



SCHOOL CATALOG

2015

Quality Training, Education and Job placement Assistants

**THIS IS THE LATEST REVISION OF THE SCHOOL
CATALOG
THIS CATALOG HAS BEEN PUBLISHED IN HARD COPY**

Effective: July 1st, 2014- June 30, 2015

REVISED: Feb 25, 2015



Welcome To

Office Administration

Medical Office Administration



Computer Technology

Professional Development

Contact Information

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The New Jersey Career Center is a privately owned Limited Liability Company founded to provide the highest quality computer education to the local community. New Jersey Career Center (formerly The IT Training Institute) has been a New Jersey state approved training provider since November 2002.

Mission Statement:

New Jersey Career Center is dedicated to providing student-centered training focused on attaining the knowledge and skills necessary to achieve industry certifications enabling individuals to reach their educational and career goals.

New Jersey Career Center is committed to the following:

-  Preparing our students for careers in Office Administration, Computer Technology, and Medical Office Administration.
-  Preparing students to apply technology in their professional endeavors.
-  Continually researching and adopting the most effective technologies and training tools to best prepare our students to reach their career and professional goals.
-  Treating every student with respect and ensuring that every student is given individualized instruction and feedback.
-  Professional certification is a primary goal of many of our students; we at NJCC will make the attainment of the student's desired certification a major focus during the student's educational and training process.
-  New Jersey Career Center will work with businesses, government agencies, and students to provide job placement assistance matching the needs of the business community with the technical skills of our NJCC graduates seeking rewarding career opportunities.



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STATEMENT OF OWNERSHIP

The New Jersey Center was founded in 2002 and is owned by Jamil & Racha Khouli,
The Principal Corporate Shareholders are Jamil Srour (50%) and Racha Khouli (50%).

Administration

Jamil Srour – President / Director of Admission

Racha Khouli– Vice President

Staff

Michael Bullock –

Microsoft office Instructor / Admission Representative

Microsoft Office Specialist Certifications:

Word 2010, Excel 2010, PowerPoint 2010, Access 2010
Received at the Cumberland County One Stop Career Center

Joshua Hatcher –

Information Technology/Networking Instructor

Network Specialist Certifications:

CCNA-Cisco Certified Network Associate

CompTIA Network+

CompTIA Security+

Mandy Cabbage –

Medical Office / Medical Billing & Coding Instructor

National Healthcare Association Certification:

CMAA-Certified Medical Administration Assistant

CBCS-Certified Billing and Coding specialist

Microsoft office Specialist Certifications:

Word 2010, Excel 2010, Outlook 2010



Advisory Board Committee Members

Danny Barrickman
Douglas Stanley
Williemae Latimore
Mary Thompson
Diana Kathary

School And Staff Hours

Monday – Friday
8:30am to 4:30pm

Program Term Dates

September 30th - December 31st – Fall Term

January 1st – March 31st – Winter Term

April 1st – June 30th – Spring Term

July 1st – September 29th – Summer Term

(Open Enrollment, New Students Start on Mondays)

SCHOOL CALENDAR

The following holidays **will be** observed by the school and classes will not be held. Holidays are not counted as part of the contracted time schedule.

Holidays:

New Year's Day 01/01/2015

Martin Luther King Day 01/19/2015

Presidents Day 02/16/2015

Memorial Day 05/25/2015

Independence Day 07/04/2014

Labor Day 09/01/2014

Columbus Day 10/13/2014

Thanksgiving 11/27/2014

Christmas 12/25/2014



Entrance Requirements:

1. All students must be at least eighteen (18) years of age on or before the first day of class.
2. Students must provide a High School Diploma or a General Education Development Certificate (G.E.D)

**New Jersey Career Center is committed to providing equal educational and job placement assistance for individuals with disabilities, in accordance with state and federal laws and regulations, including the Americans with Disabilities Act (ADA) of 1991 and Section 504 of the Rehabilitation Act of 1973. To ensure equality of access for students with disabilities, New Jersey Career Center provides reasonable accommodations, including auxiliary aids and modifications to courses, programs, services, activities or facilities. Exceptions will be made in those situations where the accommodation would fundamentally alter the nature of the program, cause undue hardship on the school, or jeopardize the health or safety of others. Accommodations must specifically address the functional limitations of the disability.*

Program Starting Dates and Daily Class Schedules

Course lengths vary by course and are adjusted to accommodate holidays. Although the same course may be offered over different periods of time, the total hours of classroom instruction and material covered will be the same.

Technology-based courses are tailored to student needs. The ability to review specific modules or rewind specific sections is one of the benefits of technology-based courses. Technology-based training is available at any time the school is open 8:30 a.m. until 4:30 p.m. Monday through Friday. Instructors and Mentors will be available for student instruction during these scheduled times.

Learning Environment and Model

New Jersey Career Center offers quality education that is both affordable and flexible. Courses offered as blended learning consist of a combination of technology-based learning, virtual and hand on labs.

We are dedicated to the individual and can customize a training program to fit your career goals.

Our unique learning environment integrates interactive learning with instructor oversight and mentoring to foster each student's success working at their own pace with individualized instruction as needed.



Admissions Process:

New Jersey Career Center's Admissions process begins with a personal interview and tour of the NJCC facility led by the Admission Director. During the personal interview, the Admissions Director will assess your skill levels and prior experience in addition to assessing your educational and career goals. You will also have the opportunity to fill out the application for admission and request information about financial options.

For consideration for general admission to NJCC you must provide either a High School Diploma or GED (see "Entrance Requirement" section under "School Policies" for further explanation and minimum requirements). For admission to specific programs or courses there may be prerequisites and/or demonstrated proficiency in the prerequisite skill objectives and/or prior work experience required. During the student's interview process the NJCC Admissions representative will ask some basic questions about the student's knowledge and prior experience using a computer and/or require the student to take basic keyboarding and/or computer skills tests. Based on the student's responses and/or scores, the student may be able to test out of the prerequisite courses and immediately begin their core courses. Student will also be asked to present evidence of High School Diploma, GED, or other required documentation of meeting Admissions requirements.

*New Jersey Career Center does not discriminate on the basis of sex, race, ethnic origin or religion.

Registration

Students may register for courses at any time up to one week (5 days) prior to the start of classes. Students requesting financial aid will need to register two weeks (10 days) prior to the start of classes. You will need to register in person with the school's admissions officer. Please bring the following with you:

- Identification (drivers license, birth certificate or passport)
- High school diploma or G.E.D. certificate
- Initial payment for registration and tuition fees (we accept cash, personal checks and all major credit cards.)

Students receiving financial aid or who have a student loan should bring documentation of such when registering.



School Policies

STUDENT GRIEVANCE POLICY:

The purpose of this policy is to guard each student's freedom of expression; guard them against discrimination based on their views, beliefs, and political associations; and afford all students reasonable protection from arbitrary or unpredictable actions taken outside and/or inside the classroom by members of the institution or fellow classmates.

For a grievance to be properly addressed, a written claim must be filed with the Co-Director. The Co-Director will provide a final response within seven days. If the grievance is not resolved to the student's satisfaction, he or she may contact the Director. After which, if the complaint is not resolved to the student's satisfaction, he or she may contact the respective state agency or the accrediting body.

Leave of Absence Policy:

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. A request for a leave of absence must be submitted to the school Director or Admissions Manager.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. Leave of absences will be honored within 1 calendar year. Should a request extend a student beyond this contracted calendar year they may be subject to reentry under a new contract. (see *Reentry*) If the student does not reenter within the calendar year and has not notified the school, the student's contract will be terminated and he/she may be granted a refund according to the Refund Policy of the bulletin.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. Because tuition costs and course syllabi may change with each new term, it will be necessary to meet with the school Director before returning to class.

Attendance and Sign In Procedures:

All students are required to sign in with signature and time upon entering the New Jersey Career Center campus and sign out with signature and time upon leaving the NJCC campus on the general attendance sheet kept in the NJCC reception area. All students are also assigned an individual attendance folder. Students are required to sign in and out recording their class time for the day and must have their instructor initial to verify the times. If the instructor initials are not on the individual time sheet the attendance for that day will not be considered verified. Verified attendance will be the only attendance time recognized by the school for official daily attendance records. For some government funded students unverified attendance could impact their funding contract.

If a student is found to have falsified their time or attendance in any way the NJCC School Director will be notified along with the student's funding source counselor (if the student is receiving government funding). The incident will be investigated by the NJCC's Director and staff. If the investigation verifies that student has falsified attendance records then one or all of the following can occur at the Directors discretion:

- Student will receive written warning and counseling
- Student will be put on probation and need to report to attendance officer each day of attendance during probation.
- Student will be dismissed from NJCC. (see section titled *Conditions for Dismissal*)



Absences

The New Jersey Career Center records the daily attendance of each student in accordance with state guidelines. Records of student attendance will be kept on file and are available for student review. Unexcused absenteeism for more than 20 percent of the total course time constitutes cause for dismissal. Graduation requirements stipulate that the student must be in attendance at least 80% of the instructional time. Excused absences are permitted for illness or any unavoidable circumstance. Please notify the attendance officer by 8:00 a.m. if you will be absent from class. Unexcused absences are absences where the student has neglected to notify the school and/or extend beyond the 20 percent allowance without arranging for an official leave of absence.

