

Comcourse

LEARNING SOLUTIONS





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Comcourse supports colleges and their faculty in their delivery of online programs.

Online programs require expertise and solid technology in order to succeed. Comcourse employs leading innovations and understands the best methodologies to give you maximum control and success, with minimal upfront investment.

Through advanced technology, creativity, support services, and professional execution we help educational organizations with solutions they need for the success of their students.

You can offer **DEGREE** and **CERTIFICATE PROGRAMS** with high enrollment rates with maximum retention and placement.
COMPLETE ONLINE PROGRAM SUPPORT

No Fees Until Your Students Complete Their Courses

We offer custom solutions which require no up-front financial commitment. They employ the latest online learning technology and services, while giving your faculty maximum control. Whether you are new to online or already have programs, we simplify your efforts.

PLANNING: We can help you design a complete online program that can be running in as little as 90 days.

ACCREDITATION: We can support your preparation for the accreditation process.

COURSE CONTENT: Each program can be adapted to meet your needs. We even ship books and computers to students.

LMS and COURSE MANAGEMENT: The courses are hosted on our state-of-the-art Learning Management System, managed 24/7/365 with 99.99% uptime.

INSTRUCTORS: We can introduce qualified instructors ready to work for you. We can help train your current instructors.

MARKETING: We will help develop a complete plan with introductions to marketing services, and help train your recruiters

RETENTION: Our Director of Student Success creates a thriving virtual community by providing excellent logistical, technical, and faculty support.

BUSINESS

Your business programs can equip students with fundamental skills to help them succeed in a variety of professional environments. These skills are essential to many business careers.

The courses share a solid foundation in business management, accounting, technology, and ethics, along with a broad range of general education courses to round out the educational experience.

Your business programs can prepare graduates to excel in the workforce as business professionals. Equipped with the skills necessary for entry-level employment, students will graduate ready to advance their careers.

BUSINESS TECHNOLOGY

This program is designed to provide students with a solid foundation in contemporary business practices and the technologies that support them. The program covers a wide range of topics, from business and management skills to accounting, ethics and law, Microsoft Office, Windows, and the Internet. Graduates will be well-prepared to enter the workforce as office administrators with a valuable level of technological competence, interpersonal abilities, and financial skills.

BUSINESS COURSES

- Accounting I
- Accounting II
- Business and Management Principles
- Human Resource Management
- Customer Service Principles
- Business Ethics and Law
- Principles of Management
- Business Communications

TECHNOLOGY COURSES

- Basic Keyboarding
- Computer Fundamental Concepts
- Office Equipment & Procedures
- Word Processing
- Intermediate Keyboarding
- Database Management
- Spreadsheets
- Desktop Publishing
- Graphical Presentations
- Advanced Keyboarding
- Messaging and Collaboration
- Networking and Internet Essentials
- Desktop Support Skills
- Web Site Development
- Office Computer Case Study

GENERAL EDUCATION COURSES

- Research and Study Skills
- Practical Writing
- Applied Grammar
- Critical Thinking
- Communication Processes
- Professional and Career Development
- General Psychology
- Applied Composition
- College Mathematics
- Applied Mathematics
- Interpersonal Relations
- Survey of American Literature

ENTREPRENEURSHIP

This program is designed to provide students with a range of practical business abilities with an emphasis on key entrepreneurial skills. The program covers a wide range of topics, from small business management and general management skills, to accounting, ethics and law, and office technologies. Graduates will be well-prepared to enter the workforce as small business administrators or entrepreneurs, with a valuable level of technological competence, interpersonal abilities, and financial skills.

BUSINESS COURSES

- Business and Management Principles
- Business Ethics and Law
- Accounting I
- Accounting II
- Principles of Management
- Business Communication
- Human Resources Management
- Entrepreneurship
- Introduction to Marketing
- Introduction to E-Commerce
- International Business

TECHNOLOGY COURSES

- Computer Fundamental Concepts
- Office Equipment and Procedures
- Word Processing
- Database Management
- Spreadsheets
- Desktop Publishing
- Graphical Presentations
- Messaging and Collaboration
- Web Site Development

GENERAL EDUCATION COURSES

- Research and Study Skills
- Practical Writing
- Applied Grammar
- Critical Thinking
- General Psychology
- Applied Composition
- College Mathematics
- Applied Mathematics
- Human Relations

BUSINESS ADMINISTRATION

This program provides students with a solid foundation in core competencies required of the business administrator, and the technologies that support modern business ventures. Successful graduates will be prepared to make valuable contributions to the companies in which they work. The graduate will have a valuable level of business acumen, financial skills, marketing and sales proficiency, human resource and interpersonal abilities.

