



HEADQUARTERS
740 Springdale Dr. S125
Exton, PA 19341

Student Publication Information: All Programs

- Generic Current Student Catalog -

Training Location: 740 Springdale Drive, Suite 125, Exton, PA 19341

School Information:
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- Current Student Catalog -

Full Circle Computing’s Student Information Publication

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1. Educational Objectives of the Program

Students completing Full Circle Computing, Inc. (“FCC”) program’s will earn the opportunity to receive their Diploma, based on the students specific program, which will open the job door and set participants up for success.

2. Admission Requirements

Admissions criteria includes:

1. A high school diploma, or
2. A GED

Preferably, although not required, students entering any program should have 1-3 years of work experience and be able to meet the minimum keyboarding requirement listed below prior to admission [Minimum Keyboarding Requirement: 15 words per minute with 10 errors or less in a five minute timed writing].

3. Classroom Facilities & Equipment

At FCC we offer creative programs from digital literacy, medical IT programs, Pharmacy and Phlebotomy Technician programs, computer training and other courses to the most innovative job search and resume building courses to prepare students for jobs in the 21st century.

We work closely with you to select the most effective training program and scheduling options based on your interests. Our facilities include:

- **Training Room Equipment:**
Our facility has three dedicated training rooms designed to provide hands-on training within a small group setting. Each training room is equipped with a Pentium PC pre-loaded with the appropriate software for each student. Each student has his own computer desk, with articulating keyboard/mouse tray, and a comfortable computer task chair for seating. Instructors may choose to use LCD projection or large ceiling mounted high definition televisions to display examples and demonstrate techniques from an instructor PC during the training. The rooms are designed for lecture, lab and skill building exercises.
- **Equipment Provided:**
Students are not required to purchase any equipment in order to complete the program. Students are not required to purchase any additional reference materials or course materials to complete the course.
- **ADA Compliance/Special Needs Requests:**
The facility and restrooms are fully ADA compliant. If you have special needs or concerns regarding facilities, please see the school director.

4. Student Services

- **Amenities:**
For the convenience of our students there is a student lounge and an eat-in kitchen for breaks and lunch (students can bring their own lunch or buy lunch at nearby restaurants). The facility is modern and comfortable and the staff is friendly and accommodating.
- **Restrooms:**
For the convenience of our students, there are men's and ladies' restrooms conveniently located directly outside of our classrooms, on the same floor, which are ADA compliant.

5. School Policies

- The success of each class depends on the punctuality and professional demeanor of each student so that all students can receive the full benefits of each class. Please note the following policies:
- Each full day class runs from 9:00 am – 4:00 pm. Half day classes run from 9:00 am noon. The school opens at 8:30 am each day. Students should arrive no later than 10 minutes prior to the start of the class (by 8:50 am) so that we can start promptly.
- In consideration of other students and to reap maximum class benefit, use of cell phones and pagers are prohibited in classes.
- Students are expected to attend each class, unless sickness or other urgent matters prohibit attendance. Should an absence occur, every effort would be made to help the student make-up work or reschedule the student for the next available class. Please note our absence notification policy below.
- If desired, a request for a Leave of Absence must be submitted in writing and approved by the Director in advance. If a student fails to return after the end of the Leave of Absence, then the Refund Policy described below and in the Enrollment Agreement will apply.

6. Student Conduct Policy

- Please note the following policies. Students must:
- Be prompt and regular in attending classes; be well prepared for classes; submit required assignments in a timely manner; act in a respectful manner toward other students and the instructor and in a way that does not detract from the learning experience; make and keep appointments when necessary to meet with the instructor.
- We expect all students to conduct themselves as honest, responsible and law-abiding members of the academic community and to respect the rights of other students, members of the staff and the public.
- **Dismissal for Unsatisfactory Conduct:**
Any student dismissal for violation of the Student Conduct Policy will be determined by the School Director and communicated to the student.

7. Absence Notification Policy

All absences will be recorded. A student is required to attend 85% of the classes. For scheduling purposes an absence will be considered excused if the student provides 48 hours advance notice of intended absence, or provides same day notice in the event of illness. Absences without notification shall be considered unexcused. Excessive absence is deemed to be three or more unexcused absences during a program. Illness related absences of three or more days may require physician verification to be considered excused. Excessive absence may increase the duration and decrease the effectiveness and results of your training program, and may result in termination or rescheduling of the remainder of your program. If your program is terminated for excessive absence, standard refund policies apply. Students are encouraged to keep absences to a minimum. To reschedule any missed course – see your instructor or the School Director. In order to receive full credit for a course, you must attend the course (at either the original or agreed upon reschedule date), and all course work must be reviewed for grading by the instructor.