Class Cut

Hours lost due to cutting class will be recorded as unexcused absences. Absences from scheduled exams without notifying the instructor prior to the scheduled exam time will also be considered unexcused absences. Therefore, the student is responsible for making up time lost, class work and assignments. Time and lessons missed must be made up in order to meet the minimal attendance and graduation requirements. Students will need to meet with the attendance officer before returning to class.

Students leaving the NJCC campus during the course of the school day are required to sign out upon leaving and back in upon their return. This includes breaks and lunches. Students not signing out/in on both the general attendance sheet and the individual attendance sheet will be considered cutting class and falsifying attendance records. (See section on *Attendance and Sign In Procedures*).

Make-up Work

In order for students to meet their educational goals they must receive instruction in all aspects of the course. If work is missed due to **excused absences or a leave of absence** then the student will be offered:

For instructor lead classes/labs/breakout sessions:

- 1) Scheduled one-on-one instruction (*only offered to students with excused absences*) or
- 2) The opportunity to join another class when the missed lessons are being taught

**One on One instruction is schedule during school hours after 2:00 pm Monday –Friday. The student must approach the instructor to schedule this time.*

For interactive learning programs

- 1) Additional time in addition to student normal scheduled time will be arranged.
- 2) Extension of completion date can be granted at the request of the student (*available for excused absences only*) with the recommendation of the instructor and the approval of NJCC's Director and the students funding source (if required by the funding source).

Private instruction or additional time for Interactive Learning programs that is able to be scheduled within the normal instructional day is offered as part of the tuition package for **excused absences only**. Private instruction for missed classes must be scheduled within one week of the absence. (Exception is made in the event there scheduling conflict on the part of NJCC or our staff such as a holiday or an instructor is unable to schedule



within the week due to other scheduling conflicts.) Should the student desire to wait until the lesson is offered in another class the student needs to be aware that this may affect his/her completion date.

In all cases, students are responsible to approach their instructor immediately upon their return to school to request make-up work. Make-up work in the form of one-on-one instruction must be requested by the student to the instructor within one week of the absence.

All make-up work and the course syllabus must be successfully completed by the end of the school day on the last day of the term to qualify the student to receive the course certificate of completion for that term. All make-up work, course syllabi and the student's program syllabus must be completed by the end of the school day on the last day of the term to qualify the student to receive the program diploma at that terms graduation.

Tardiness

Developing good work ethics is an important part of the training at the New Jersey Career Center. Students arriving late for class are interrupting the instructor, other students and for some government funded students tardiness could impact their funding contract. The following recording system will be used for tardiness.

- 7 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

Since tardiness of 7 minutes or more is recorded as an unexcused absence it is the responsibility of the student to make up lost time and/or classroom instruction. The New Jersey Career Center encourages students to plan to arrive at the school at least 10 minutes before their scheduled times and/or the start of their class.

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct
2. Missing more than 20 percent of instruction time that is recorded as unexcused absences
3. Not maintaining the minimum course requirements.
4. Not meeting financial responsibilities to the school

The school Director will notify the students in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate institution should the student have a student loan or be receiving financial aid. Prepaid tuition may be refunded according to the school refund policy.

Refund Policy

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a course or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver



the withdrawal letter and have a copy signed by the admissions officer or mail the letter by Certified Mail.

2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after the enrollment agreement is signed by both parties, even if instruction has begun.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Withdrawal after attendance has begun will result in the following refund policy for all programs of 300 hours or more.
5. For the student who are sponsored by the One Stop Career Centers, any refund money will be paid back to the funding agency (One Stop Career Center)

Veterans Refund Policy

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 of Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued from at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable; any amount beyond that is subject to pro ration and refund [CFR 21.4254 (c) (13)]. The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

Approved licensed New Jersey Eligible Training Provider

We are a licensed New Jersey Eligible Training Provider. We have met specific eligibility criteria established by both the State Employment and Training Commission (SETC) and the local Workforce Investment Board (WIB) to be eligible to receive students paid for with public funds.

If you qualify you will be able to take one of our Career Track Training Courses with no money out of your pocket. Contact the school to set up a meeting with one of our admissions counselors. We will work with you and the unemployment office to get you qualified.

We currently work with New Jersey One Stop Unemployment offices in Cumberland County , Salem County, Camden County, Atlantic Cape May County and Gloucester County.

New Jersey Career Center offer discount for the student sponsored by any of the One Stop Career Centers to match the final State grant of 4000.00 for any offered programs.



Reimbursement Scale

If Withdrawal or cancellation occurs:

Time of Withdrawal

Student's Responsibility

Within three business days of signing this contract	0% of total tuition plus registration fee
During the first week	10% of total tuition plus the registration fee
During the 2 nd or 3 rd week	20% of total tuition plus the registration fee
After 3 rd week & prior to 25% of the program	45% of total tuition plus the registration fee

For Interactive courses, the percentage of the course will be calculated by the number of sessions the student has accessed and the number of weeks the student has attended. In all cases the student is responsible for the cost of materials provided to the student even when such costs are included in the tuition. At the sole discretion of the Director of the school, the Director may accept the return of the materials at no charge to the student.

For courses or programs 300 hours or less the student will be responsible for a pro-rata share of the tuition calculated on a weekly basis plus registration fee.

Programs Tuition and fees

Office Administration Specialist	\$4,200.00
PC Specialist	\$4,570.00
MCSA	\$5,430.00
Medical Billing and Coding	\$6,400.00
Medical Office Administration	\$4,495.00
Computer Support Specialist	\$7,424.00
Help Desk	\$4,550.00
Network Specialist	\$6,100.00
Application Fee	\$50.00



Note: *New Jersey Career Center offer discount for the student sponsored by any of the One Stop Career Centers to match the final State grant of 4000.00 for any offered programs.*

Standards of Academic Progress Policy

A student must meet the following minimum standards of academic achievement and successful course completion while enrolled at The New Jersey Career Center. The Career Center requires that all courses be successfully completed in order to graduate from the program. A student's academic progress status is reported on the student's transcript which is provided each term through an online portal to student academic information.

Maximum Time Frame

All students must complete their program in a period not exceeding 1 .5 times the normal length of the program. For example, for a program which requires successful completion of 325 clock hours, the student may not attempt more than 487.5 clock hours (1.5×325).

Students will be evaluated every thirty days for the program of study they are enrolled:

325 clock Hour Program:

Students who are required to do 20 hours a week must have a CGPA of 1 .0 and have successfully completed 17% of the total clock hours.*

Students who are required to do 25 hours a week must have a CGPA of 1 .5 and have successfully completed 23% of the total clock hours.**

Students who are required to do 30–35 hours a week must have a CGPA of 2 .0 and have successfully completed 30% of the total clock hours. **

305 Clock Hour Program:

Students who are required to do 20 hours a week must have a CGPA of 1 .0 and have successfully completed 26% of the total clock hours.

Students who are required to do 25 hours a week must have a CGPA of 1 .5 and have successfully completed 33% of the total clock hours.

Students who are required to do 30–35 hours a week must have a CGPA of 2 .0 and have successfully completed 42% of the total clock hours.



315 Clock Hour Program:

Students who are required to do 20 hours a week must have a CGPA of 1 .0 and have successfully completed 25% of the total clock hours.*

Students who are required to do 25 hours a week must have a CGPA of 1 .5 and have successfully completed 32% of the total clock hours.*

Students who are required to do 30-35 hours a week must have a CGPA of 2 .0 and have successfully completed 41% of the total clock hours.*

570 Clock Hour Program:

Students who are required to do 20 hours a week must have a CGPA of 1 .0 and have successfully completed 17% of the total clock hours.*

Students who are required to do 25 hours a week must have a CGPA of 1 .5 and have successfully completed 21% of the total clock hours.*

Students who are required to do 30-35 hours a week must have a CGPA of 2 .0 and have successfully completed 27% of the total clock hours.*

500 Clock Hour Program:

Students who are required to do 20 hours a week must have a CGPA of 1 .0 and have successfully completed 16% of the total clock hours.*

Students who are required to do 25 hours a week must have a CGPA of 1 .5 and have successfully completed 20% of the total clock hours.*

Students who are required to do 30-35 hours a week must have a CGPA of 2 .0 and have successfully completed 26% of the total clock hours.*

605 Clock Hour Program:

Students who are required to do 20 hours a week must have a CGPA of 1 .0 and have successfully completed 13% of the total clock hours.*

Students who are required to do 25 hours a week must have a CGPA of 1 .5 and have successfully completed 16% of the total clock hours.*

Students who are required to do 30-35 hours a week must have a CGPA of 2 .0 and have successfully completed 22% of the total clock hours.*



Academic Warning

Students may be placed on academic warning by the program director. An action plan is provided to the student to complete all pending educational assignments and/or examinations leading to the improvement of the student's GPA. The warning period may last for a maximum of 30 days. If the student does not meet the conditions of the academic warning coursework, he or she may be placed on academic probation.