BUSINESS COURSES

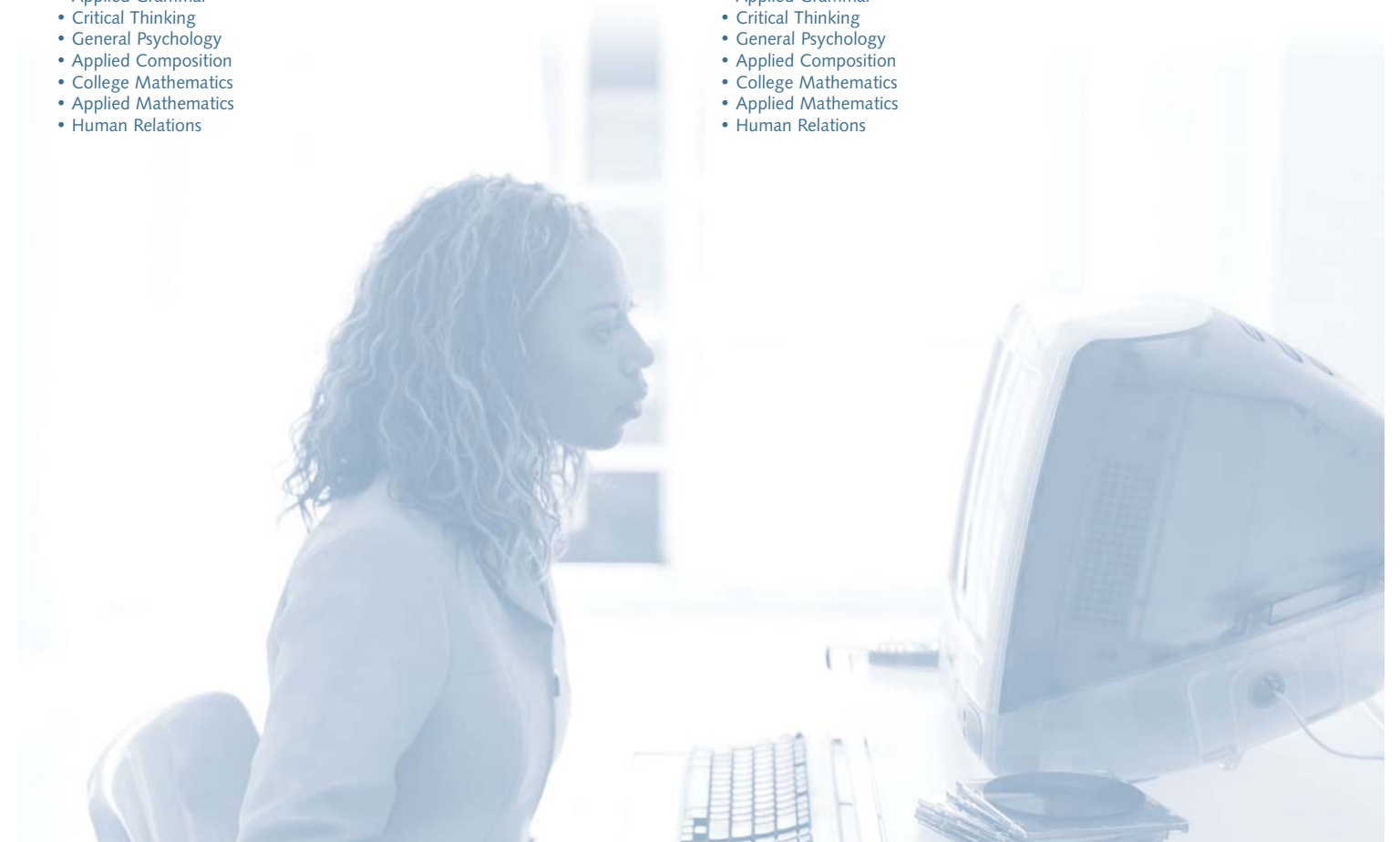
- Business and Management Principles
- Business Ethics and Law
- Accounting I
- Accounting II
- Principles of Management
- Business Communication
- Human Resources Management
- Motivating for Performance
- Managing Teams
- Introduction to E-Commerce
- International Business

TECHNOLOGY COURSES

- Computer Fundamental Concepts
- Office Equipment and Procedures
- Word Processing
- Database Management
- Spreadsheets
- Desktop Publishing
- Graphical Presentations
- Messaging and Collaboration
- Web Site Development

GENERAL EDUCATION COURSES

- Research and Study Skills
- Practical Writing
- Applied Grammar
- Critical Thinking
- General Psychology
- Applied Composition
- College Mathematics
- Applied Mathematics
- Human Relations



HEALTHCARE

Comcourse is proud to help support a number of programs in the healthcare sector. The programs offered are designed by industry experts, in conjunction with your faculty, to provide students with a solid foundation in contemporary medical issues including course material in office procedures, billing and coding, and insurance issues, as well as medical fundamentals. Graduates will be well-prepared to enter the workforce as non-clinical medical professionals with a valuable level of technological, inter-personal, and financial skills.

CRIMINAL JUSTICE

Comcourse is now supporting colleges with criminal justice programs. This series of online courses is designed to provide students with a solid foundation in traditional criminal justice, focusing on such vital topics as criminal law, investigation, and the American court system. In addition to exposing students to the fundamental topics in the field, the courses also cover such vital issues as homeland security and terrorism, computer-based crime, and multiculturalism in law enforcement. Additional courses will teach students appropriate human relations skills and provide an understanding of the criminal psyche as it relates to the causes and prevention of crime.

BILLING & CODING

Your program can provide students with a solid foundation in the critical skills needed in healthcare billing and coding practices, and the technologies that support them. Successful graduates will be well-prepared to enter the healthcare field as billing and coding specialists. They will be eligible to work both as physician-based and in-patient coders, with a valuable level of general education, technological competence, interpersonal abilities, and a keen understanding of the value and importance of correct billing and coding.