- **Class Cuts:**
Class cuts are not permitted and shall be recorded as absences.
- **Tardiness:**
Tardiness is not permitted and shall be recorded as absences.
- **Leave of Absence:**
A leave of absence for personal reasons must be made in advance and in writing. [Note: The Department of Veterans Affairs will be notified when a veteran student is granted a leave of absence].
- **Make-up Work:**
Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowances.
- **Interruption For Unsatisfactory Attendance:**
Unsatisfactory Attendance or interruption is deemed to be three or more unexcused absences during a program. Excessive absence may increase the duration and decrease the effectiveness and results of your training program, and may result in termination or rescheduling of the remainder of your program.

8. Grading System

Class work and any assigned homework assignments will be graded by the instructor on a pass/fail basis. Assignments scored at less than 70% will be considered failed.

- **Pass/Fail System:**
All programs will be graded on a Pass/Fail system, where passing for an entire program is 70% or greater in order to pass the program.

- **Minimum Satisfactory Grades:**
At least 80% of all assignments must be completed with a passing grade in order to pass each course.
- **Probationary Period for Non Satisfactory Grades:**
The School will begin evaluating grades when approximately 25% of the course is completed. Students that do not meet the minimum satisfactory grade policy will be placed into probation. Students will be removed from the probation period, not to exceed 25% of the program length, when they raise their cumulative grade to the passing mark.
- **Conditions for interruption for unsatisfactory grades:**
Students that do not meet the minimum satisfactory grade policy will be placed into probation. The probation period will be determined by the School Director and communicated to the student. If a student fails to improve their grade after a length of time, not to exceed 25% of the program length the School Director, will on a case-by-case basis evaluate and determine if additional probationary time is allowed.
- **Conditions for interruption for unsatisfactory grades (Veterans Only):**
This paragraph applies only to Veterans and applies to those Veterans students using their educational benefits. If a student fails to improve their grade during the probation period, not to exceed 25% of the program length, they will be dismissed from the program. The student and sponsoring agency (e.g. Department of Veterans Affairs, DVA) will be notified of the student's withdraw from the program.
- **Re-entrance For Students Dismissed, Terminated or On Probation:**
The School Director, will on a case-by-case basis evaluate and determine the re-entrance to FCC for dismissed or terminated students, or for any changes to probationary periods.

9. Cancellation, Termination and Refund Policy

- **Termination Prior to Enrollment Policy:**
If a student cancels their enrollment following their initial enrollment, between 0 days and after 10 days of submitted their initial enrollment, but prior to the beginning of classes, monies paid to the school shall be refunded.
- **Refund Policy:**
Refunds shall be made within 30-calender days of the date the student fails to enter, leaves the program or fails to return from a leave of absence. If the student is able, FCC kindly encourages all refund requests be made in writing to the school. Refunds for students will be provided for any individual class or individual course the student paid for but did not attend.

Refunds will be made in accordance with 22 § 73.132, e.g. Section 73.134 and Section 73.132 of the PA Private Licensed Schools Act of 1986. As of the time of this writing,

stated in Section 73.132. The application or registration fee is fully refundable if the student requests cancellation within 5 calendar days after signing the enrollment agreement or, if the alternative set forth in § 73.121 (relating to general requirement) is used, 5 calendar days after submitting the application, if no classes have been attended, lessons completed or materials used. A request for cancellation which is not made in writing shall be confirmed in writing by the student within an additional period of 5 calendar days. The school may retain all of the fee after 5 calendar days or after 10 calendar days absent written confirmation, where required]. Refunds shall be made within 30- calendar days of the date the student fails to enter, leaves the program or fails to return from a leave of absence.

- **Pro-Rata Refund Policy:**

In the event that a veteran fails to enter, withdraws or is discontinued from the program at any time prior to completion, the amount charged to the veteran will not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the program bears to its total length.

10. Concern/ Complaint, Participant Grievance Policy

FCC is a Private Licensed School, by the Pennsylvania State Board of Private Licensed Schools, which strives to maintain an organized, highly qualified and highly principled organization. If at any time a student wants to raise a question, concern or complaint, they should first discuss this with the class instructor. If the issue cannot be resolved at this level, the student can contact the School Director of FCC by making an appointment to meet after classes convene for the day. FCC request the student summarize in writing the question, concern or complaint prior to the meeting. Minutes will be taken to record this meeting and documented in the student's file. The Director will respond in writing to the student regarding the question, concern or complaint within six (6) working days. If the Director, in the Student's opinion, has not satisfactorily resolved the issue, the student may bring the complaint to the attention of the Pennsylvania Department of Education, Pennsylvania State Board of Private Licensed Schools, Division of Law Enforcement Education and Trade Schools, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333.