Academic Probation

Students may be placed on academic probation by the program director for failure to meet the condition of the academic warning coursework. This probationary period will last only until the completion of the subsequent course or 30 days, whichever is longer. During this time, the student will be given an action plan in order to complete all pending educational coursework leading to the improvement of the student's GPA. If academic probation coursework is not satisfactory, the student will be terminated from the program.

Institutional Dismissal Appeal Procedures

A student may appeal his or her dismissal status by submitting the Dismissal Appeal Form to the Campus Director. The Campus Director will submit the form to the chairperson of the Academic Review Committee. The student must complete the Dismissal Appeal Form (available from Student Services) by the final week of an odd-numbered term to be considered for the re-entry into the following term. This should include any mitigating or special circumstances such as illness, military service, etc. that may have contributed to not meeting satisfactory progress. The student will be advised to repeat courses failed to bring his or her CGPA and percentage of successful completion to the minimum progress requirements. If after this term the student does not meet the Standards of Academic Progress (SAP), the student will be dismissed. A student making SAP after this term will continue as a regular student.

APPEALS PROCESS

To appeal a decision denying admission, an applicant must submit a written appeal to the Director within 14 days of receipt of the admissions denial letter. The applicant will be notified of the outcome, via U.S. mail, within 30 days.

NOTE: Ensuring student success is of paramount importance for our institution. Our institution will properly screen students to verify that they would be employable upon graduating from a program. As a part of this process, it may be necessary to conduct background checks for criminal history that may prevent a student from being employed in the field for which they have been trained. Our institutions will also disclose in our catalog if there are any limitations for employability due to a criminal record.

Reinstatement Following Institutional Dismissal

Students dismissed from the institution for failing to make satisfactory progress will normally sit out for one term before being readmitted. After the student has been approved to return to college by the Institutional Academic Committee, they will return under the extended enrollment status. The student will be advised to repeat courses failed to bring his or her CGPA and percentage of successful completion to the minimum progress requirements. Once these minimum progress requirements have been met, he or she can continue as a regular student. The student must make satisfactory academic progress in their returning term or they may be dismissed.



Leave of Absence

A leave of absence has no effect on the student's standards of progress. However, a leave of absence will have an effect on financial assistance and will extend the program completion time.

Withdrawals

A course from which a student has withdrawn and received a "W" grade will not affect the student's CGPA. The course hours will, however, be added into hours attempted for the purpose of evaluating the student's maximum time frame for completion and successful course completion.

Courses from which a student has withdrawn and received a "WP" or "WU" grade will affect the student's CGPA as well as their maximum time frame for completion and successful course completion.

Course Incompletes

A student receiving an "I" (incomplete) has 30 days after the start of the next term to complete their final exam. For the period of time the student has received an "I" grade it will affect the student's CGPA as well as their maximum time frame for completion and successful course completion. After completion of their final exam, a letter grade is assigned and calculated into the student's overall CGPA. A student not completing their final exam will receive a "0" for the exam, and it will be calculated into their final grade. The final grade will affect the student's CGPA as well as their maximum time frame for completion and successful course completion.

Graduation

In order to graduate, a student must successfully complete 100% of the total required credits and shall obtain a minimum overall CGPA of 2.0. The time for completion of the program shall not exceed 1.5 times the normal credits required to complete the program. The course graduations requirements are set forth in connection with each program offered by the College and are listed elsewhere in the catalog.

Extended Enrollment Status

Classes taken while a student is on an "extended enrollment status" have an effect on the hours attempted and successful completion and count toward the 150% of the normal program length for the purposes of Standards of Academic Progress. The highest grade earned by the student for classes taken will be used to calculate the student's CGPA for the purposes of Standards of Academic Progress.



Credit for Previous Training*

The New Jersey Career Center is committed to helping our students reach their educational goals as quickly as possible. However, computer programs and technology change so rapidly that what was learned in an earlier program may not be applicable at this time. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a test in the desired course. The minimum passing grade is 80% proficiency on the tested information. Student's wishing to receive recognition for previous training must show proof of previous training. We award recognition for previous training up to 1/3 of the course. Tuition will be prorated accordingly.

NJCC accepts credits from other institution according to the converting equation from credit hours to clock hours.

Note: Credits from New Jersey Career center may not transfer out to other institutions.

SEEKING ADDITIONAL CERTIFICATION/PROGRAM CHANGE

Students graduating from the New Jersey Career Center and seeking additional certification and/or changing Programs within the school will carry over prior cumulative GPA for program applicable courses.

Students seeking an additional certification and/or changing their Program should be aware that assessment of their satisfactory academic progress (SAP) will be based on the same criteria used for their first program/certification.

New Jersey Career Center is committed to providing our students with a professional, flexible learning environment that supports each student towards reaching their educational and career goals. Therefore NJCC has promotes communication and encourages students discuss suggestions and/or concerns with their instructors, NJCC staff members or the Director. (End of S.A.P Policy)

Student Records

Student records will be maintained by the school for a period of five years. Upon graduation and at the request of the student, students will be given a copy of their records. These records should be maintained indefinitely by the student. The records that the school will maintain are as follows:

1. Attendance Records
2. Academic Progress and grades
3. Financial Records
4. Placement data
5. The Enrollment Agreement
6. Record of credit given for previous training
7. Records of meetings, appeals, disciplinary actions and dismissals
8. A copy of the graduation certificate
9. Medical Records (where applicable)



Student records are maintained by the school admissions office and are available for review by the student with written request. Students are encouraged to submit updates to their records, such as, address changes or changes in financial aid, as soon as possible. All records are private and handled with confidentiality.

Grants, Student Loans and Scholarships

The New Jersey Career Center does not award Grants or Scholarships at this time. We do honor grants and scholarships that our students have been awarded from outside organizations. We do assist our students with obtaining student loans.

NOTE: Students who have obtained a school assisted loan and withdraw from the school or have had their enrollment terminated must notify the lending institution of their withdrawal. The New Jersey Career Center will reimburse the lending institution for balances due in accordance with the refund policy. The student will be responsible for any balances.

It should be noted that student loans with the lending institution must be satisfied regardless of the success or lack of success at the New Jersey Career Center. When students are given a loan they sign a promissory note with the lending institution. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

Evaluation Techniques

A test will be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 80% are an indication that the necessary skills for entry into employment were not acquired. Students should make arrangements for additional practice, independent study or tutoring if a score of at least 80% is not achieved. A comprehensive course final exam is administered after the student has completed and passed all the required course work, session/module/chapter tests, project(s) which are outlined on the course syllabus. The student must achieve a 90% or better on the course final exam to pass the course.



GRADING SYSTEM

The competencies taught in the courses offered at The New Jersey Career Center will be evaluated by one or all of the following: class assignments, written examination, oral examinations, and practical computer application tests. The minimal overall grade for graduation is 85 %*. Students who achieve lower than 85% may participate in private tutoring or independent study in order to increase their grade point average.

<u>Grade</u>	<u>Percentage</u>	<u>Evaluation</u>	<u>points</u>
A	90-100%	Excellent	4
B	80-89%	Good	3
C	70-79%	Fair	2
D	60-69%	Needs Improvement	1
F	59% and below	Failing	0
INC	-	Incomplete	-
W	-	Withdraw	-
WP	-	Withdraw Passing	-
WU	-	Withdraw Unsatisfactory	-

Incomplete Grades

Incomplete grades are given only when a student is unable to complete a course because of illness or other serious problems. An incomplete grade is not given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses an examination must contact the instructor within twenty-four hours of the examination. If the absence is excusable, the student will be given an Incomplete or otherwise graded accordingly. If the absence is not excusable or the student does not contact the instructor, an incomplete grade will not be awarded, but rather the examination will be considered as failed and the student graded accordingly. Instructors must file an Incomplete Form with the director of the school. Students are given one week to make up missed examinations. Work and examinations that are still incomplete at the end of the one-week deadline will be assigned a grade of F. It is the student's responsibility to contact the faculty member about completing the course work, taking examinations or if necessary extending the deadline.

Probation For Below Average Grades

Students who have fallen below the minimum grade point average for graduation will need to enter a probation period. The student will be able to take advantage of in school tutoring up to 6.5 hours without additional tuition costs. Should additional tutoring be necessary the student will be obligated to pay \$60 per hour for assistance. The probation period will be two weeks (10 days) or 6.5 instructional hours. If the student cannot afford the additional tutoring and still has not met the required grade of 85% after 6.5 hours of individualized assistance, than a meeting between the Director of the school, the instructor of the course and the student will be held to determine the appropriate action.