MEDICAL COURSES

- Medical Terminology
- Fundamentals of Anatomy and Physiology
- Medical Office Procedures and Administration
- Automated Medical Office
- Medical Transcription
- Insurance, Billing and Coding I
- Insurance Billing and Coding II
- Fundamentals of Coding I
- Fundamentals of Coding II
- Advanced Medical Coding I
- Advanced Medical Coding II
- Medical Coding: Preparation and Practicum
- HIPAA Overview

TECHNOLOGY COURSES

- Basic Computer Keyboarding
- Computer and Office Applications

BUSINESS COURSES

- Business Communications

GENERAL EDUCATION COURSES

- College Math
- English Composition
- Professional and Career Development

MEDICAL ADMINISTRATIVE ASSISTANT

The Medical Administrative Assistant Program will prepare students for work in the pre-hospital and hospital environments, physicians' offices, urgent care facilities, and nursing homes. Graduates will be prepared to perform traditional medical administrative responsibilities including greeting patients, scheduling appointments, filing records, purchasing supplies and equipment, patient admissions, and insurance billing and coding.

MEDICAL COURSES

- Introduction to the Healthcare Field
- Fundamentals of Anatomy and Physiology
- Medical Terminology
- Automated Medical Office
- Insurance Billing and Coding I
- Insurance Billing and Coding II
- Medical Transcription
- Medical Office Procedures and Admin.

TECHNOLOGY COURSES

- Computer Keyboarding
- Messaging and Collaboration
- Word Processing
- Database Management
- Spreadsheets
- Graphical Presentations
- Office Equipment and Procedures

BUSINESS COURSES

- Customer Service Principles
- Business Communications
- Basic Legal Concepts

GENERAL EDUCATION COURSES

- College Math
- General Psychology
- English Composition
- Effective Communication
- Professional and Career Development

CRIMINAL JUSTICE

This program provides an education that is practical and relevant to the existing and emerging careers in the criminal justice field. Designed to provide students with a competitive edge to taking the next step in their careers - whether they choose to continue their education, enter into the field of criminal justice for the first time, or advance their current positions – this series of courses offers a comprehensive and complete introduction to the complexities of the criminal justice field.

CRIMINAL JUSTICE COURSES

- Intro to Criminal Justice
- Principles of Criminal Law
- The Corrections Process
- Criminal Investigation
- The American Judicial Process
- Criminology
- Ethics in Criminal Justice
- EMT and Fire Services
- Victimology
- Juvenile Justice
- Police and Police Procedures
- Current Issues in Justice
- Tactical Communications
- Business and Industrial Security
- International Criminality

GENERAL EDUCATION COURSES

- Research and Study Skills
- Practical Writing
- Language and Communication
- Critical Thinking
- Professional and Career Development
- General Psychology
- College Math
- Interpersonal Relations
- Applied Composition
- Introduction to Sociology



INFORMATION TECHNOLOGY

Comcourse has leading expertise in online technology education. Comcourse CEO James Chellis, a technology educator with more than 6,000,000 books in print, designed Comcourse's IT content based on the most popular and successful methodologies in the industry.

Comcourse offers support for several pathways to technological education. From programs in Secure Networking and Wireless Communications to Network Management, your online offerings can be at the dynamic leading edge of distance learning. Your degree programs can be designed around necessary IT skills needed for effective job placement in today's high-tech economy.

All course content is developed by a panel of industry experts and can be modified by your in-house experts as needed. IT graduates will be well-prepared to enter the workforce as computer administrators with a valuable level of technological competence, interpersonal abilities, and financial skills.

HVAC-R

Comcourse is proud to present program support for a hybrid program in HVAC-R. There is a sustained need for qualified heating, ventilation, air conditioning, and refrigeration service technicians and this program will help you train such technicians. Approximately 80% of the work can be completed online. The program is 600 hours long, requiring 12 days on-campus. These 12 days can be completed over six weekends, or consecutively in a 2 week intensive.

SECURE NETWORKING & WIRELESS TECHNOLOGY

This degree program is designed around IT skills needed for effective job placement in today's high-tech economy. It covers the most important Microsoft, Cisco, and general computer networking topics, along with general education requirements. The online course includes the following:

COMPUTER NETWORKING COURSES

- Applications Software
- Implementing an Operating System
- PC Hardware Support Skills
- Operating System Support
- Network Administration and Support
- Network Hardware Foundations
- Implementing a Secure Server I
- Implementing Secure Server II
- Wireless Network Installation and Support
- Technical Communications
- Network Security
- Advanced Network Management
- Wireless Network Security
- Help Desk Skills

GENERAL EDUCATION COURSES

- College Math
- Practical Writing
- Language and Communication
- Applied Math
- Interpersonal Relations
- Professional and Career Development

HVAC-R

In this heating, ventilation, air conditioning and refrigeration service technician program students learn to service and repair commercial and domestic systems. The program is based upon a hybrid model, which combines hands-on laboratory work performed on-campus, as well as online coursework. Approximately 80% of the work can be completed online.

HVAC-R COURSES

- Fundamentals
- Refrigeration Principles
- Electricity
- Residential Systems
- Indoor Air Systems
- Commercial Systems
- Unitary Systems
- Job Placement



BUSINESS COURSES

ACCOUNTING I

This course provides the practical application of the concepts and principles of accounting. Using problems and exercises, students will learn accounting concepts and procedures, how to analyze and record transactions, use worksheets, build financial statements, and adjust entries. The student will learn to begin and complete the accounting cycle through working with cash controls, accounting systems, journals, and internal controls. Payroll concepts and procedures will be covered.