11. School Calendar

FCC recognizes the following holidays: New Year's Eve Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day.

Please refer to your enrollment paperwork for your starting date, course schedule and length of program in weeks.

If severe weather conditions exist, please call the FCC main telephone number (610-594-9510) in the morning to check about possible delays in class start times or cancellations.

12. Equal Employment Opportunity - Policy and Complaint Procedure

FCC actively seeks, employs and retains the most qualified individuals; provides equal opportunity for all aspects of employment, including training, education and promotions; and lawfully conducts these and all company-sponsored activities in a manner not discriminatory toward any individual because of their race, color, religious creed, national origin, citizenship, marital status, sex, sexual orientation/gender identity, age (over 40), disability or U.S. veteran status.

If at any time a student wants to raise a question, concern or complaint regarding FCC Equal Employment, Diversity, or Equal Opportunity Policy, the student or participant should use the following steps and procedures:

1. They should first notify the instructor and discuss this with the class instructor.
2. Use issue resolution techniques.
3. If the issue cannot be resolved at this level, the student can contact one of the school training managers. Currently the school instructor supervisor and training manager is Maryrose Dengler, mrd@thefullcirclegroup.com.
4. Use issue resolution techniques.
5. If the issue cannot be resolved at this level, the student can contact the School Director of FCC by making an appointment to meet after classes convene for the day. FCC request the student summarize in writing the question, concern or complaint prior to the meeting. Minutes will be taken to record this meeting and documented in the student's file. The Director will respond in writing to the student regarding the question, concern or complaint within six (6) working days. If the Director, in the Student's opinion, has not satisfactorily resolved the issue, the student may bring the complaint to the attention of the:
 - For Students:
 - U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg.
 - 400 Maryland Avenue, SW, Washington, DC 20202-1100
 - 1-800-421-3481
 - ocr@ed.gov
 - For Employees:
 - U.S. Equal Employment Opportunity Commission, EEOC Headquarters
 - 131 M Street, NE, Washington, DC 20507
 - 1-800-669-4000
 - info@eeoc.gov

13. Non Discrimination Policy

FCC lawfully conducts its student admissions process and all company-sponsored activities in a manner not discriminatory toward any individual because of their race, color, religious creed, national origin, citizenship, marital status, sex, sexual orientation/gender identity, age (over 40), disability or U.S. veteran status.

14. Transfer Credits

In general, FCC does not accept any transfer credits for work completed at other institutions. However, on a case-by-case basis, an individual's past educational and professional experience will be evaluated and appropriate transfer credit given. In this event, the length of the program will be decreased accordingly and the credits/clock hours credited will be reported to the student and any sponsoring entity (e.g. Veterans Administration).

Disclaimer – there is no guarantee that credits earned at FCC will transfer to another institution.

15. Prior Learning Assessment

FCC on a case-by-case basis, will evaluate any experiential learning assessments (ELA), prior learning assessments or CLEP's, or an individual's past educational and professional experience and will be evaluated and appropriate transfer credit given.

16. Graduation Requirements and Credential at Graduation

Graduation eligibility is earned by the successful completion of all required courses with a passing grade. A course diploma is issued upon graduation.

17. Make Up Course Policy

Make-up course work must be completed for review by the instructor. Students will have one week to correct, and re-submit make-up course work or assignments graded as FAIL for re-grading by the instructor. If the missed course is running again within 90 days, students may re-take the course and there is no charge for re-scheduling a course.

18. Retake Policy

Free Retake Policy: Within ninety days following the completion of an individual course, the student has the opportunity to re-take the same course at no additional cost, if the course is scheduled to run. Retakes are on a space available basis. Standard cancellation policies outlined in this document apply for all retake students. Students may visit www.thefullcirclegroup.com/studentcenter.htm for a current listing of available retake classes.

19. Placement Assistance

Please note that FCC is not a job placement agency and completion of the Program is not a guarantee of employment.

In addition to our Resume Writing and Interviewing Skills courses, FCC assists our students by actively providing career coaching, as well as individual assistance with resume preparation. After the student has completed our Resume Writing and Interviewing Skills workshop, they may submit a draft resume for individual review by a qualified FCC staff member. FCC will work in collaboration with the student and any student sponsor or counselor (e.g. such as a workforce agency) to assist student placement.

20. Tuition and Program Cost

Program costs are specific to each program and are listed below. There are no additional cost the student will incur during the program.

As noted in the section, Cancellation, Termination and Refund Policy, all program costs are total costs including all materials, registration, examinations, books and supplies. If a student terminates their enrollment following their initial enrollment, between 0 days and after 10 days of submitted their initial enrollment, but prior to the beginning of classes, monies paid to the school shall be refunded.