Grade Point Average

A student's Grade Point Average (G.P.A.) is based on the summary of grades received through class assignments (averaged together to equal one test grade), projects/labs (where applicable) (averaged together to equal one test grade), chapter and periodic assessment quizzes and testing (given to measure the student's acquired skills and knowledge in specific course objectives (must be passed at an 80% or better and are averaged together to equal one test grade). Comprehensive course assessments (where applicable are each equal to one test grade. All aforementioned test grades are averaged together to equal 50% of the course grade.

The course comprehensive Final Exam is weighted at 50% of the course grade and in some courses a Final Project that is factored into the Final exam grade. The overall G.P.A. is determined adding the total average of the test grades with the Course Final Exam grade and dividing by two.

(*Each course requires a Final Exam score to be 90% or higher and the overall course grade to be 85% or higher to qualify for course certificate of completion. This ensures that all students receiving the NJCC certificate of completion have met the skill objectives and standards of each individual course.)

Students meeting all program criteria for graduation will receive a New Jersey Career Center Certificate of Completion.

Job Placement Assistance

New Jersey Career Center offers free Job Placement Assistance to our students and alumni in good standing. We work to help students connect to potential employers to facilitate a successful transition for the student's new career. The NJCC Job Placement Coordinator actively networks within the business community to identify employment opportunities.

As students move through their program they have the opportunity to work with the NJCC Job Placement Coordinator on developing and using job search tools and strategies to successfully gain employment . As a successful NJCC student or alumni the NJCC job placement assistance includes:

- Resume writing assistance
- Resume reviews
- Assistance with developing & refining the student's interviewing skills
- Attire for hire tips
- Job search tips and tools
- Job Posting Boards
- NJCC Professional Development Seminars are available free to students with the recommendation or approval of the NJCC Job Placement Counselor.



New Jersey Career offers job placement assistance to students, graduates and alumni in good standing. New Jersey Career Center is committed to assisting graduates find suitable employment. New Jersey Career Center cannot, however, guarantee employment to any student, recent graduate, or alumni.

STUDENT SERVICES

MISSION

The mission of the Office of Student Services is to assist students with career planning and placement. Student Services has a campus wide function and serves as an intermediary between the institution and the student body concerning student activities, seminars, workshops and other student concerns.

FUNCTIONS OF THE OFFICE OF STUDENT SERVICES

The primary function of the Office of Student Services is Career Planning and Placement. The department also assists in the cultural, social, professional, and intellectual development of students. It coordinates various activities and services offered to the students. In addition the Office of Student Services will assist in the implementation of Student Projects, Commencement Ceremony and the Alumni Association. The department's function is consistent with the institutions' mission of creating and continuously improving effective learning environments for the lifelong educational needs of the diverse community it serves. The department also assists in finding referrals and information for those students experiencing personal difficulties.

GOALS & OBJECTIVES

- Assist graduates with career planning, job opportunities and job placement.
- Provide workshops on resume preparation, interviewing skills and techniques.
- Provide assistance with background checks, certification and licensing preparation as applicable.
- Maintain an active database of students, alumni, affiliates and potential employers.
- Assist with student campus activities and continuing education to graduates and alumni.

STUDENT ADVISEMENT

Advisement begins with the admission application interview and continues throughout the student's course of study. Academic advisement and assistance are available and program directors have an "open-door" policy for all students.



JOB PLACEMENT

Job placement services are available to assist students with career placement assistance, interviewing techniques, résumé writing assistance, professional appearance guidelines, time management skills, and job search techniques. This is a lifetime service available to active students and graduates in good standing. Students are strongly urged to maintain contact with PTC when they obtain employment, change jobs, need further assistance, or relocate to another area. We encourage all students to make use of the Office of Job Placement.

New Jersey Career Center does not promise or guarantee placement for its students or graduates.

PROGRAM CURRICULUMS

Medical Office Administration

MOA 2014-01

570 Clock Hours

Course Description:

This course prepares individuals for employment in medical and other healthcare related offices. Course work will include medical terminology; information systems; office management; medical coding, billing, and insurance; legal and ethical issues; formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments. Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations. Students will get the necessary training to earn their Microsoft Office Specialist Certifications (MOS Word 2010, MOS Excel 2010, and MOS Outlook 2010) and CMAA (Certified Medical Administrative Assistant) Certification from NHA (National Healthcareer Association).

Computer Basic Series- 55 Clock Hours (CBS101)

- Computer Foundations – 10 Clock Hours
- Windows XP – 15 Clock Hours
- Windows Vista – 10 Clock Hours
- Windows 7 – 10 Clock Hours
- Security Essentials – 10 Clock Hours



Core Program includes:

- MW10-101- Microsoft Word 2010- 40 Clock Hours
- ME10-101- Microsoft Excel 2010- 50 Clock Hours
- MOL10-101- Microsoft Outlook 2010- 40 Clock Hours
- EHR101- Introduction to Electronic Health Records- 40 Clock Hours
- WEHR101- Working with Electronic Health Records- 60 Clock Hours
- MOP101- Medical Office Procedures- 60 Clock Hours MOP 101
- HIP101 - Medical Billing 1/Health Insurance Processing- 70 Clock Hours
- MT101 - Medical Terminology Part I- 75 Clock Hours
- MT102 - Medical Terminology Part II- 80 Clock Hours

* Students are required to meet 570 course hours for graduation from this program.

REQUIRED TEXTBOOKS:

MOS Study Guide 2010 for Microsoft Word, Excel, Power Point, & Outlook Joan Lambe11, Joyce Cox, Microsoft press 2011

Electronic Health Records for Allied Health Careers, Susan Sanderson, McGraw-Hill, 2009

Introduction to Electronic Health Records Student Manual, Career Tech Services, 2009

Working with Electronic Health Records Student Manual, Career Tech Services, 2010

Medical Office Procedures, ih Edition, Bayes, Crist, and Becklin, McGraw-Hill, 2012

Medical Insurance: An Integrated Claims Process Approach, 5th Edition, Valerius, Bayes, Newby, and Seggern, McGraw-Hill, 2011

Medical Terminology Language for Health Care, 3rd Edition, Nina Theierer, Deborah Nelson, Judy K. Ward, La Tonya Young, McGraw-Hill, 2011

REQUIRED E-LEARNING CONTENT:

Online Expert LMS 2014

Introduction to Electronic Health Records, Career Tech Services, 2009

Working with Electronic Health Records, Career Tech Services, 2010

Medical Office Procedures, Career Tech Services, 2012

Health Insurance Processing, Career Tech Services, 2011

Medical Terminology Part 1, Career Tech Services, 2011

Medical Terminology Part 2, Career Teach Services, 2011



REQUIRED SOFTWARE:

Microsoft Office 2010

G-Matrix

Practice Partner Medisoft Version 16

Certification Requirements:

MOS (Microsoft Office Specialist) 2010- Pass individual courses with an 85% or higher.

Take and pass Microsoft Specialist exam for each course with a score of 700 or higher to become Microsoft Certified.

CMAA (Certified Medical Administrative Assistant) - Pass individual courses with 70% or higher.

Take and pass CMAA (Certified Medical Administrative Assistant) with a 390 or higher.

Medical Coding and Billing Specialist

MCBS 2014-01

605 Clock Hours

Course Description:

The Medical Coding and Billing Specialist student will be trained to perform at a minimum entry level in positions normally available in medical offices, clinics, hospitals and insurance companies as a part of the health care team. Medical Coding Specialist, Insurance Coder, Claims Specialist, and ICD9/CPT Coder, are typical job titles. Students will be instructed in the analysis of medical records (charts) and the assignment of codes for indexing diagnoses and procedures to provide information for reimbursement purposes. Students will learn anatomy and medical terminology. Students will also learn about diseases that affect the human body. They will learn etiology, pathology, symptoms, signs, diagnostics and treatment to properly code medical records. Students will become familiar with the content of the medical record in order to locate information to support or provide specificity for accurate coding and billing. Students will get the necessary training to earn their Microsoft Office Specialist Certifications (MOS Word 2010, MOS Excel 2010, and MOS Outlook 2010) and CBCS (Certified Billing and Coding Specialist) Certification from NHA (National Healthcareer Association).