ACCOUNTING II

Expanding upon accounting fundamentals, students will further discover corporate accounting principles, and learn to analyze financial statements. Topics include accounting for partnerships, corporate accounting, earnings, distribution, and paid-in capital; accounting for long-term liabilities, capital assets, investments, and international operations; preparing and using cash flow statements, and the analysis and interpretation of financial statements.

BUSINESS AND MANAGEMENT PRINCIPLES

This course introduces American business with an overview of various terms and concepts that provide a framework for understanding business. Topics include business operational environments, organizational structures, management roles and functions, and the complexities involved with managing marketing, operations, information technology, finance, and human resources.

CUSTOMER SERVICE PRINCIPLES

This course introduces and reinforces basic service principles and helps students develop professional customer handling and telephone skills. It includes the communication skills of listening, questioning, call control and empathy. Difficult situations are explored, with an emphasis on problem solving and assertive communication.

HUMAN RESOURCES MANAGEMENT

This course introduces the key principles and methods related to the effective use of human resources in organizations. Students will gain an understanding of human resources involved in recruiting, selecting, and placing employees, with regards to training, experience, and abilities. Topics include total compensation, employee-management relations, and global human resources management.

BASIC LEGAL CONCEPTS

This course provides a study of the American legal system and how business organizations operate within that system, as well as an overview of the ethical issues and considerations that businesses encounter. Students learn about business law and ethics, contracts and sales, consumer protection issues and laws, agency and employment issues and laws, computer privacy issues, real property issues, and other relevant topics.

BUSINESS ETHICS AND LAW

This course provides a study of the American legal system, how business organizations operate within that system, and an overview of the ethical issues and considerations that businesses encounter. Students learn about business law and ethics, contracts and sales, consumer protection issues and laws, agency and employment issues and laws, computer privacy issues, real property issues, and other relevant topics.

PRINCIPLES OF MANAGEMENT

This course is designed to provide the student with a practical understanding of management principles, techniques, and concepts. Course topics include an overview of the nature of organization and the primary functions of the manager: creating, planning, organizing, motivating, communicating, and controlling. Students explore each managerial function through case studies and problems.

BUSINESS COMMUNICATION

This course explores the principles and techniques of effective written business communications. Students will discuss, critique, and practice business writing strategies to produce e-mail messages, letters, reports, and presentations, while developing critical thinking skills. Business communication in a global business environment is also emphasized.

ENTREPRENEURSHIP

This course introduces key principles involved in the planning and management of business enterprises, especially at the level of small businesses. Students will develop a business plan, discover aspects of small business finance, sales and marketing, and infrastructure development. Students will collaborate in the analysis of business plans. Issues related to legalities, record keeping, and governmental assistance will be covered.

INTERNATIONAL BUSINESS

This course explores the key elements of international trade and investment. Students will be introduced to the theory, institutions, and environmental elements that underlie international commerce. Students will examine the basic issues concerned with international trade characterized by rapid change in worldwide political, economic, technological, and cultural environments. The course focuses on management and financial practices, government policies, manufacturing, and marketing.

INTRODUCTION TO E-COMMERCE

This course provides an overview of electronic commerce, including web site technologies, sales and marketing. Students will learn principles and techniques of effective Internet marketing, online purchasing, and privacy issues. Students will review the factors that must be considered when implementing e-commerce to ensure success in both business-to-business and business-to-consumer transactions.

INTRODUCTION TO MARKETING

This course introduces key concepts related to marketing functions, the management of these functions, and how each function affects other functions within the marketing domain. The major functions are marketing management, marketing research, product planning, distribution channels, pricing and promotion. The course will provide an understanding of marketing from the perspective of the manufacturer, marketing company, and consumer.

MOTIVATING FOR PERFORMANCE

This course introduces key concepts related to the kinds of behaviors managers need to motivate people to perform. It looks at ways to set challenging, motivating goals, how to reward good performance and how to determine people's key beliefs and individual needs that affect their motivation. The course also shows managers how to assess people fairly so they stay motivated and the causes and consequences of developing a satisfied workforce.

MANAGING TEAMS

This course provides an overview of the ways in which teams are formed and can contribute to an organization's effectiveness. It takes a close look at the way groups become coherent teams, why groups sometimes fail to perform, and how to build an effective team. It also looks at ways to manage your team's relationship with other teams so both can benefit and how to deal with conflict when it arises in your team.



CRIMINAL JUSTICE COURSES

INTRODUCTION TO CRIMINAL JUSTICE

In this course, students will be introduced to the criminal justice system, including its historical and philosophical development. The primary components of this system will be introduced and their functions, responsibilities, and interrelationships will be examined. Other topics, such as crime and crime causality, deviance, and individual rights in a democratic society will also be discussed.

PRINCIPLES OF CRIMINAL LAW

Students will examine the laws in the United States, their components, their purposes, and the punishment of their violations. Topics include; historical foundations of criminal law, U.S. Constitutional law, the limits of the law, classification of crimes, parties to crimes, defenses, and other related topics.

CRIMINAL INVESTIGATION

This course is designed to familiarize students with the theories and fundamentals of criminal investigation. Topics covered will include; the history of criminal investigation, basic criminal investigative procedures and techniques, the collection and preservation of evidence, proper crime scene conduct, preparation of reports, and court presentation.

THE CORRECTIONS PROCESS

Students in this course will analyze the historical evolution, major philosophies, process, and administration of correctional institutions in the United States and abroad. Both institutional and community-based corrections will be covered. We will examine current practices and problems in the field of corrections, inmate control issues, prisoners' rights, alternatives to incarceration, treatment programs, and the processes of probation and parole. The perspectives of corrections employees as well as incarcerated persons will be considered.

