already serving as a subject matter expert on project teams, the CAPM can get your career on the right path or take it to the next level.

### Information Technology

#### CompTIA A+ Specialist

The CompTIA A+ course will build upon students' existing user-level knowledge and experience with personal computer software and hardware in order to present fundamental concepts and techniques that technicians will use every day on the job. Upon completing this course, students will gain the essential skills and technical expertise necessary to install, upgrade, configure, troubleshoot, optimize, repair and perform preventative maintenance on basic personal computer hardware and operating systems. The CompTIA A+ course provides students with the basic knowledge and skills necessary for a career in PC support. The course is designed to fully prepare students to sit for and pass the CompTIA A+ 220-801 and 220-802 certification exams. The exam covers a broad range of hardware and software technologies that is not tied to any specific vendor products. Examinees must successfully complete 2 parts for the exam – Essentials and Practical Applications modules. Provided both modules are passed within a 90 day period, successful candidates will receive CompTIA A+ Certification. Course topics include installation, configuration, preventative maintenance of PC hardware components, and the basics of networking, security, virtualization, desktop imaging, and deployment. Students will also gain knowledge of diagnostic and troubleshooting processes for various types of technical issues.

### CompTIA N+ Specialist

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

### Java Programming Specialist

The Java Programming Specialist Program Recognizing the need for skilled developers, the Web Development Specialist program provides a platform to produce skilled developers with the ability to take into account the client's needs and vision along with the target market to create a website and accompanying mobile applications. Alongside these technical requirements, web developers must also be abreast of prevailing social media trends, search engine optimization strategies and other techniques to stand up an effective website. After completing the courses pulled together in the Web Development Specialist program, students will have the skills necessary to be successful in a development position right from the start. Students who complete this program will also be prepared to sit for the Oracle Java Associate Certification exam which broadens individual knowledge and deepens skills through exposure to a wide array of important features, functions and tasks in the area of Java Programming. Students preparing for these certification exams will work through hands-on exercises and labs using real Java code, which expands students' capabilities as a Java developer. Additionally, the certification exams validate students' capabilities using real-world, scenario-based questions that assess and challenge students' ability to perform as experienced web developers.

### Law and Criminal Justice

#### Civil Litigation Specialist

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

#### Contract Specialist

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





### Corrections Specialist Professional

The Corrections Specialist Program the US Criminal Justice system is a complex web of interconnected authorities, facilities, issues and concerns. One of the most important facets of criminal justice is the Corrections System that houses, monitors and reintegrates individuals – adults and juveniles – under supervision of the law. The criminal laws and penal system that determine corrections requirements, the various stresses on the largest corrections system in the world here in the US as well as the various issues, concerns and considerations for rehabilitating and reintegrating individuals back into society require a fundamental understanding of the entire system in order to successfully take on the roles and responsibilities of professionals working in the Corrections system. Recognizing the need for skilled professionals that undertake a career in this difficult and complex field, the Corrections Specialist Program takes students through the ins and outs of the US Corrections system and the laws that govern it alongside the individual, political and societal issues that corrections professionals face every day.

### Criminal Investigation Professional

The Criminal Investigation Professional Program. Criminal Investigation is more and more being driven by advances in technology, provided the search and seizure techniques and investigative efforts remain within the confines of the Fourth Amendment. Still, as more and more technology is incorporated into criminal investigation efforts, technicians and investigation professionals who understand the nature of these efforts alongside the legal considerations and ramifications are in great demand by law offices, corrections agencies, companies that supply these organizations and beyond. The Criminal Investigation Professional program offers students the chance to hone their knowledge and skills in the area of criminology, the criminal mind and investigation techniques all with an eye toward criminal justice ethics and the legal system that governs these investigations. Students looking to pursue advanced degrees in criminal justice, perhaps looking toward a career as a criminal law assistant or court clerk would benefit tremendously from this set of strategically aligned courses and acquire the knowledge and skills that all criminal investigation professionals draw from every day.



### Criminal Justice Professional

The Criminal Justice Professional Program the American criminal justice system is one of the most unique and robust legal frameworks in the world. Facing a host of issues from overwhelming corrections populations to evolving search and seizure methods within the confines of the Fourth Amendment, professionals working in the Criminal Justice system require a comprehensive understanding of the various issues facing all of the players in the legal system on the criminal side as well as the societal and utilitarian principles affected by these decisions every day. Beyond that, the amount of technology changes for law enforcement and other security and investigative agencies requires a broad understanding of the criminal justice system overall. The Criminal Justice Professional program offers a comprehensive look at the American criminal justice system, particularly from the legal side. Understanding what's required for a conviction, the standards by which defendants are measured and the ins and outs of evidentiary considerations are imperative for anyone working in law enforcement, investigation or security as well as individuals working for companies that serve these fields. The Criminal Justice Professional program brings together a strategic sample of topics that ensure students complete this track with the knowledge and skills they'll require to excel in these fields.