21. Advanced Standing – For Computer or Digital Programs Only

On a case-by-case basis, attendance in courses in any Microsoft Office course, may be waived and students may earn advanced standing with a corresponding reduction in tuition for any courses that the student is exempted from attending. Advanced standing is granted by the approval of the School Director. Advanced standing is granted on the basis of (1) an industry recognized certification such as the Microsoft Office Specialist Certification (student may already possess this certification or take the exam at their own expense), or (2) a score of 90% or higher on the Microsoft Office Specialist practice exam (practice exams are available at no charge and are proctored by a FCC instructor) for a specific application, or (3) the School Directors discretion.

22. Policy Changes

FCC reserves the right to change the policies contained herein from time to time due to regulatory or other requirements without notice

23. Faculty, Governing Body

FCC operates with one single School Director, Denean Williams. The School Director has sole governance responsibility for the operations of the school. The school faculty is currently comprised of four full-time employees and ten contract faculty. The list of the four full-time current faculty includes: Denean Williams; Alicia Williams; Maryrose Dengler; and Jessica Zack.

FCC. is a private corporation and for-profit entity. Hence the corporation is governed by its owners, Alicia Williams, President and CEO, and Denean Williams, CFO. The corporation is controlled by its sole board member and director Alicia Williams. FCC reserves the right to change and modify its governing body and faculty at any time or from time to time without notice. FCC 's programs are not offered under contract with another facility.

24. US Code CFR Title 38, Section 3679 (e) Compliance

For any covered individual under the above code (e.g. Veterans), FCC: will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. FCC will comply with all aspects of 24. US Code CFR Title 38, Section 3679 (e).

25. Online and Distance Learning Participants

- FCC will utilize a distance alternative delivery method for any student who would be enrolled in a currently approved Distance Education Program, or for newly enrolled in the programs. The course content, course objectives, syllabus and instructors will not be changed. The only change to the program is the delivery method.
- In place of a classroom setting the student will be provided a WebEx link which will allow them to see the instructor and for the instructor to show his screen and for the students to show their screen to the instructor. The students will contact the instructor in a live setting with video and telecommunications over the WebEx system. This system is where the virtual classroom and technical assistance will take place. Students will be sent the classroom event link for each class in advance. Students can participate in the WebEx classroom through a PC, tablet or Phone.
- FCC will take attendance over WebEx for students who log onto the event. Participation and grading does not change from the student handbook.
- **What equipment is required?:**
The student should be able to participate in class from home. To do this, students will need at minimum a high-speed internet, hands-free phone or tablet, or computer (strongly preferred), and no internet firewall. Mobile devices can be used but are not preferred. Student preferred equipment is a computer for screen sharing.
- **Can mobile devices be used to participate?:**
Absolutely, yes. Mobile devices such as a tablets, iPads, smart phones or device that can connect to the internet typically should be capable of logging into the Full Circle's (FC) Remote Classroom (RC). However, not all mobile devices allow the platform (99% allow). In addition, certain mobile devices or tablets might not display the materials, presentation sufficiently. For these reasons, a computer access is preferred.

26. The Programs Offered, Educational Objectives and Program Courses

The following is a list and description of all the programs offered at the school. Please contact the School Director or an Instructor if you have any questions about any of the schools programs or other course related information. The FCC Programs include:

- Advanced Data Analyst – Business Data Analysis and Reporting
- Customer Service and Public Representative
- Medical Coding and Billing Program
- Medical Electronic Health Record Technician
- Medical Office Administrative Assistant Program
- Pharmacy Technician Program
- Phlebotomy Technician Program
- Advanced Microsoft Office Specialist Certification
- Office Technology for Supervisors with Customization
- Web Technology Program and Computer User Support

The Program

The Educational Objectives & Program Description

Advanced Data Analyst –
Business Data Analysis
and Reporting

The Advanced Data Analyst – Business Data Analysis and Reporting program focuses on key data mining, data management, reporting and analysis skills. Learn how to query, format, analyze, report, and present accurate, reliable information that is critical to business decision making. This challenging program includes powerful training modules focusing on Relational Databases, SQL, SQL Reporting Services, XML, XHTML & other reporting tools.

The Award

Diploma

Total Hours

400 [clock hours]

Tuition

\$18,365.00

Max enrollment

Maximum 50/1 student to teacher ratio.

Est. # of Weeks

Est. 16-19 Weeks depending on course schedule

Schedule

The schedule will vary based on the period of time that the program is offered (holidays, weather cancellations, etc.)