CRIMINOLOGY

Students will analyze criminal behavior from legal, social, political, psychological, and theoretical perspectives, as well as the efforts of the criminal justice system to predict, prevent, and correct this behavior. Students will become familiar with various theories of crime causation, the different forms of crime, the nature and extent of the crime problem in the U.S., social control initiatives, and the interactive roles of the system, victim and offender.

ETHICS IN CRIMINAL JUSTICE

In this course, students will consider the need and influence of personal and professional ethics on the American criminal justice system. We will look at theories of morality and ethics from antiquity to the modern age, and how they apply to ethical/moral issues confronting legal professionals, policy makers, and professionals in law enforcement and corrections.

EMERGENCY MEDICAL SERVICE & FIRE SERVICES

This course will be broken into two sections:

Section 1:

This section of the course will train students to recognize the signs and symptoms of illnesses and injuries and in the proper procedures of emergency care. Topics covered are patient assessment, airway, shock, wound management, full body immobilization, and initial treatment for other medical emergencies.

Section 2:

Students will be taught the proper use and care of firearms and chemical weapons. There will be no actual handling of firearms. Emphasis is placed on safety precautions, moral aspects, legal provisions, and restrictions covering the use of firearms. This course will cover basic shooting principles used by correctional officers and will include instruction in nomenclature, and handling. In addition the identification, delivery and decontamination of chemical agents, will be addressed.

VICTIMOLOGY

This course will introduce students to the theories of victimization; the roles and characteristics of victims, violent vs. non-violent victimization, victim interaction with the criminal justice system and society, contemporary victim assistance and victim compensation programs. An exploration of the historical trends that reflect the political and societal responses to the issue of crime victimization will be included.

JUVENILE JUSTICE

Students in this course will investigate the causation, rehabilitation and prevention of juvenile delinquency. Students will become familiar with the various activities and decisions involved in the processing and detention of young law violators, juvenile statutes and court procedures, trends in the treatment of juvenile offenders, juvenile justice reform, and the varied philosophies underlying the existence of delinquency and youth subculture.

POLICE & POLICE PROCEDURE

This course is designed to provide students with an overview of police, the meaning and functions of police work, and the services that police provide. The powers and duties of police, and the limitations of these powers, police community relations and interdependence, and interactions between police departments and other official organizations will be addressed. In addition, students will learn the details of police procedure, including patrol procedures, such as pull-over and approach methods, field interrogations, search of subjects and buildings, mechanics of arrest, and police report writing.

CURRENT ISSUES IN CRIMINAL JUSTICE

We will concentrate, in this course, on contemporary issues and topics in criminal justice. Our main focus will be on:

Women and the criminal justice system: female criminality and treatment, domestic violence, sexual violence, the role of women as professionals working in the justice system, and institutional discrimination based on gender.

Minority Groups & the Criminal Justice System: racial profiling, hate crimes, impact of race and class on arrest, conviction, sentencing, and employment in the criminal justice system.

Narcotics and Drug abuse: study of drugs, their affects, laws attempting to combat or control drug use and their impact, the relationship between drugs and crime, the "War on Drugs", and analysis of alternative ways of dealing with the drug-crime problem.

TACTICAL COMMUNICATION & CRISIS INTERVENTION

This course will provide students with critical verbal and non-verbal communication skills that will aid them in defusing and arbitrating civil disturbances. Particular attention is paid to the areas of domestic violence, rape crisis, drug abuse, and other high stress and dangerous or problem-solving citizen contacts. Students will also learn how to apply successful coping strategies during stressful conflicts.

BUSINESS & INDUSTRIAL SECURITY

Students will explore the different forms of white collar crime, such as, environmental crime, securities fraud, and governmental crime, and look at the evolution of regulatory laws passed to combat these crimes, as well as the limits of these laws. Companies such as Enron and MCI WorldCom, will be discussed, as they relate to the issue of corporate responsibility. A special section of this course will be devoted to the subject of computer crime, and the current and future role of law enforcement in this area. We will study the different types of computer criminals, their motivations, and the methods they use to threaten, attack, and compromise or damage physical and cyber assets. Other topics, such as data encryption, laws affecting computer use, privacy and the Electronic Communications Privacy Act, will be discussed.

INTERNATIONAL CRIMINALITY, NATIONAL SECURITY & TERRORISM

This course will be broken into three sections:

Section 1:

In this section, students will study the development and current state of international criminal law, as it relates to issues such as genocide, crimes against humanity, and war crimes. The respective roles of domestic and international courts and tribunals commissions will be discussed.

Section 2:

Students will be introduced to the history, ideology, motives, and causes of terrorism, and the modern manifestations of international and domestic terrorism and terrorist organizations. Terrorism originating in the Middle East, Europe, Asia, and Latin America will be included, as well as domestic hate groups in the U.S.A.

Section 3:

Students will learn the principles and practices regarding the management of homeland security operations, including but not limited to emergency management and disaster planning, incident mitigation, coordination among federal, state, and local agencies, public affairs, etc.

THE AMERICAN JUDICIAL PROCESS

In this course we will examine the development, organization, structure, and operations of criminal courts, and analyze the major judicial decision-makers, i.e., prosecutors, defense attorneys, and judges. Students will explore different types of evidence, as well as the rules governing admissibility of evidence, and search and seizure laws. Both the state and federal courts will be considered.