Computer Basic Series- 45 Clock Hours (CBS101)

- Computer Foundations – 10 Clock hours
- Windows XP – 15 Clock Hours
- Windows Vista – 10 Clock hours
- Windows 7 – 10 Clock Hours

Core Program includes:

- MW10-101 - Microsoft Word 2010- 40 Clock Hours
- ME10-101 - Microsoft Excel 2010- 50 Clock Hours
- MOL10-101 - Microsoft Outlook 2010- 40 Clock Hours
- MOP101 - Medical Office Procedures-60 Clock Hours
- HIP101 - Medical Billing 1/Health Insurance Processing-70 Clock Hours
- CIMO101 - Medical Billing 2- Computer in the Medical office 65 Clock hours
- MT101 - Medical Terminology Part I-75 Clock Hours
- MT102 - Medical Terminology Part II-80 Clock Hours
- MC101 - Medical Coding – 80 Clock Hours

*** Students are required to meet 605 course hours for graduation from this program.**

REQUIRED TEXTBOOKS:

MOS Study Guide 2010 for Microsoft Word, Excel, Power Point, & Outlook

Joan Lambert, Joyce Cox, Microsoft press 2011

Medical Office Procedures, 7th Edition, Bayes, Crist, and Becklin, McGraw-Hill, 2012

Medical Insurance: An Integrated Claims Process Approach, 5th Edition, Valerius, Bayes, Newby, and Seggern, McGraw-Hill, 2011

Medical Terminology Language for Health Care, 3rd Edition, Nina Theierer, Deborah Nelson, Judy K. Ward, La Tonya Young, McGraw-Hill, 2011

Computers in the Medical Office, 7th Edition, Susan M. Sanderson, McGraw-Hill, 2011

Medical Coding Workbook for Physician Practices and Facilities, 2011-2012 Edition, Newby, McGraw-Hill

REQUIRED E-LEARNING CONTENT:

Online Expert LMS 2014

Medical Office Procedures, Career Tech Services, 2012

Health Insurance Processing, Career Tech Services, 2011



Medical Terminology Part 1, Career Tech Services, 2011

Medical Terminology Part 2, Career Teach Services, 2011

Computers in the Medical Office, Career Tech Services, 2011

Medical Coding, Career Tech Services, 2011

REQUIRED SOFTWARE:

Microsoft Office 2010

G-Matrix

Medisoft Version 16

Certification Requirements:

MOS (Microsoft Office Specialist) 2010- Pass individual courses with an 85% or higher.

Take and pass Microsoft Specialist exam for each course with a score of 700 or higher to become Microsoft Certified.

CBCS (Certified Billing and Coding Specialist) – Pass individual courses with 70% or higher.

Take and pass CBCS (Certified Billing and Coding Specialist) with a 70% or higher.

* **New Jersey Career Center is a certified National Healthcareer Association training site.**

**OFFICE ADMINISTRATION
PROGRAM
OFA 2010-01
325 Clock Hours**

Instructor: Michael Bullock

COURSE DESCRIPTION:

Students will gain basic hands-on experience using the integrated programs of Microsoft Office 2010. This course is designed to use the basic features of Word, Excel, Outlook, Access and PowerPoint, and to integrate data between the applications. They will be able to do such tasks as create spreadsheets; compose correspondence; and create presentations, reports, and documents using these applications. This program gives the students the education and tools needed to enter or enhance administrative careers by giving them the necessary training to earn their Microsoft Office Specialist Certifications and NJCC Administrative specialist Certificate.

Computer Basic Series- 55 Clock Hours (CBS101)

- Computer Foundations – 10 Clock Hours
- Windows XP – 15 Clock Hours
- Windows Vista – 10 Clock Hours
- Windows 7 – 10 Clock Hours
- Security Essentials – 10 Clock Hours

□ **Core Program includes:**

- *MW10-101 - Microsoft Word 2010 - 60 Clock Hours*
- *ME10-101 - Microsoft Excel 2010 - 65 Clock Hours*
- *MPP10-101 - Microsoft Power Point 2010 - 40 Clock Hours*
- *MOL10-101 - Microsoft Outlook 2010 - 40 Clock Hours*
- *MA10-101 - Microsoft Access 2010 -65 Clock Hours*

*** *Students are required to meet 325 course hours for graduation from this program.***

REQUIRED TEXTBOOKS:

MOS Study Guide 2010 for Microsoft Word, Excel, PowerPoint, & Outlook
Joan Lambert, Joyce Cox, Microsoft press 2011

MOS Study Guide 2010 for Microsoft Word Expert, Excel Expert, Access, & Share point
John pierce, Geoff Evelyn, Microsoft press 2011

SOFTWARE:

Online Expert LMS 2014
Gmetrix
Microsoft Office 2010 Suite

Certifications Requirements:

Pass individual courses with an 85% or higher to receive NJCC Certificate of Completion

Take and pass Microsoft Specialist exam for each course need score of 700 or high to become Microsoft Certified. (The whole course for the exam you want to take must be complete.)



PC Specialist
PCS2014-01
315 Clock Hours

COURSE DESCRIPTION:

This is introductory course to prepare students to enter a successful career in the IT field. The program train students to configure, maintain, and repair computers and networks for small to medium businesses and home setups.

Core Program includes:

- MA10-101: Microsoft Access 2010 – 65 Clock Hours
- PC101: CompTIA A+, PC Pro – 150 Clock Hours
- PC102: CompTIA Network+, Network Pro – 100 Clock Hours

Course Material

Online Expert
TestOut

Certification requirements

Pass individual courses with an 85% or higher and pass final practice exam with 95% or higher to receive NJCC certificate of completion.

To receive industry certifications, take and pass:

CompTIA A+ 220-801: 675 (on a scale of 900)

CompTIA A+ 220-802: 700 (on a scale of 900)

CompTIA Network+ N10-005: 720 (on a scale of 900)



Network Specialist

NS2014-01
305 Clock Hours

Course Description:

This course prepares students to enter a successful career in the computer networking field. It will train students to design, configure, maintain, and repair networks for small to large businesses and home setups.

Core Programs include:

- NET101: CompTIA Network+, Network Pro – 100 Clock Hours
- NET102: CompTIA Security+, Security Pro – 50 Clock Hours
- NET103: Cisco Certified Network Associate (CCNA) – 90 Clock Hours
- NET104: CompTIA Linux+ - 65 Clock Hours

Course Material

TestOut

Certification requirements

Pass individual courses with an 85% or higher and pass final practice exam with 95% or higher to receive NJCC certificate of completion.

To receive industry certifications, take and pass:

CompTIA Network+ N10-005: 720 (on a scale of 900)

CompTIA Security+ SY0-301: 750 (on a scale of 900)

Cisco Certified Network Associate 200-102: variable (on a scale of 1000)

CompTIA Linux+ LX0-101: 500 (on a scale of 800)

CompTIA Linux+ LX0-102: 500 (on a scale of 800)



Microsoft Certified Solutions Associate (MCSA)

MCSA2014-01
500 Clock Hours

Course Description:

The Microsoft Certified Solutions Associate (MCSA) course for Windows Server will prepare you for the multi-exam certification that shows you have the primary set of Windows Server skills needed to qualify for a position as a network or computer systems administrator or a computer support specialist.

Core Programs include:

MCSA101: Windows Server Pro: Install and Configure – 167 Clock Hours

MCSA102: Windows Server Pro: Manage and Administer – 167 Clock Hours

MCSA103: Windows Server Pro: Advanced Services – 166 Clock Hours

Course material:

TestOut

Certification requirements

Pass individual courses with an 85% or higher and pass final practice exam with 95% or higher to receive NJCC certificate of completion.

To receive industry certifications, take and pass:

Installing and Configuring Windows Server 2012 70-410: 700 (on a scale of 1000)

Installing and Configuring Windows Server 2012 70-411: 700 (on a scale of 1000)

Configuring Advanced Windows Server 2012 Services 70-412: 700 (on a scale of 1000)



English as a Second Language

ESL 100-200

Program Length: 1152 Clock Hours

Description:

The ESL program offers a six-semester sequence of English as a Second Language courses designed to accommodate the needs of non-native speakers of English at basic, intermediate, and advanced levels of proficiency. Placement in each level is based upon the results of pre-assessment placement test.

Prerequisite: None

Core Courses:

ESL 101: Beginning English – Reading and Writing

ESL 102: Foundations of English – Reading and Writing

ESL 103: Intermediate English I – Reading and Writing

ESL 104: Intermediate English II – Reading and Writing

ESL 105: Advanced English I – Reading and Writing

ESL 106: Advanced English II – Reading and Writing

ESL 201: Beginning English – Listening and Speaking

ESL 202: Foundations of English – Listening and Speaking

ESL 203: Intermediate English I – Listening and Speaking

ESL 204: Intermediate English II – Listening and Speaking

ESL 205: Advanced English I – Listening and Speaking

ESL 206: Advanced English II – Listening and Speaking



COURSE DESCRIPTIONS

OFFICE ADMINISTRATION **OFA2010-01**

COMPUTER BASIC SERIES – CBS101

55 CLOCK HOURS

PREREQUISITES: NONE

DESCRIPTION:

"Computer Basics" is a course that's designed with the basic user in mind, someone who wants to learn more about computers, but may have been afraid to ask until now. "Computer Basics" is a course that's designed specifically for those who are completely new to computers or who feel they need to have more instruction before they can feel confident buying or using a computer for their personal use. Filled with screenshots and real life examples, as well as resources, this course is designed to help anyone feel more comfortable with basic technology. The screenshots help to give real life examples that can guide you. No matter what your level of comfort with computers, "Computer Basics" is designed to help you get the basic questions answered.

MICROSOFT WORD 2010 – MW10-101

40 CLOCK HOURS

PREREQUISITE: None (however, it is strongly recommended that you have already taken CBS-101 Computer Basics or have equivalent skills.)

DESCRIPTION:

Students will gain basic hands-on experience using Microsoft Word 2010.