The Courses

| Course # | Course Title & Description (if needed) | Hours: Class | Hours: Lab | Hours: Shop | Hours: Total | Credit Hours |
|--------------|---|--------------|------------|-------------|--------------|--------------|
| PCF1004 | Microsoft Excel Concepts | 12 | 30 | n/a | 42 | n/a |
| PCF1028 | Microsoft Project Concepts | 18 | 50 | n/a | 68 | n/a |
| PCF1050 | Microsoft Access Concepts | 12 | 70 | n/a | 82 | n/a |
| PCF1021 | Crystal Reports Concepts | 24 | 0 | n/a | 24 | n/a |
| PCF1051 | SQL Database Concepts | 30 | 102 | n/a | 132 | n/a |
| PCF1010 | Internet Explorer Web Based Job Searching | 6 | 20 | n/a | 26 | n/a |
| BUS1013 | Resume Writing / Interviewing Skills | 6 | 20 | n/a | 26 | n/a |
| TOTAL | | | | | 400 | |

The Program

The Program Description

Customer Service and Public Representative

The program will prepare students to learn to deliver customer service excellence and develop a strong communication skillset including in-person and over-the-phone techniques, dealing with difficult customers, and generating return business. Students will develop an understanding of how to de-escalate anger, manage customer emotions, cope with vulgarity and insults, and how to use body language properly.

The Award

Diploma

Total Hours

190 [clock hours]

Tuition

\$10,000.00

Max enrollment

Maximum 50/1 student to teacher ratio.

Est. # of Weeks

Est. 9-12 Weeks depending on course schedule

Schedule

The schedule will vary based on the period of time that the program is offered (holidays, weather cancellations, etc.)

The Courses

| Course # | Course Title & Description (if needed) | Hours: Class | Hours: Lab | Hours: Shop | Hours: Total | Credit Hours |
|--------------|---|--------------|------------|-------------|--------------|--------------|
| PCF1003 | Microsoft Word Concepts | 24 | 0 | n/a | 24 | n/a |
| PCF1004 | Microsoft Excel Concepts | 24 | 0 | n/a | 24 | n/a |
| PCF1006 | Microsoft PowerPoint Concepts | 18 | 0 | n/a | 18 | n/a |
| PCF1007 | Microsoft Outlook Concepts | 18 | 0 | n/a | 18 | n/a |
| COM1001 | Communication Skills for Business Professionals | 18 | 0 | n/a | 18 | n/a |
| CUS1001 | Customer Service Fundamentals | 36 | 40 | n/a | 76 | n/a |
| PCF1010 | Internet Explorer Web Based Job Searching | 6 | 0 | n/a | 6 | n/a |
| BUS1013 | Resume Writing / Interviewing Skills | 6 | 0 | n/a | 6 | n/a |
| TOTAL | | | | | 190 | |

The Program

The Program Description

Medical Coding and Billing Program

Learn to accurately and effectively apply ICD-9, CPT, and HCPCS codes in a medical practice, insurance billing or hospital setting. Gain valuable skills in medical terminology, HIPAA, medical administrative practices, and ICD-9, CPT and HCPCS coding. Medical Practice Management software as well as Microsoft Word and Excel courses are program options.

The Award

Diploma

Total Hours

600 [clock hours]

Tuition

\$16,235.00

Max enrollment

Maximum 50/1 student to teacher ratio.

Est. # of Weeks

Est. 25-30 Weeks depending on course schedule

Schedule

The schedule will vary based on the period of time that the program is offered (holidays, weather cancellations, etc.)

The Courses

| Course # | Course Title & Description (if needed) | Hours: Class | Hours: Lab | Hours: Shop | Hours: Total | Credit Hours |
|--------------|---|--------------|------------|-------------|--------------|--------------|
| PCF1001 | Windows Operating System | 6 | 20 | n/a | 26 | n/a |
| MED1000 | Medical Terminology | 18 | 100 | n/a | 118 | n/a |
| ADM1000 | Medical Transcription | 6 | 71 | n/a | 77 | n/a |
| MED1002 | Medical Admin Office Procedures | 30 | 62 | n/a | 92 | n/a |
| MED1005-C | Medical Billing & Coding System | 60 | 175 | n/a | 235 | n/a |
| PCF1010 | Internet Explorer Web Based Job Searching | 6 | 20 | n/a | 26 | n/a |
| BUS1013 | Resume Writing / Interviewing Skills | 6 | 20 | n/a | 26 | n/a |
| TOTAL | | | | | 600 | |

The Program

The Program Description

Medical Electronic Health Record Technician

Government incentives for implementing EHR technologies make Healthcare Information Technology (HIT) a real growth opportunity. You'll explore new technologies and learn about the emerging standards for gathering, storing, securing and utilizing highly confidential patient data. This program prepares students for hands on EHR positions in a broad range of medical settings — from private physicians' practices to outpatient facilities and hospitals.