GENERAL EDUCATION COURSES

PROFESSIONAL & CAREER DEVELOPMENT

The student will prepare a resume, cover letter, and thank-you letter. They will acquire the skills necessary to properly prepare typical pre-employment forms. Interviewing techniques are taught and practiced. This class will help to optimize a student's potential for employment by developing skills in communication, business etiquette, problem solving, critical thinking, time management and interpersonal skills.

INTRODUCTION TO SOCIOLOGY

This is an introductory course designed to acquaint the student with a working knowledge of the concepts used by sociologists and with the well-established generalizations in the field. Topics to be studied include socialization, culture, population, group processes social stratification, ethnic/racial stratification, gender stratification, and social change.

GENERAL PSYCHOLOGY

Students are introduced to the field of psychology as the scientific study of the behavior of people and how to apply these principles in a variety of situations through a blend of application and theory.

ENGLISH COMPOSITION

Principles of English composition are introduced and applied. Students develop clear and effective writing skills through the application of proper grammatical usage, paragraph development, and essay writing assignments.

PRACTICAL WRITING

In this course the student will develop writing ability for study, work, and other areas of life. The course emphasizes writing in paragraph and essay form with some attention to occupational correspondence and reports. The course guides the student through the writing process: understanding audience and purpose, exploring ideas and information from traditional and popular forms of communication, revising, and editing.

CRITICAL THINKING

Analytical thinking is explored. Students learn to apply reflective, logical analysis in order to understand what they read more clearly, identify flawed thinking, and find the logical fallacies in biased arguments. The course is designed to improve decision-making skills, interpersonal communication, and insight into the conflicts that occur in a pluralistic, multicultural society.

COLLEGE MATHEMATICS

This course is designed to develop mathematical and computational skills needed by college students. It aids students in making the transition from computational to application mathematics. The student gains practice in mathematical calculations including percent, ratio, proportion, measurement, evaluation of numerical expressions, and using charts, tables and graphs to solve problems. Emphasis is on solving for the unknown to help students become comfortable using variables to represent numbers.

RESEARCH AND STUDY SKILLS

The course is designed to help career and academic planning, as well as other resources, and helps develop effective study habits. The purpose of this course is to facilitate the successful transition to college academic performance levels.

COMMUNICATIONS PROCESSES

In this course the student will cover content, form, and procedures for research writings, which may include reports, articles, summaries, essays, and correspondence. The course stresses editing, proofreading skills, sentence structure, and paragraph development. The course offers the student instruction and practice in oral communications and written assignments.

APPLIED GRAMMAR

In this course the student will examine the various parts of speech with application to both writing and speaking. Students will be given significant assignments to demonstrate skills in a variety of written and oral communication. Additionally, the course emphasizes the skills necessary for correct everyday usage of the English language.

APPLIED MATHEMATICS

In this course the student will be introduced to the practical applications of mathematics. The use of algebra in solving various problems will be emphasized.

APPLIED COMPOSITION

This course will provide students with an opportunity to develop their writing skills with an emphasis on college-level expository and persuasive writing. Students will compose written pieces based on experience, observation, research, and reading of selected literature.

HVAC-R COURSES

FUNDAMENTALS

This course introduces the fundamentals of heating, ventilation, air conditioning and refrigeration services, or HVAC-R. Students will learn about the basic concepts, history, and applications of HVAC in society, and will explore a variety of measuring devices, including general tools, electrical measuring and testing devices, as well as refrigerant and heating servicing and testing equipment. Students will also be introduced to drawing and blueprint reading, basic building construction, fasteners, brazing, soldering and welding, piping and tubing, math, and computers.

REFRIGERATION PRINCIPLES

This course introduces the principles of refrigeration, and details the concepts of matter and thermodynamics, fluid pressure and gas laws, and the refrigeration cycle. Students will learn about the system components of air conditioning and refrigeration systems, including operation, compressors, evaporators, condensers, metering devices, and refrigerant piping. Refrigerant and lubricants will be covered. Students will also learn how to access sealed systems and manage and charge refrigerants.

ELECTRICITY

This course explores the fundamental concepts of electricity. Students will learn about electrical power, including power grids, alternating currents, power distribution, and voltage systems. Electrical meters, and motors will be explained in detail, and US/EPA testing will be incorporated when applicable. Students will examine electrical components and wiring diagrams, system controls, and conditioning wiring diagrams.

RESIDENTIAL SYSTEMS

This course explains the fundamentals of residential systems. Students will be introduced to air conditioning, and learn to troubleshoot ample HVAC-R problems, including gas heating systems, oil heating systems, electric furnaces, and heat pump systems. Combustion and fuels will be examined, as well as warm air furnaces, installation, startup, checkout and operation, and controls. This course will familiarize the student with oil fired forced air systems and oil service, as well as electric furnaces. Students will learn about the types of heat pump systems and components, as well as air and water source applications.

INDOOR AIR SYSTEMS

This course introduces indoor air systems. Students will learn about air distribution, including duct systems, zone control systems, and testing and balancing. The basics of indoor air quality will be covered, including the fundamentals of air conditioning, environmental concerns, and filters and humidifiers. Load calculation will also be introduced.

