

# UNITED TECHNICAL CENTER

Rt. 3, Box 43-C • Clarksburg, WV 26301  
**TENTATIVE** Third & Fourth Quarter 2011-2012  
**ADULT NIGHT PROGRAMS SCHEDULE**

CLASS	TIME	DAYS	TOTAL HRS	TUITION	BEGIN	ENDS
<b>Business</b>						
Real Estate Sales	6:00 – 9:00	T/Th	90	\$300 + Text, Test, License	01/17	05/15
Legal Office	6:00—9:00	M/W	42	\$125 + text	<b>TBA</b>	
Small Business Management	6:00—9:00	T/Th	45	\$125 + text	<b>TBA</b>	
Accounting	6:00-9:00	T	30	\$125 + text	01/17	03/20
Computer Assisted Drafting	6:00-9:00	T	18	\$95.00	01/31	03/06
<b>Medical</b>						
Certified Nursing Asst. (CNA)	5:00 – 9:00	M/T/ TH	128	\$750 + background check, physical, uniforms, TB test	01/30	04/23
Pharmacy Tech	M/W	3:30- 7:30	220	\$1200 + Text, Background ck, Lab Coat	01/09	05/16
Medical Terminology (classroom)	6:00 – 9:00	M/W	60	\$200 + Text	01/23	04/02
Medical Terminology	ONLINE		60	\$200+Text	Call	
Medical Records	6:00 – 9:00	Th	30	\$125 + Text	04/16	05/16
Math for Meds	6:00 – 9:00	T	33	\$125 + Text	03/06	05/29
Medical Coding—Outpatient	ONLINE		640	\$2000	Call	
Medical Coding---In/Outpatient	ONLINE		640	\$2550	Call	
Medical Transcription Editor	ONLINE		640	\$2550	Call	
Medical Administrative Assistant	ONLINE		200	\$1310	Call	
Administrative Office Assistant	ONLINE		140	\$1060	Call	
<b>Personal</b>						
Cake Decorating	6:00 – 9:00	T	18	\$70+ supplies	01/31	03/06
Sign Language	6:00 – 8:00	TH	16	\$70	03/15	05/10
Sign Language for Middle School Students	6:00-9:00	T	18	\$70	03/15	5/10
Creative Writing (subject to change)	6:00-9:00	M/T	30	\$125+text	03/05	04/02
Painting with Watercolors (beginning)	6:00-9:00	W	15	\$70+supplies	01/18	02/15
Painting with Acrylics (beginning)	6:00-9:00	W	15	\$70+supplies	03/07	04/04
<b>Computer</b>						
Basic Computer Application/Word	6:00 – 9:00	W	24	\$105 + text	01/25	03/06
Excel 1 and 2	6:00-9:00	W	24	\$95 +text	03/14	05/09
Keyboarding	6:00-9:00	T	24	\$95+text	<b>TBA</b>	

## REGISTRATION FOR ALL CLASSES

**WILL BEGIN January 03, 2012 at 5:00 p.m.**

Call now or email to reserve your seat in the class of your choice – Space Limited!

**Call 304-326-7590 Email: [calindsay@access.k12.wv.us](mailto:calindsay@access.k12.wv.us)**

There is a one-time per quarter registration fee of \$10.00

**A SCHOOL REFUND POLICY ON PAID TUITION IS IN PLACE IN CASE OF  
 STUDENT WITHDRAWAL OR CLASSES NOT MATERIALIZING**

Financial Aid available to those who are eligible

## **BUSINESS CLASSES**

**LEGAL OFFICE PRACTICES** - This course is designed to provide a hands-on project based approach to legal document preparation. Course work includes preparing complaint & summons, real estate, discovery, & corporate documents.

**REAL ESTATE SALES** - This is a WV approved pre-licensing course; covers real estate principles, practices, law, and financing. Upon completion, students are eligible to take the state licensing exam. National Exam fee

**SMALL BUSINESS MANAGEMENT**—Take control of your future, and learn the basics of operating a small business.

**Accounting I** – Students will learn basic accounting skills and techniques

**CAD – COMPUTER AIDED DRAFTING** – Translate ideas, sketches, and designs into working plans using the latest version with AutoCAD.

**Admin Office Assistant Online** - Students will learn everything they need to be a successful office Assistant and run a business office from learning good communication skills to correspondence organizing and maintaining files both electronically and paper, planning and scheduling meetings, and arranging travel. And so much more

## **MEDICAL FIELD RELATED**

**CERTIFIED NURSING ASSISTANT (CNA)** - Students participate in 128 hours of clinical and classroom training in order to prepare for a health career and to meet requirements for CNA licensure – WV Health Dept. Certified. Students learn anatomy and terminology as well as the necessary skills to give basic personal care to individuals in nursing home or hospital settings. Must pass background check. **Class Limited to 10 Students**

**PHARMACY TECHNICIAN** – The goal of this program is to provide students with the necessary skills and knowledge that will enable them to find employment as a Pharmacy Technician. This course consists of 100 hours of classroom training plus 120 hours of clinical experience. After successful completion of the class, students will be eligible to take the National Pharmacy Certification Test.