The Award

Diploma

Total Hours

594 [clock hours]

Tuition

\$15,880.00

Max enrollment

Maximum 50/1 student to teacher ratio.

Est. # of Weeks

Est. 25-30 Weeks depending on course schedule

Schedule

The schedule will vary based on the period of time that the program is offered (holidays, weather cancellations, etc.)

The Courses

| Course # | Course Title & Description (if needed) | Hours: Class | Hours: Lab | Hours: Shop | Hours: Total | Credit Hours |
|--------------|--|--------------|------------|-------------|--------------|--------------|
| PCF1001 | Windows Operating System | 6 | 20 | n/a | 26 | n/a |
| PCF1007 | Microsoft Outlook Concepts | 6 | 20 | n/a | 26 | n/a |
| MED1000 | Medical Terminology | 18 | 100 | n/a | 118 | n/a |
| ADM1000 | Medical Transcription | 6 | 71 | n/a | 77 | n/a |
| MED1005-R | Medical Electronic Health Record System Concepts | 60 | 235 | n/a | 295 | n/a |
| PCF1010 | Internet Explorer Web Based Job Searching | 6 | 20 | n/a | 26 | n/a |
| BUS1013 | Resume Writing / Interviewing Skills | 6 | 20 | n/a | 26 | n/a |
| TOTAL | | | | | 594 | |

The Program

The Program Description

Medical Office Administrative Assistant Program

The program will prepare students to learn becoming a Certified Medical Administrative Assistant. Students will learn key healthcare skills including HIPAA, patient data management software, electronic claims submission, health data management and more to prepare for exciting administrative positions in a broad variety of healthcare settings.

The Award

Diploma

Total Hours

575 [clock hours]

Tuition

\$10,925.00

Max enrollment

Maximum 50/1 student to teacher ratio.

Est. # of Weeks

Est. 24-28 Weeks depending on course schedule

Schedule

The schedule will vary based on the period of time that the program is offered (holidays, weather cancellations, etc.)

The Courses

| Course # | Course Title & Description (if needed) | Hours: Class | Hours: Lab | Hours: Shop | Hours: Total | Credit Hours |
|-----------------|---|---------------------|-------------------|--------------------|---------------------|---------------------|
| PCF1001 | Windows Operating System | 6 | 20 | n/a | 26 | n/a |
| PCF1003 | Microsoft Word Concepts | 6 | 20 | n/a | 26 | n/a |
| PCF1004 | Microsoft Excel Concepts | 6 | 20 | n/a | 26 | n/a |
| PCF1007 | Microsoft Outlook Concepts | 6 | 20 | n/a | 26 | n/a |
| MED1000 | Medical Terminology | 18 | 100 | n/a | 118 | n/a |
| MED1002 | Medical Admin Office Procedures | 30 | 150 | n/a | 180 | n/a |
| MED1005-A | Medical Data Management System Concepts | 60 | 61 | n/a | 121 | n/a |
| PCF1010 | Internet Explorer Web Based Job Searching | 6 | 20 | n/a | 26 | n/a |
| BUS1013 | Resume Writing / Interviewing Skills | 6 | 20 | n/a | 26 | n/a |
| TOTAL | | | | | 575 | |

The Program

The Program Description

Pharmacy Technician Program

The program will prepare students to learn Pharmacy Technician Skills. Students completing FCC's Pharmacy Technician Vocation Training program and earning the opportunity to test for their CPhT [Certified Pharmacy Technician] certification from the National HealthCareer Association will open the job door and set participants up for success. FCC's PTVT program will allow participants to master performing the following tasks required on the job: Receive-in prescription requests from patients and doctors' offices; Accurately measure medication amounts; Package and label prescriptions; Establish and maintain patient records; Accept payment for prescriptions and process insurance claims; Manage inventory.

The Award

Diploma

Total Hours

198 [clock hours]

Tuition

\$10,000.00

Max enrollment

Maximum 50/1 student to teacher ratio.

Est. # of Weeks

Est. 8-12 Weeks depending on course schedule

Schedule

The schedule will vary based on the period of time that the program is offered (holidays, weather cancellations, etc.)