COMMERCIAL SYSTEMS

This course examines the fundamentals of commercial systems. Students will learn about packaged heating and cooling systems, as well as air conditioning systems, air handling units and accessories, package unit conditioned air controls systems, and troubleshooting refrigeration systems. This course will familiarize students with refrigeration system types, equipment and tools, special components for commercial refrigeration, restaurant and supermarket equipment, and food preservation. It will also examine central plant hydronic systems, such as air handling units, water chillers, hydronic heating, boilers and related equipment, cooling towers, and thermal storage systems.

UNITARY SYSTEMS

This course introduces the fundamentals of unitary systems and appliances. Students will examine space heaters and special refrigeration applications.

JOB PLACEMENT

This course explores the fundamentals of HVAC-R job placement. Students will learn how to prepare for a career in this field, including resume development, interview tips, and networking. Students will conclude by researching available careers positions within the HVAC-R sector.

MEDICAL ADMINISTRATIVE COURSES

INTRODUCTION TO THE HEALTHCARE FIELD

This course is designed for individuals entering the Healthcare Field. It will introduce students to the various healthcare environments in which they might be working - from a single physician's office to a large HMO - and highlight the similarities they will encounter. This includes new medical terminology, interactions with various medical personnel, working with patients, various office procedures, and the need to know and understand issues that will impact upon their jobs, such as legal and regulatory guidelines, laws affecting medical employees, privacy and confidentiality issues and more.

FUNDAMENTALS OF ANATOMY & PHYSIOLOGY

This course provides a basic understanding of the organization of the human body with emphasis on the clinical and pathological conditions of all body systems. Special emphasis will be placed on adding to the vocabulary of medical terminology and the dialogue with the doctor and other medical staff. This course will be organized systematically and will approach the subject via organ systems.

MEDICAL TERMINOLOGY

This course will provide students with a foundation to recognize medical terms using the four word part approach (prefixes, word roots, suffixes, combining vowels). This will prepare the student to better understand and master the terminology common to diseases and the medical field and related to health care delivery.

MEDICAL OFFICE PROCEDURES & ADMINISTRATION

The course prepares students for the skills medical administrative assistants need to know. It covers relevant material dealing with medical office & medical records management skills, client services skills and responsibilities, client education and legal and ethical issues. This course will familiarize the student with healthcare records management. The student will learn how to build patient files, post entries, complete patient billing procedures, generate reports, complete and file medical records and be introduced to coding for accurate insurance billing.

INSURANCE, BILLING & CODING I

This course will prepare students for the necessary procedures for medical billing and coding. It will offer guidance for all elements of submitting, tracing, compiling, appealing and transmitting billing claims for insurance company procedures. It will introduce students to various kinds of health insurance and managed care models, including Medicare. It will cover insurance claim collection strategies.

INSURANCE, BILLING & CODING II

This course will prepare students for the necessary procedures for medical billing and coding. It will offer guidance for all elements of submitting, tracing, compiling, appealing and transmitting billing claims for insurance company procedures. It will introduce students to various kinds of health insurance and managed care models, including Medicare. It will cover insurance claim collection strategies.

MEDICAL TRANSCRIPTION

This course is designed to introduce the student to machine transcription used in medical environments. Students will learn how to operate machine transcription equipment while keyboarding various medical documents such as case histories, chart/progress notes, physical examinations, and medical correspondence. Students will transcribe advanced medical material such as case histories, medical reports, conferences, etc., in mailable format. Basic rules of capitalization, number usage, punctuation and abbreviations in transcribing medical documents will be emphasized.

AUTOMATED MEDICAL OFFICE

Students are introduced to word processing and word processing applications. They will learn the basic formatting of simple tables, reports, and business correspondence. Continued emphasis will be placed on building speed and accuracy. The course will also introduce the fundamentals of the Medical Manager program. This application software is the most widely distributed scheduling program in the Medical Field.

MEDICAL BILLING & CODING

FUNDAMENTALS OF MEDICAL CODING I

This course provides instruction in the fundamentals of medical coding. It details how to operate today's common coding systems, including Current Procedural Terminology, International Classification of Diseases 9th Revision, Clinical Modification (ICS-9-CM), ICD-9-CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding system. Course topics covered will include a generalized intro to Current Procedural Technology, Evaluation and Management, Basic Anatomical Coding, Radiology, and Third Party Reimbursement Issues

FUNDAMENTALS OF MEDICAL CODING II

This course provides instruction in the fundamentals of medical coding. It details how to operate today's common coding systems, including Current Procedural Terminology, International Classification of Diseases 9th Revision, Clinical Modification (ICS-9-CM), ICD-9-CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding system. Course topics covered will include a generalized intro to Current Procedural Technology, Evaluation and Management, Basic Anatomical Coding, Radiology, and Third Party Reimbursement Issues.

ADVANCED MEDICAL CODING I

This course will cover the codes required to bill insurance companies for services. It will include material covering Evaluation and Management of Services, Anatomical Coding and Procedural Coding. This course will build upon the course on the Fundamentals of Coding and present abstract situations for the student to apply their knowledge to.

ADVANCED MEDICAL CODING II

This course provides more in-depth coverage of the codes required to bill insurance companies for services. It will include material covering Evaluation and Management of Services, Anatomical Coding and Procedural Coding. This course will build upon the course on the Fundamentals of Coding and present abstract situations for the student to apply their knowledge to.