**MEDICAL IN/OUT PATIENT CODING** – This course is an online course and contains 640 hours. Covers Medical Terminology, Anatomy, Physiology, coding and billing for hospitals, doctors offices and emergency care. Prepares you for the AAPC national test.

**MEDICAL OUT PATIENT CODING---** This course is an online course and contains 640 hours. Covers Medical Terminology, Anatomy, Physiology, coding and billing for doctors offices and insurance. Prepares you for the AAPC national test.

**MEDICAL TERMINOLOGY** - This course provides a comprehensive introduction to medical terminology, which is organized by body systems with an emphasis on anatomy and physiology, pathological conditions, and diagnostic treatments, and procedures. Online or Classroom settings will be offered – Prerequisite for the LPN Program

**MEDICAL TRANSCRIPTION EDITOR** – Online class containing 640 hours. Students will become skilled in dictation, transcribing and computer usage as well as learn various methods of medical reporting, charting, word usage, and mechanics of grammar and spelling. **Prerequisites include** keyboarding skills of 45 wpm

**MATH FOR MEDS** – This course is designed to prepare students to calculate dosages accurately prior to the administration of medications. The course includes basic arithmetic, apothecary, metric, and household conversions. **Class Limited to 15 Students**

**MEDICAL RECORDS** – Study and practice functions of medical records filing, scheduling, and billing. Packet Fee. **Pre-requisite---Medical Terminology**

**Medical Admin Assistant Online** - This course is designed to teach you how to manage the day to day operations of a medical facility. You will learn how to update medical records, scheduling and coordinating appointments, verifying and submitting insurance forms, providing correspondence between medical providers and their patients and so much more.

SPECIAL INTEREST / PERSONAL ENRICHMENT
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**Cake Decorating**----This class teaches how to bake and prepare a cake for decorating. Techniques for borders, garlands, and all kinds of flower will be taught. Learn different icings for different cakes---save money by doing your own decorating and have fun in the process. This is a hands On class. Beginners decorating kit required.

**SIGN LANGUAGE** (Basic) – Skill level of students will determine if curriculum presented will be beginner and/or advanced. Class will work on vocabulary, sentence structure, facial expression and all components of sign language. This class will not be offered until the Spring Session

**Sign Language for Middle School Students** (Basic) ---- This class will be geared specifically toward teaching the middle school student. It will teach the student how to communicate by teaching them the vocabulary, sentence structure facial expression and all aspects of sign language.

**Painting with Acrylics** (Beginning) ----Learn to work with acrylic paints and develop your own painting style. You will learn how to enhance colors, add different textures to your painting. Learn the different brush strokes used in acrylic painting and how to properly combine colors to achieve the look you want while working on finishing your first acrylic painting.

**Painting with Watercolors** (Beginning) ----- Learn the skill of mixing the proper water and color, along with the stroke of the brush to create your own style in watercolor painting. Receive information on what paper weight, paint and brushes you may want to use in creating your special watercolor painting while working on finishing your first watercolor painting.

**Creative Writing ----** This course will bring out the writer in you, it will help you to tap into your creative side and show you how to make the words come alive on paper. This course is taught by a WVU Graduate with a Creative Writing degree, who will help you to write and make pictures appear with your words. So come with an open mind that is ready to write creatively.

<i>COMPUTER CLASSES</i>
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**BASIC COMPUTER APPLICATIONS** – Students will become acquainted with the basic fundamental operations of a personal computer including file management, Windows Explorer, desktop, control panels, and shortcuts. Students will also get **MICROSOFT WORD** – Students will learn the basics of Word Processing, Using Special Tools; Editing and Formatting, Page Setup Command; Paragraph Formatting' Borders and Shading. This is a hands-on class.

**EXCEL 1 & 2**– Introduction to Excel; data entry, changing worksheet appearance, file management; additional formulas; formatting features; printing. This class will also basic items that can be used in a more advanced setting of excel than just beginner. **Prerequisite: Basic Computer Skills or Excel experience.**

**KEYBOARDING** – Students will be introduced to proper typing skills necessary for success in educational and occupational settings. This course is designed to provide an opportunity for students to master the skill of entering alphabetic, numeric, and symbolic information on a keyboard and a ten-key pad using the touch method of key stroking. Emphasis is placed on development of accuracy and speed, proper techniques, and correct fingering. Formatting of basic documents will be introduced.

**Classes must have at least 10 students enrolled to start**