### Criminal Law & Procedure Specialist

The Criminal Law & Procedure Specialist Program This program examines key provisions of the Fourth, Fifth, Sixth, and Fourteenth Amendments as they apply to police investigation and interrogation as well as to the circumstances under which defendants are prosecuted. The program takes students through the often-controversial and complex procedures balancing individual rights against the protection of an entire citizenry. To this end, students will explore search and seizure of individuals or property, due process requirements for the accused and how these requirements have evolved over the last century through landmark cases interpreted by the US Supreme Court that produced Miranda rights, Terry stops and other commonplace considerations that define criminal process. This program deals with both substantive criminal law and the legal procedures that govern its enforcement in order to safeguard individual liberties. Students will gain a thorough understanding of the rights afforded to the accused and the basic protections available to all individuals who move through the criminal justice system.



### Criminal Procedure Specialist

The Criminal Procedure Specialist Program The legitimacy of American criminal jurisprudence lies in the function and fairness of its criminal courts and students will examine exactly how these institutions uphold the most basic of constitutional rights and values in their daily application. The course takes students through the often-controversial and complex procedures balancing individual rights against the protection of everyone as it pertains to search and seizure of individuals or property, due process requirements for the accused and how these requirements have evolved over the last century through landmark cases interpreted by the US Supreme Court that produced Miranda rights, Terry stops and other common-place considerations necessary throughout the criminal process. The program offers students an overview of the criminal justice system and its processes. It examines the courtroom work group, the trial process, and challenges to the process. It also provides an overview of the juvenile court system. Students will also gain a thorough understanding of the court procedures for criminal trials, basic evidentiary considerations, rights afforded to the accused and the basic protections available to all individuals who move through the criminal courts. Students will gain a comprehensive understanding of the purpose and function of criminal courts and the prosecution process, jurisdictional requirements and limits, the unique aspects of adjudication and evidence as well as the sentencing of convicted offenders.

### Family Law Professional

The Family Law Professional Program Covering these intriguing and recently developing issues, this program provides an overview of family law. Students will explore fundamental topics including marriage, divorce, annulment, property division, parenthood, adoption, custody, support, and family violence as well as emerging areas such as legal recognition of non-marital families and assisted reproductive technology. Students will study all of these points with special attention to the legal principles, ethical issues, research, interviewing, discovery, drafting, and other essential practice skills that make up the work product surrounding this field. For those students looking toward law school or who are interested in the paralegal profession, this program offers an incredibly useful and realistic look into the actual work that lawyers and legal professionals do every day. Examining the initial organization, operation and potential dissolution of a family unit, the Family Law program addresses premarital controversies, capacity to marry and the formalities of marriage in light of the rights and duties of marital partners, various grounds for divorce, annulment and separation, spousal support and basic issues of property distribution.

### Homeland Security Specialist

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

### Juvenile Justice Specialist

The Juvenile Justice Specialist Program the Juvenile Justice program is designed to prepare students to address exactly these questions by introducing the concepts, principles and practices of the juvenile justice system to students. Students will take an in-depth look at juvenile law and the unique role of the courts in these circumstances as well as the corrections systems that will apply to them. Students will analyze the different socioeconomic considerations that must be weighed in addressing juvenile justice issues, as well as the manner in which social service agencies (treatment, child protective services, etc.) interact, aid or impede the formal juvenile justice system. This program gives students an overview of American juvenile justice in terms of both system and practice. It examines the juvenile offender, causes of juvenile crime, the juvenile court system, and juveniles in the adult court system. The program also looks at the institutionalization, rehabilitation, and treatment of juveniles, and the future of juvenile justice in America.



### Law Enforcement Professional

The Law Enforcement Professional Program Law Enforcement Professionals operate every day inside an ever-evolving world of crime and violence. Facing an array of issues from localized criminal activity to emergency and public health issues that constitute a national or international threat can come up at a moment's notice, Law Enforcement Professionals are on the front lines of defense for our communities. To this end, all professionals involved in law enforcement must have an array of applicable skills from combating and preventing crime in the first place, to solving crimes through strategic interviewing and interrogation of involved individuals and proper, legal criminal procedures necessary for the success of the legal system as well. Recognizing the need for skilled professionals that understand the difficult and highly-nuanced issues authorities face every day, ECA offer a Law Enforcement Professional program to take students through the ins and outs of day-to-day police activity and introduce students to the complex criminal justice system. Students who complete this program will understand various police interviewing and interrogation techniques alongside investigation practices necessary to prevent crime and mitigate potential effects. Moreover, this career track ensures students come away from the program with a firm understanding of the criminal justice system as a whole and the ethical considerations that ensure its proper function every day.

### Law Office Technology Specialist

The Law Office Technology Specialist Program This program offers an in-depth view of the role of legal assistants play within the American legal system, specifically with respect to technology in the law office. Examining the myriad of skills legal assistants use every day alongside the typical legal working environment, students will explore technology that helps to advance the goals of large law firms and individual attorneys. This course provides an introduction to computer hardware and software fundamentals necessary to the successful operation of a law office, including an overview of traditional legal software, specialty law office and case management software, and litigation support software. From electronic research to eDiscovery and electronic database discovery (EDD), official filing and case management software, students will explore all of the different technological advances that have become standard in the legal industry. Students will also explore various methods for learning and keeping current with software updates as well as the various ethical issues that arise with the use of technology in a legal capacity.