MEDICAL BILLING & CODING: PREPARATION & PRACTICUM

This course provides a review of medical coding processes and procedures, including practice test activities and simulated certification examinations. Students are presented with coding case practices and are expected to apply their knowledge of procedural and anatomical coding in an abstract manner. This course will review anatomical terminology and reimbursement issues. It will also review Current Procedural Terminology International Classification of Diseases 9th Revision, Clinical Modification (ICS-9-CM), ICD-9-CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding system.

HIPAA OVERVIEW: PRIVACY & SECURITY

This course will provide students with the knowledge necessary to comply with the topics related to privacy and security within the Medical Office Environment. It will cover aspects of the Health Information Portability and Accountability Act (HIPAA.) Course topics will include and intro to HIPAA Privacy and its relationship to Healthcare Employees, Insurers and Business Associates. It will also introduce Security Safeguards for end users.

TECHNOLOGY COURSES

BASIC KEYBOARDING

Students will develop or review touch typing techniques, including alphabetic, numeric, and symbol keyboarding. Speed and accuracy will be developed, and progress will be monitored weekly.

INTERMEDIATE COMPUTER KEYBOARDING

Typing speed and accuracy will be emphasized. Computer software will analyze speed and accuracy, assign practice work, and measure skill progress. Timed tests will be administered.

ADVANCED COMPUTER KEYBOARDING

Typing speed and accuracy will be further emphasized. Computer software will analyze speed and accuracy, assign further practice work, and measure advanced skill progress. Timed tests will be administered.

COMPUTER KEYBOARDING

Students will develop or review of touch typing techniques, including alphabetic, numeric, and symbol keyboarding. Speed and accuracy will be developed, and progress will be monitored weekly. Typing speed and accuracy will be emphasized. Computer software will analyze speed and accuracy, assign practice work, and measure skill progress. Timed tests will be administered.

DATABASE MANAGEMENT

This course covers the principles and features of a database management system, using a popular database. Students learn to create and manage databases, and acquire skills and knowledge regarding data management and integrity, working with queries and forms, managing reports, using tools and macros, database and file management, analyzing and filtering data, relational databases, and linking databases to the Web.

SPREADSHEETS

This hands-on course presents the practical application of the concepts and features of a spreadsheet package using spreadsheet functionality. Spreadsheet design, creation, revision, formatting, and printing are covered. Topics to be covered include importing and exporting data using templates, using multiple workbooks, formatting numbers, printing workbooks, working with named ranges, managing charts and graphics, working with toolbars, macros, using auditing tools, collaborative tools, and hyperlinks. Students create and submit a variety of spreadsheets employing a wide range of functions.

GRAPHICAL PRESENTATIONS

Using a leading presentation application, students will learn the skills and principles of effective digital presentations. Topics to be covered include planning, creating, editing, viewing, uploading, and printing. Students will learn to create slides, add animations, and a variety of visual effects to slides. Students will make a presentation online.

WORD PROCESSING

This is a hands-on computer course designed to provide beginning through intermediate understanding of Microsoft Word. Topics to be covered include document creation, editing, formatting, table creation, graphics insertion, printing and file management, intermediate formatting paragraph techniques, document and table design, graphic features, mail merge, form development, macros, and collaborating with workgroups. Students will practice creating newsletter layout, indexes, hyperlinks, calendars, tables, and web pages.

MESSAGING AND COLLABORATION

This course is designed to provide an introduction to personal management and collaboration software including email, calendar, contacts, and tasking features using Microsoft Outlook. Students learn the advanced functionality of Outlook, including interactive task and calendaring functions, and practice group scheduling.

OFFICE EQUIPMENT AND PROCEDURES

Students will learn principles office organization, telephone techniques, equipment and supplies, handling meetings, mail procedures, and travel. Familiarity with a variety of office technologies, such as fax machines, copiers, and postage machines will be developed.

COMPUTER FUNDAMENTAL CONCEPTS

Basic principles of computer terminology, file management, email, Internet, and basic word processing and spreadsheets will be explored. Fundamentals of computer literacy will be addressed, including reviewing the main elements of computer hardware and peripherals.

NETWORKING AND INTERNET ESSENTIALS

In this course, students acquire a working understanding of the basic components of computer networks and the Internet. Hardware devices such as servers, routers, hubs and wireless access points are explained, and a very practical overview of networking technologies, including TCP/IP, is given. Students will gain a general, functional overview of the technologies that provide the backbone of the modern corporate office and of the Internet.

DESKTOP SUPPORT SKILLS

In this course, students learn to configure and manage a desktop operating system. This course is designed to give students an understanding of the skills and techniques required to configure Windows, create, configure, and use network and Internet connections, and support and troubleshoot operating systems and applications.

WEB SITE DEVELOPMENT

In this course students will work with a web page software editor to design, create, and deploy a web site. Students learn to create web pages which include hypertext links, text, images, and video.

OFFICE COMPUTER CASE STUDY

A problem comparable to a common, real-world office complexity is presented. The student must analyze and research the problem, and present a thorough plan detailing a resolution of this complexity. The student will be required to draw upon knowledge acquired throughout their program of study.

DESKTOP PUBLISHING

This course provides students with the practical knowledge and skills to create publications that include graphics and images. Using a popular desktop publishing application, students will create flyers, calendars, newsletters, advertisements, and various publications commonly used in business.



HELP HER FIT A DEGREE BETWEEN PANCAKES AND GOODNIGHT STORIES

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breakfast | **STUDY ONLINE** | 2pm
pick up kids | 4pm
soccer practice | 6pm
make dinner | 8pm
bedtime

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