This Course is designed to use the basic features of word and prepare you for the MOS Certification. The Core-level Microsoft Office Word 2010 User should be able to navigate Microsoft Office Word 2010 software at the feature and functionality level. They should be familiar with and know how to use at least 80% of the features and capabilities of Microsoft Office Word 2010. The core-level user should be able to use Microsoft Office Word 2010 to create and edit professional-looking documents for a variety of purposes and situations.

MICROSOFT WORD 2010 EXPERT – MWE10-102(TEXT BOOK ONLY COURSE)

20 CLOCK HOURS

PREREQUISITE: MW10-101(MICROSOFT WORD 2010)

DESCRIPTION:



Expert-level Microsoft Word 2010 users are able to proficiently and confidently use Word 2010 software at the feature and functionality levels. Expert users work with the advanced features of Word 2010 to enhance professional documents, create documents ready for publication, and collaborate effectively on group editing projects. Expert users manipulate Word options to customize their environment to meet varying needs and to enhance productivity.

MICROSOFT EXCEL 2010 – ME10-101

50 CLOCK HOURS

PREREQUISITE: None (however, it is strongly recommended that you have already taken CBS-101 Computer Basics or have equivalent skills.)

DESCRIPTION:

Students will gain basic hands-on experience using Microsoft Excel 2010
This Course is designed to use the basic features of excel and prepare you for the MOS Certification. The Core-level Microsoft Office Excel 2010 User should be able to navigate Microsoft Office Excel 2010 software at the feature and functionality level. They should be familiar with and know how to use at least 80% of the features and capabilities of Microsoft Office Excel 2010. The core-level user should be able to use Microsoft Office Excel 2010 to create and edit professional-looking spreadsheets for a variety of purposes and situations.

MICROSOFT EXCEL 2010 EXPERT – MEE10-102 (TEXT BOOK ONLY COURSE)

20 CLOCK HOURS

PREREQUISITE: ME10-101(MICROSOFT EXCEL 2010)

DESCRIPTION:

Expert-level Microsoft Office Excel 2010 users are able to efficiently and confidently use Excel 2010 software at the feature and functionality levels. Expert users are proficient with advanced formulas, functions, and data analysis tools. Expert users can manipulate data for analysis, presentation, and collaboration. In addition, expert users can manipulate Excel options to customize their environment to meet varying needs and enhance their productivity.

MICROSOFT POWERPOINT 2010 – MPP10-101

40 CLOCK HOURS

PREREQUISITE: None (however, it is strongly recommended that you have already taken CBS-101 Computer Basics or have equivalent skills.)

DESCRIPTION:

Students will gain basic hands-on experience using Microsoft PowerPoint 2010
This course is designed to use the basic features of PowerPoint and prepare you for the MOS Certification. The audience profile for the Core Exam is a student, office worker or instructor who needs to navigate the



Office software at the feature and functionality level. Core users generate more complex slide shows, such as product plans, reports, and marketing materials. They create slide shows based on custom templates generated by others and frequently reuse slides.

MICROSOFT OUTLOOK 2010 – MOL10-101

40 CLOCK HOURS

PREREQUISITE: None (however, it is strongly recommended that you have already taken CBS-101 Computer Basics or have equivalent skills.)

DESCRIPTION:

Students will gain basic hands-on experience using Microsoft Outlook 2010

This Course is designed to use the basic features of outlook and prepare you for the MOS certification. The typical candidate for the exam is a student, office worker, or instructor who is able to navigate Outlook 2010 at the feature and functionality level. Users can format message content by using character and paragraph formatting, use graphic elements such as charts and tables, and create contact records, tasks, and appointments from incoming messages. They create contact groups, schedule meetings, and share schedules to facilitate communication with other Outlook users.

MICROSOFT ACCESS 2010 – MA10-101

65 CLOCK HOURS

PREREQUISITE: None (however, it is strongly recommended that you have already taken CBS-101 Computer Basics or have equivalent skills.)

DESCRIPTION:

Students will gain basic hands-on experience using Microsoft Access 2010

This Course is designed to use the basic features of Access and prepare you for the MOS certification.

The typical candidate for the exam works as a user support professional, trainer, teacher, professor, database user, or database creator who needs to create or maintain a basic Access database. Users can create, modify, and extend functionality of basic database objects, including tables, queries, forms, and reports. Users can also construct and modify basic relationships among database entities and can instruct others in basic Access functionality and usage.



MEDICAL OFFICE ADMINISTRATION
MOA2014-01

COMPUTER BASIC SERIES – CBS101

55 CLOCK HOURS

PREREQUISITES: NONE

DESCRIPTION:

"Computer Basics" is a course that's designed with the basic user in mind, someone who wants to learn more about computers, but may have been afraid to ask until now. "Computer Basics" is a course that's designed specifically for those who are completely new to computers or who feel they need to have more instruction before they can feel confident buying or using a computer for their personal use. Filled with screenshots and real life examples, as well as resources, this course is designed to help anyone feel more comfortable with basic technology. The screenshots help to give real life examples that can guide you. No matter what your level of comfort with computers, "Computer Basics" is designed to help you get the basic questions answered.

MICROSOFT EXCEL 2010 – ME10-101

50 CLOCK HOURS

PREREQUISITE: None (however, it is strongly recommended that you have already taken CBS-101 Computer Basics or have equivalent skills.)

DESCRIPTION:

Students will gain basic hands-on experience using Microsoft Excel 2010. This Course is designed to use the basic features of excel and prepare you for the MOS Certification. The Core-level Microsoft Office Excel 2010 User should be able to navigate Microsoft Office Excel 2010 software at the feature and functionality level. They should be familiar with and know how to use at least 80% of the features and capabilities of Microsoft Office Excel 2010. The core-level user should be able to use Microsoft Office Excel 2010 to create and edit professional-looking spreadsheets for a variety of purposes and situations.

MICROSOFT WORD 2010 – MW10-101

40 CLOCK HOURS

PREREQUISITE: None (however, it is strongly recommended that you have already taken CBS-101 Computer Basics or have equivalent skills.)

DESCRIPTION:

Students will gain basic hands-on experience using Microsoft Word 2010.



This Course is designed to use the basic features of word and prepare you for the MOS Certification. The Core-level Microsoft Office Word 2010 User should be able to navigate Microsoft Office Word 2010 software at the feature and functionality level. They should be familiar with and know how to use at least 80% of the features and capabilities of Microsoft Office Word 2010. The core-level user should be able to use Microsoft Office Word 2010 to create and edit professional-looking documents for a variety of purposes and situations.

MICROSOFT OUTLOOK 2010 – MOL10-101

40 CLOCK HOURS

PREREQUISITE: None (however, it is strongly recommended that you have already taken CBS-101 Computer Basics or have equivalent skills.)

DESCRIPTION:

Students will gain basic hands-on experience using Microsoft Outlook 2010

This Course is designed to use the basic features of outlook and prepare you for the MOS certification. The typical candidate for the exam is a student, office worker, or instructor who is able to navigate Outlook 2010 at the feature and functionality level. Users can format message content by using character and paragraph formatting, use graphic elements such as charts and tables, and create contact records, tasks, and appointments from incoming messages. They create contact groups, schedule meetings, and share schedules to facilitate communication with other Outlook users.

Course Name: Introduction to Electronic Health Records

Course Number: EHR 101

Duration: 40 hours

Prerequisites: None

Course Description:

The introduction to Electronic Health Records discusses the rapidly changing technology in the health care environment. The course will introduce the basic functions of the Electronic Health Record, its' benefit to us as healthcare workers and the benefit to physicians and patients. The course will explore the technological requirement for an Electronic Health Record system and discuss some of the available options. The course will also introduce the best practices for transition from a paper based record to an Electronic Health Record. It also discusses the current Health Information technology standards as well as the rules and regulations that govern the Electronic Health Record Software.

Course Name: Working with Electronic Health Records

Course Number: WEHR 101

Duration: 60 hours

Prerequisites: Intro to Electronic Health Records or equivalent

Course Description:

This course will provide students with the knowledge and skills required to work with electronic health



records in today's rapidly changing health care environment. This course provides the student with an in-depth and practical training on a widely used Electronic Health Record software program. Students will be able to apply theoretical knowledge to equip them to successfully enter the medical community with a comprehensive working experience and understanding of an EHR as well as other components.

Course Name: Medical Office Procedures

Course Number: MOP 101

Duration: 60 hours

Prerequisites: None

Course Description:

This course provides students with a basic understanding of their duties and responsibilities in the administrative front office. It develops skills in communication, instruction, filing, financial administration, duties as a receptionist, processing of mail, care of the facilities and medical equipment. It also includes developing a professional image, good interpersonal relationships with other office personnel and the right attitude for the professional medical office.

Course Name: Medical Billing 1 / Health Insurance Processing

Course Number: HIP 101

Duration: 70 hours

Prerequisites: None

Course Description:

This course focuses on claim preparation and transmission, working with payers (private payers/Blue Cross and Blue Shield, Medicare, Medicaid, TRICARE and CHAMPVA, and Workers' Compensation and Disability), and claim follow-up and payment processing.