### Legal Writing Specialist

The Legal Writing Specialist Program For those students looking toward law school or who are interested in the paralegal profession, this program offers an incredibly useful and realistic look into the actual work that lawyers and legal professionals do every day. Using a problem-solving approach, students will use the tools and techniques introduced to represent a fictional client and provide the clients with legal advice. Students will learn essential skills of successful lawyers, including researching legal authorities, applying the law to a client's situation, and communicating that analysis both in writing and verbally. This program is designed to provide students with a solid working knowledge of the tools available in law libraries, including both state and federal primary and secondary materials. Students will find, analyze, and solve problems in the legal world. In addition, students will adapt the research material into legal memoranda, briefs and other useful work product while communicating the results in a competent and ethical manner.

### Paralegal Professional

The Paralegal Professional Program This program offers an in-depth view of the role of paralegals play within the American legal system. Examining the myriad of skills used by paralegals everyday alongside the typical legal working environment, students will explore the common areas of law in which they'll likely be working, the various ethical considerations that may arise as well as the sources of law they'll reference every day. Students will be offered an overview of traditional state and federal courts as well as the implications and uses for alternative dispute resolution. Students will also be introduced to various career opportunities available to trained paralegals. This program also provides students with a comprehensive understanding of professional responsibility in the legal field and how these laws apply to paralegals, specifically. In addition to the general legal ethical concepts presented in the course, students will research individual state professional responsibility rules as they apply to the overall field and to the paralegal role. Upon completion of this program, students will be able to recognize an ethical issue, categorize it, and research the possible solutions to the issue.





### Real Estate Professional

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

### Tort Law Specialist

The Tort Law Specialist Program For those students looking toward law school or who are interested in the paralegal profession, this program offers an incredibly useful and realistic look into the actual work that lawyers and legal professionals do every day. In this program, student will have the opportunity to weight these different viewpoints, analyzing the validity of court decisions and a variety of proposals for tort policy, including various aspects of tort reform that have been proposed. This program will offer students the chance to gain the knowledge necessary to execute the delicate balance the rights and responsibilities that enables tort law to address the crucial needs of our American culture. This program presents the definitions of tort laws and describes how tort laws are applied to various situations and fact patterns. Specifically, the material will focus on basic concepts such as the intentional torts, negligence, strict liability, and products liability. Students will also explore the process of filing tort cases in court in terms of parties, pleadings, timing, and the appeals process.

### Victimology

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

### Wills, Trusts & Estates Specialist

The Wills, Trusts & Estates Specialist Program This program explores the ins and outs of the legal and ethical requirements necessary to develop and administer an estate plan. Students will be introduced to highly-specialized legal vocabulary pertaining to these particular legal fields, as well as relevant substantive and procedural law that govern wills, trusts and estates. For those students looking toward law school or who are interested in the paralegal profession, this program offers an incredibly useful and realistic look into the actual work that lawyers and legal professionals do every day. As part of this course, students will produce an estate planning and estate administration portfolio of relevant documents that thoroughly covers the wills, trusts, and estates legal specialty.





## *Student Financing Options*

We want you to have choices. We know financing is not one size fits all. We made arrangements with lenders to give you more choices. If you have questions, let us know and we'll walk you through your options.

### **OPTION 1: Private Education Loan through Auburn University**

Private education loans can currently be applied for through Wells Fargo Bank and Sallie Mae. If you are interested in a private loan, review the following information, visit their websites and see which is the best fit for you.

#### **Sallie Mae:**

The simple and smart career training loan. Choosing our Career Training Smart Option Student Loan® offers various financial and educational benefits, including competitive interest rates, a choice of repayment options, and rewards for paying your loan on time while in school. Plus, **you can borrow up to 100% of your school-certified cost of attendance** (minimum \$1,000).

They have a few different payment options which can be reviewed at their website:

<https://www.salliemae.com/student-loans/career-training-smart-option-student-loan>

#### **Wells Fargo:**

[Wells Fargo](#) makes it quick and easy to apply.

A school code will be needed when applying to either one.

OPCE (Auburn Office of Professional and Continuing Education) code with Sallie Mae: 001009-99

OPCE (Auburn Office of Professional and Continuing Education) code with Wells Fargo: 00100970

### **OPTION 2: Payment Plan through FACTS Management\***

We didn't stop there. Here is another great option for those who need more flexibility.

We have partnered with [FACTS Management](#) to enable us to offer payment plans that fit your budget.

**There is no credit check. There is no interest charged.** Simply call 1-888-514-8944, or email to learn more.

\*If a student chooses to pursue the certificate through a post-secondary education institution there are multiple funding options in order to make it possible. Additionally, if a student would like to receive their certificate of completion through ECA they may also use the funding option through FACTS Management.



**For more information on designing a  
customized Healthcare/Career curriculum  
program for your high school institution  
please contact:**