The Courses

| Course # | Course Title & Description (if needed) | Hours: Class | Hours: Lab | Hours: Shop | Hours: Total | Credit Hours |
|--------------|---|--------------|------------|-------------|--------------|--------------|
| CUS1002 | Customer Service in Healthcare | 36 | 0 | n/a | 36 | n/a |
| CPhT1001 | Comprehensive Pharmacy Technician Skill Foundations | 90 | 60 | n/a | 150 | n/a |
| PCF1010 | Internet Explorer Web Based Job Searching | 6 | 0 | n/a | 6 | n/a |
| BUS1013 | Resume Writing / Interviewing Skills | 6 | 0 | n/a | 6 | n/a |
| TOTAL | | | | | 198 | |

The Program

The Program Description

Phlebotomy Technician Program

The program will prepare students to learn Phlebotomy Technician Skills. Students completing FCC's Phlebotomy Technician Vocational Training program and earning the opportunity to test for their CPT [Certified Phlebotomy Technician] certification will open the job door and set participants up for success. In the Phlebotomy Technician career path, FCC's program will allow participants to master performing the following tasks required on the job: Work with patients in hospitals; Help with medical set-ups; Draw blood from patients; Take these blood samples to pass to laboratory; Check for health issues, like diseases, bacteria, cholesterol; Work hand in hand with medical staff, nurses, doctors or laboratory scientist.

The Award

Diploma

Total Hours

198 [clock hours]

Tuition

\$10,000.00

Max enrollment

Maximum 50/1 student to teacher ratio.

Est. # of Weeks

Est. 8-12 Weeks depending on course schedule

Schedule

The schedule will vary based on the period of time that the program is offered (holidays, weather cancellations, etc.)

The Courses

| Course # | Course Title & Description (if needed) | Hours: Class | Hours: Lab | Hours: Shop | Hours: Total | Credit Hours |
|--------------|---|--------------|------------|-------------|--------------|--------------|
| CUS1002 | Customer Service in Healthcare | 36 | 0 | n/a | 36 | n/a |
| CPT1001 | Comprehensive Phlebotomy Technician Skill Foundations | 60 | 90 | n/a | 150 | n/a |
| PCF1010 | Internet Explorer Web Based Job Searching | 6 | 0 | n/a | 6 | n/a |
| BUS1013 | Resume Writing / Interviewing Skills | 6 | 0 | n/a | 6 | n/a |
| TOTAL | | | | | 198 | |

The Program

The Program Description

Advanced Microsoft Office Specialist Certification

Learn best practices and key efficiencies with Word, Excel PowerPoint, Access, Outlook, QuickBooks, and other relevant desktop applications. This program is a customized, Microsoft Office Suite, MOS, Advanced Certification program for experienced users.

The Award

Diploma

Total Hours

310 [clock hours]

Tuition

\$6,500.00

Max enrollment

Maximum 50/1 student to teacher ratio.

Est. # of Weeks

Est. 13-17 Weeks depending on course schedule

Schedule

The schedule will vary based on the period of time that the program is offered (holidays, weather cancellations, etc.)

The Courses

| Course # | Course Title & Description (if needed) | Hours: Class | Hours: Lab | Hours: Shop | Hours: Total | Credit Hours |
|-----------------|---|---------------------|-------------------|--------------------|---------------------|---------------------|
| PCF1001 | Windows Operating System | 6 | 20 | n/a | 26 | n/a |
| PCF1003 | Microsoft Word Concepts | 12 | 35 | n/a | 47 | n/a |
| PCF1004 | Microsoft Excel Concepts | 12 | 30 | n/a | 42 | n/a |
| PCF1006 | Microsoft PowerPoint Concepts | 12 | 30 | n/a | 42 | n/a |
| PCF1007 | Microsoft Outlook Concepts | 12 | 30 | n/a | 42 | n/a |
| PCF1050 | Microsoft Access Concepts | 12 | 47 | n/a | 59 | n/a |
| PCF1010 | Internet Explorer Web Based Job Searching | 6 | 20 | n/a | 26 | n/a |
| BUS1013 | Resume Writing / Interviewing Skills | 6 | 20 | n/a | 26 | n/a |
| TOTAL | | | | | 310 | |

The Program

The Program Description

Office Technology for Supervisors with Customization

Gain the computer skills necessary to supervise and lead a successful team with the effectiveness expected in the corporate world. With hands-on experience in today's leading project management software, as well as communications, business accounting, and analysis tools, students will be equipped for success at a management level.

The Award

Diploma

Total Hours

615 [clock hours]

Tuition

\$15,875.00

Max enrollment

Maximum 50/1 student to teacher ratio.

Est. # of Weeks

Est. 25-30 Weeks depending on course schedule

Schedule

The schedule will vary based on the period of time that the program is offered (holidays, weather cancellations, etc.)