Course Name: Medical Terminology Part 1

Course Number: MT 101

Duration: 75 hours

Prerequisites: None

Course Description:

This course introduces students to the language of medicine. Students will gain an understanding of the way medical terms are formed. Students will be taught how to build medical terms using combining forms, prefixes and suffixes.



Students will learn the structure and function of the different body systems. They will also listen and learn about diagnostic, procedural, laboratory, pathological, surgical and pharmacological terms and abbreviations associated with each body system.

Course Name: Medical Terminology Part II **Course**

Number: MT 102

Duration: 80 hours

Prerequisites: MT 101

Course Description:

This course builds upon the language of medicine presented in Medical Terminology Part I. Students will gain a further understanding of the way medical terms are formed. Students will be taught how to build medical terms using combining forms, prefixes and suffixes. Students will learn the structure and function of the different body systems. They will also listen and learn about diagnostic, procedural, laboratory, pathological, surgical and pharmacological terms and abbreviations associated with body systems and medical specialties.

MEDICAL CODING AND BILLING SPECIALIST
MCBS2014-01

COMPUTER BASIC SERIES – CBS101
55 CLOCK HOURS

PREREQUISITES: NONE

DESCRIPTION:

"Computer Basics" is a course that's designed with the basic user in mind, someone who wants to learn more about computers, but may have been afraid to ask until now. "Computer Basics" is a course that's designed specifically for those who are completely new to computers or who feel they need to have more instruction before they can feel confident buying or using a computer for their personal use. Filled with screenshots and real life examples, as well as resources, this course is designed to help anyone feel more comfortable with basic technology. The screenshots help to give real life examples that can guide you. No matter what your level of comfort with computers, "Computer Basics" is designed to help you get the basic questions answered.

MICROSOFT EXCEL 2010 – ME10-101

50 CLOCK HOURS

PREREQUISITE: None (however, it is strongly recommended that you have already taken CBS-101 Computer Basics or have equivalent skills.)

DESCRIPTION:

Students will gain basic hands-on experience using Microsoft Excel 2010. This Course is designed to use the basic features of excel and prepare you for the MOS Certification. The Core-level Microsoft Office Excel 2010 User should be able to navigate Microsoft Office Excel 2010 software at the feature and functionality level. They should be familiar with and know how to use at least 80% of the features and capabilities of Microsoft Office Excel 2010. The core-level user should be able to use Microsoft Office Excel 2010 to create and edit professional-looking spreadsheets for a variety of purposes and situations.

MICROSOFT WORD 2010 – MW10-101

40 CLOCK HOURS

PREREQUISITE: None (however, it is strongly recommended that you have already taken CBS-101 Computer Basics or have equivalent skills.)

DESCRIPTION:

Students will gain basic hands-on experience using Microsoft Word 2010. This Course is designed to use the basic features of word and prepare you for the MOS Certification. The Core-level Microsoft Office Word 2010 User should be able to navigate Microsoft Office Word 2010 software at the feature and functionality level. They should be familiar with and know how to use at least 80% of the features and capabilities of Microsoft Office Word 2010. The core-level user should be able to use Microsoft Office Word 2010 to create and edit professional-looking documents for a variety of purposes and situations.

MICROSOFT OUTLOOK 2010 – MOL10-101

40 CLOCK HOURS

PREREQUISITE: None (however, it is strongly recommended that you have already taken CBS-101 Computer Basics or have equivalent skills.)

DESCRIPTION:

Students will gain basic hands-on experience using Microsoft Outlook 2010. This Course is designed to use the basic features of outlook and prepare you for the MOS certification. The typical candidate for the exam is a student, office worker, or instructor who is able to navigate Outlook 2010 at the feature and functionality level. Users can format message content by using character and paragraph formatting, use graphic elements such as charts and tables, and create contact records, tasks, and



appointments from incoming messages. They create contact groups, schedule meetings, and share schedules to facilitate communication with other Outlook users.

Course Name: Medical Office Procedures

Course Number: MOP 101

Duration: 60 hours

Prerequisites: None

Course Description:

This course provides students with a basic understanding of their duties and responsibilities in the administrative front office. It develops skills in communication, instruction, filing, financial administration, duties as a receptionist, processing of mail, care of the facilities and medical equipment. It also includes developing a professional image, good interpersonal relationships with other office personnel and the right attitude for the professional medical office.

Course Name: Medical Billing 1 / Health Insurance Processing

Course Number: HIP 101

Duration: 70 hours

Prerequisites: None

Course Description:

This course focuses on claim preparation and transmission, working with payers (private payers/Blue Cross and Blue Shield, Medicare, Medicaid, TRICARE and CHAMPVA, and Workers' Compensation and Disability), and claim follow-up and payment processing.

Course Name: Medical Terminology Part 1

Course Number: MT 101

Duration: 75 hours

Prerequisites: None

Course Description:

This course introduces students to the language of medicine. Students will gain an understanding of the



way medical terms are formed. Students will be taught how to build medical terms using combining forms, prefixes and suffixes.

Students will learn the structure and function of the different body systems. They will also listen and learn about diagnostic, procedural, laboratory, pathological, surgical and pharmacological terms and abbreviations associated with each body system.

Course Name: Medical Terminology Part II Course

Number: MT 102

Duration: 80 hours

Prerequisites: MT 101

Course Description:

This course builds upon the language of medicine presented in Medical Terminology Part I. Students will gain a further understanding of the way medical terms are formed. Students will be taught how to build medical terms using combining forms, prefixes and suffixes. Students will learn the structure and function of the different body systems. They will also listen and learn about diagnostic, procedural, laboratory, pathological, surgical and pharmacological terms and abbreviations associated with body systems and medical specialties.

Course Name: Medical Billing 2 Computer in the Medical Office

Course Number: MB2 101

Duration: 65 hours

Prerequisites: None

Course Description:

This course introduces the student to common administrative procedures performed in both small and large medical practices. Students will learn to input patient information, bill insurance companies, and schedule appointments. The student will be able to run common reports associated with the medical practice such as Day sheets, patient ledgers, and other financial reports that are important to the day-by-day financial operations of the medical practice.

Course Name: Medical Coding

Course Number: MC 101

Duration: 80 hours



Prerequisites: None

Course Description:

This course provides the comprehensive coverage needed to understand and work with medical insurance related to the application of ICD-9-CM, CPT and HCPCS codes. The course teaches students how insurance reimbursement is directly related to proper code assignment. This course provides a strong background in the coding process and teaches students how to assign ICD-9-CM codes as well as CPT and HCPCS codes.

PC Specialist

PCS2014-01

MA10-101 Microsoft Access 2010

65 CLOCK HOURS

PREREQUISITE: None (however, it is strongly recommended that you have already taken CBS-101 Computer Basics or have equivalent skills.)

DESCRIPTION:

Students will gain basic hands-on experience using Microsoft Access 2010

This Course is designed to use the basic features of Access and prepare you for the MOS certification.

The typical candidate for the exam works as a user support professional, trainer, teacher, professor, database user, or database creator who needs to create or maintain a basic Access database. Users can create, modify, and extend functionality of basic database objects, including tables, queries, forms, and reports. Users can also construct and modify basic relationships among database entities and can instruct others in basic Access functionality and usage.

PC101: CompTIA A+, PC Pro – 150 Clock hours

Students taking this course should be familiar with basic Personal Computer (PC) hardware and software as well as network fundamentals.

Description:

The essential training course is designed to prepare students for starting a career in IT. PC101 covers three exams and two industry certifications. With video tutorials, demonstrations, and hands-on lab simulations, you will learn how to build, configure, and maintain a PC as well as learn the basics of networking and security.

PC102: CompTIA Network+, Network Pro – 100 Clock Hours

Prerequisite:

PC101: CompTIA A+, PC Pro or an equivalent amount of experience.

Description:



This is a complete training course in networking concepts. You will learn how to install networking hardware, configure a small office/home office (SOHO) network, and connect mobile and desktop devices to a network. Thorough lessons, demonstrations, and exams, as well as upgraded hands-on labs and new videos, give you real experience in networking.

Network Specialist **NS2014-01**

NET101: CompTIA Network+, Network Pro – 100 Clock hours

Prerequisite:

CompTIA A+ or an equivalent amount of experience.

Description:

This is a complete training course in networking concepts. You will learn how to install networking hardware, configure a small office/home office (SOHO) network, and connect mobile and desktop devices to a network. Thorough lessons, demonstrations, and exams, as well as upgraded hands-on labs and new videos, give you real experience in networking.

NET102: CompTIA Security+, Security Pro – 50 Clock Hours

Prerequisite:

NET101: CompTIA Network+, Network Pro or CompTIA Network+ Certification

Description:

This course provides the skills necessary to apply and implement technical knowledge of security concepts in today's security environment. Students gain an in-depth knowledge of systems security, access control, network infrastructure, assessments and audits, cryptography and organizational security across all vendor products. This course prepares students for the SY0-301 CompTIA Security+ Certification exam.

NET103: Cisco Certified Network Associate (CCNA) – 90 Clock Hours

Prerequisite:

NET101: CompTIA Network+, Network Pro or CompTIA Network+ Certification

Description:

This course provides the information you need to identify, design and recommend the best Cisco solutions for small to medium-sized businesses. You will gain skills in managing Cisco devices on a private network, with multiple subnets, connected to the Internet. It provides the installation, configuration, and troubleshooting information that technical support people require to install and configure the Cisco products.

NET104: CompTIA Linux+ - 65 Clock Hours

Prerequisite:

NET101: CompTIA Network+, Network Pro or CompTIA Network+ Certification

Description:



Introduction to Linux operating system, Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. The course emphasizes on hands-on setup, administration, and management of Linux.

Microsoft Certified Network Associate (MCSA)
MCSA2014-01

MCSA101: Windows Server Pro: Install and Configure

Clock Hours: 167

Prerequisite:

None, but highly recommended that the students have an understanding of networking fundamentals, basic AD DS concepts, an awareness and understanding of security best practices, basic knowledge of server hardware, and experience working with, and configuring, Windows client operating systems, such as Windows 7 or Windows 8. Additionally, students would benefit from having some previous Windows Server operating system experience.

Description:

This course maps directly to preparation for the Microsoft Certified Solutions Associate (MCSA) Exam 70-410: Installing and Configuring Windows Server 2012, which is the first of three exams required for the MCSA: Windows Server 2012 credential.

MCSA102: Windows Server Pro: Manage and Administer

Clock Hours: 167

Prerequisite:

MCSA101: Windows Server Pro: Install and Configure

Description:

This course maps directly to preparation for the Microsoft Certified Solutions Associate (MCSA) Exam 70-411: Administering Windows Server 2012, which is the second of three exams required for the MCSA: Windows Server 2012 credential.

MCSA103: Windows Server Pro: Advanced Services

Clock Hours: 166

Prerequisite:



MCSA102: Windows Server Pro: Manage and Administer

Description:

This course maps directly to preparation for the Microsoft Certified Solutions Associate (MCSA) Exam 70-412: Configuring Advanced Windows Server 2012 Services, which is the final of three exams required for the MCSA: Windows Server 2012 credential.

English as a Second Language
ESL100/ESL200

Course Descriptions

ESL 101: Beginning English – Reading and Writing

96 Clock Hours

Prerequisite: None

Students will form words into sentences, learn and practice basic sentence construction rules, and complete a variety of introductory writing tasks. Emphasis is on sentence structure, grammar, and vocabulary.

ESL 102: Foundations of English – Reading and Writing

96 Clock Hours

Prerequisite: None

Students will improve their ability to write organized paragraphs and identify the four basic types of sentences. Students will create narrative and expository documents and be able to name and use the eight parts of speech. The class will introduce and complete a diversity of writing activities.

ESL 103: Intermediate English I – Reading and Writing

96 Clock Hours

Prerequisite: None

Students will write organized thesis-driven essays of 1-2 pages. Students will show an increasing command of simple and progressive verb tenses. Expository writing will include descriptive and fundamental persuasion exercises, summation and reflection.

ESL 104: Intermediate English II – Reading and Writing



96 Clock Hours

Prerequisite: None

Students will write an increasing variety of sentence types – complex and compound sentences, and show increasing control of verbs and verb tenses. Descriptive and reflective journals will be completed at least twice weekly.

ESL 105: Advanced English I – Reading and Writing

96 Clock Hours

Prerequisite: None

Students will begin to direct their learning to the needs of the TOEFL test and the academic classroom—especially reading and understanding short non-fiction text; also, writing short essays in response to essay prompts. Fluent construction of journals will be completed at least three times weekly, and will move from descriptive and reflective to argumentative/persuasive.

ESL 106: Advanced English II – Reading and Writing

96 Clock Hours

Prerequisite: None

This course incorporates problem solving and critical thinking, encouraging students to cognitively multi-task while operating in an English speaking environment (much like they already do in their first language). It provides extensive practice through listening comprehension. The emphasis in this class is on communication, encouraging students to express their own ideas and feelings. Of course, the students' pronunciation and grammar usage will be continuously monitored by the instructor..

ESL 201: Beginning English – Listening and Speaking

96 Clock Hours

Prerequisite: None

Students participate in simple discussions, form basic questions, and respond to questions. This class employs retelling, summary, and other comprehension strategies to discuss texts that are assigned and read.

ESL 202: Foundations of English – Listening and Speaking

96 Clock Hours

Prerequisite: None



Students will use clear vocabulary in conversations and discussions. Also, students will use, with increasing accuracy, correct verb tenses and complete sentence structures when speaking. Students will construct and deliver organized, fundamental oral presentations.

ESL 203: Intermediate English I – Listening and Speaking

96 Clock Hours

Prerequisite: None

Students will improve their ability to express opinions, in a balanced and effective manner. Students will demonstrate an increasing ability to follow native speakers in casual conversation, in question and answer discussions, and will improve their ability to understand and react to national news shows such as CBS News and 60 Minutes.

ESL 204: Intermediate English II – Listening and Speaking

96 Clock Hours

Prerequisite: None

Students will improve their ability to listen to, understand, and retain the content and the structure of orations of several styles (e.g., presentations, speeches, advertisements, and conversations). Students' grasp of "main idea" and "supporting ideas" will be increasingly evident. Students will improve on the structure and duration of their in-class presentations.

ESL 205: Advanced English I – Listening and Speaking

96 Clock Hours

Prerequisite: None

In this course student will build the grammar editing skills of Advanced level. It broadens the students' knowledge of grammar as it is used in complex sentence structures. A high advanced level of speaking and listening course in which students develop vocabulary, grammar, pronunciation and skills for recognizing main ideas, details and inferences while listening to a variety of topics in order to accomplish academic and personal goals.

ESL 206: Advanced English II – Listening and Speaking

96 Clock Hours



Prerequisite: None

A high advanced level of speaking and listening course in which students develop vocabulary, grammar, pronunciation and skills for recognizing main ideas, details and inferences while listening to a variety of topics in order to accomplish academic and personal goals. Students will read and write extensively. They will learn to use reading strategies, increase their vocabulary, develop their ideas in writing, and edit for grammatical accuracy. Students will become familiar with the cultural norms and practices within U. S. academic contexts.

Facilities

The New Jersey Career Center features an air conditioned, well lighted facility with a reception area, administrative offices, classrooms, computer lab, break room, and a minimum of 60 networked computers. The main classroom is able to accommodate 60 students and 3 instructors making the maximum instructor - student ratio 1 to 20. There is a minimum of one computer per student. Laser printers are available as required for the course. Technology based training is hosted on the school's servers with complete battery backup.

The school has a break room for students that houses a coffee pot, refrigerator, water cooler, vending machine, tables and chairs. Both male and female lavatories are available.

Lighted Exits are located in the hall outside the break room, in the classroom and the reception area. Parking is available.

The New Jersey Career Center is located at:
1601 North 2nd St.
Suite A1
Millville, NJ 08332

New Jersey Career Center's contact phone numbers:

Phone: 856-327-5555
Fax: 856-327-3737

DIRECTIONS

Philadelphia Airport

From airport take 95 North to 76E (Walt Whitman Bridge Exit). When over bridge go straight until you see a sign that says 42 South (Atlantic City). Keep straight on 42 South until you see a sign for 55 South. Take 55 S until you get to Exit 27 (Vineland/Millville) about 1/2 hour. Take Exit 27 and keep to the right. You will pass a Walmart on your left, keeping to the left as the road forks at a signal. Shortly after passing the Kentucky Fried Chicken on your right, you'll see a small group of brick buildings on the left. New Jersey Career Center 1601 N. Second St., Suite A-1, Millville, NJ 08332.

From Delaware

Take Delaware Memorial Bridge to 40 East (Atlantic City) Exit. Then take 40 E thru Woodstown and Elmer. Several miles after Elmer you take 55 South Exit. Take 55 S until you get to Exit 27 (Vineland/Millville) about 1/2 hour. Take Exit 27 and keep to the right. You will pass a Walmart on your left, keeping to the left as the road forks at a signal. Shortly after passing the Kentucky Fried Chicken on your right, you'll see a small group of brick buildings on the left. The New Jersey Career Center is in suite A-1.

From North Jersey/ New York City

Take turnpike until Exit 3, go south on 168, approximately a mile make a right at Clements Bridge Road. Follow Clemens Bridge Road until it splits and bear left. (McDonalds on opposite corner) and continue till 1st light (Friendly's on right) make a right and continue till it dead ends onto 55 South. Take 55 S until you get to Exit 27 (Vineland/Millville) about 1/2 hour. Take Exit 27 and keep to the right. You will pass a Walmart on your left, keeping to the left as the road forks at a signal. Shortly after passing the Kentucky Fried Chicken on your right, you'll see a small group of brick buildings on the left. The New Jersey Career Center is in suite A-1.





*New Jersey Career Center
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