The Courses

| Course # | Course Title & Description (if needed) | Hours: Class | Hours: Lab | Hours: Shop | Hours: Total | Credit Hours |
|--------------|---|--------------|------------|-------------|--------------|--------------|
| PCF1001 | Windows Operating System | 6 | 20 | n/a | 26 | n/a |
| PCF1003 | Microsoft Word Concepts | 30 | 50 | n/a | 80 | n/a |
| PCF1004 | Microsoft Excel Concepts | 30 | 50 | n/a | 80 | n/a |
| PCF1006 | Microsoft PowerPoint Concepts | 24 | 50 | n/a | 74 | n/a |
| PCF1007 | Microsoft Outlook Concepts | 18 | 50 | n/a | 68 | n/a |
| PCF1050 | Microsoft Access Concepts | 30 | 50 | n/a | 80 | n/a |
| PCF1028 | Microsoft Project Concepts | 24 | 80 | n/a | 104 | n/a |
| PCF1009 | QuickBooks Concepts | 6 | 20 | n/a | 26 | n/a |
| PCF1029 | Visio Concepts | 6 | 20 | n/a | 26 | n/a |
| PCF1010 | Internet Explorer Web Based Job Searching | 6 | 20 | n/a | 26 | n/a |
| BUS1013 | Resume Writing / Interviewing Skills | 6 | 19 | n/a | 25 | n/a |
| TOTAL | | | | | 615 | |

The Program

The Program Description

Web Technology Program and Computer User Support

Learn to use a broad spectrum of Adobe web and graphics tools like Dreamweaver, Flash, and Fireworks or Photoshop to create interactive websites. Customize your program based on your previous experience and career goals with additional graphics and e-learning tools, and tie it all together with XHTML skills.

The Award
Total Hours
Tuition
Max enrollment
Est. # of Weeks
Schedule

Diploma
340 [clock hours]
\$7,800.00
Maximum 50/1 student to teacher ratio.
Est. 14-18 Weeks depending on course schedule
The schedule will vary based on the period of time that the program is offered (holidays, weather cancellations, etc.)

The Courses

| Course # | Course Title & Description (if needed) | Hours: Class | Hours: Lab | Hours: Shop | Hours: Total | Credit Hours |
|----------|---|--------------|------------|-------------|--------------|--------------|
| WD1001 | Internet Fundamentals | 6 | 10 | n/a | 16 | n/a |
| WD1002 | Browser/Email Fundamentals | 6 | 10 | n/a | 16 | n/a |
| WD1003 | Introduction to Web Page Authoring & HTML | 6 | 10 | n/a | 16 | n/a |
| WD1004 | Introduction to Microsoft FrontPage | 12 | 10 | n/a | 22 | n/a |
| WD1005 | Intermediate Microsoft FrontPage | 12 | 10 | n/a | 22 | n/a |
| WD1006 | Introduction to Macromedia Dreamweaver | 12 | 15 | n/a | 27 | n/a |
| WD1007 | Intermediate Macromedia Dreamweaver | 12 | 15 | n/a | 27 | n/a |
| WD1008 | Introduction to Macromedia Flash | 12 | 15 | n/a | 27 | n/a |
| WD1009 | Intermediate Macromedia Flash | 12 | 15 | n/a | 27 | n/a |
| WD1010 | Introduction to Macromedia Fireworks | 12 | 15 | n/a | 27 | n/a |
| WD1011 | Intermediate Macromedia Fireworks | 12 | 15 | n/a | 27 | n/a |
| WD1012 | Web site design Case Study | 12 | 22 | n/a | 34 | n/a |
| PCF1010 | Internet Explorer Web Based Job Searching | 6 | 20 | n/a | 26 | n/a |

| | | | | | | |
|--------------|--------------------------------------|---|----|-----|------------|-----|
| BUS1013 | Resume Writing / Interviewing Skills | 6 | 20 | n/a | 26 | n/a |
| TOTAL | | | | | 340 | |

Generic, Sample Class Schedule

The schedules for each specific program may vary based on the period of time that the program is offered (holidays, weather cancellations, etc.)

| DAY SESSION | | | |
|---|------------|----------|-----------------|
| | Time Begin | Time End | Number of Hours |
| Monday | 9:00 am | 4:00 pm | 6.0 |
| Tuesday | 9:00 am | 4:00 pm | 6.0 |
| Wednesday | 9:00 am | 4:00 pm | 6.0 |
| Thursday | 9:00 am | 4:00 pm | 6.0 |
| Friday | Off | Off | 0.0 |
| Lunch period: 12:00 pm to 1:00 pm | | | |
| Total hours this session: 24 | | | |
| Total Hours: repeats this weekly schedule (e.g. Monday through Thursday 9:00 am to 4:00 pm) until all clock hours are complete. | | | |
| * There are no evening sessions or evening hours. | | | |