



# Institute for Contemporary Careers

Educating every dreamer!



## 2023-2024

### Registration hours:

Monday through Thursday; 1 pm –7 pm

Address: 30 Galesi Dr/ Suite #104; Wayne NJ 07470

visit us online at <http://WWW.ICCPASSAIC.ORG>

Trimester I: September 11, 2023—December 7, 2023

Trimester II: January 8, 2024—March 28, 2024

Trimester III: April 1, 2024—June 20, 2024

Office: 973.837.8564 [icc07055@gmail.com](mailto:icc07055@gmail.com) Espanol: 862.290.7681

## TABLE OF CONTENTS

ADMINISTRATORS:	
ADMISSION/PLACEMENT OFFICERS	1
STUDENT ADVISEMENT	1
BURSARS	1
SECRETARIES/ATTENDANCE STAFF	1
SCHOOL CALENDAR	
HOLIDAYS	1
CLASS SCHEDULE	1
PROGRAM START/END DATES	1
REGISTRATION REQUIREMENTS	1
SCHOOL POLICIES	
ENTRANCE REQUIREMENTS	1
ATTENDANCE REQUIREMENTS	2
LEAVE OF ABSENCE	2
CLASS CUTS	2
MAKE-UP WORK	2
TARDINESS	2
CODE OF CONDUCT	3
CONDITIONS FOR DISMISSAL	3
RE-ENTRY POLICY	3
CREDIT FOR PREVIOUS TRAINING	3
DISPUTE/COMPLAINT/APPEAL PROCESS	3
GRADING SYSTEM	3
INCOMPLETE GRADES	3
PROBATION	3
STUDENT EVALUATION TECHNIQUES	4
WITHDRAWAL FROM SCHOOL	4
STUDENT RECORDS	4
REFUND POLICY	4
REIMBURSEMENT SCALE	4
TUITION AND ADDITIONAL COSTS	5
GRANTS/LOANS/SCHOLARSHIPS	5
CREDIT DISCLAIMER STATEMENT	5
FACILITIES	5
FULL-TIME PROGRAMS/COURSE DESCRIPTION	6
PART-TIME PROGRAMS/COURSE DESCRIPTION	16
PROGRAM DESCRIPTION IN SPANISH	6-19
SATURDAY PROGRAMS/COURSE DESCRIPTION	20
DISCOUNT INFORMATION	20
APPROVALS/ON-LINE LEARNING/TESTING	22

### HOLIDAYS

The following holidays will be observed by the school and the classes will not be held:

- Labor Day
- Thanksgiving
- Christmas
- New Year
- Good Friday
- Memorial Day
- Independence Day

### ADMINISTRATORS/ADVISEMENT/ADMISSION

#### PLACEMENT/BURSAR

**Maria Puell**, BS Psychology COO/Admissions/Bursar/ESL Spanish Assistance  
**Catherine McFadden**, PhD CEO/Admissions/Academic& Career Advisement

#### ICC SUPPORT SERVICES

Job Developer We speak multiple languages  
 Payments/Financial Assistance Staff Childcare at facility  
 One-Stop/DVR Liaison Evening/Saturday schedule available

#### INCLEMENT WEATHER

If the school is closed due to inclement weather, the announcements will be sent via:

- Group email/Facebook post
- Robo-call or Robo-Text

#### GENERAL INFORMATION

##### TUITION AND FEES

All courses listed in this catalog are tuition-based. The entire tuition and fees must be paid at the time of registration, unless a payment plan has been arranged with the approval of ICC's administration. There will be a \$25 charge for all checks returned due to insufficient funds. Students receiving financial aid or who have a student loan should bring documentation of such when registering. We accept credit cards, money orders, cash, and checks, as well as electronic payments. \$40 non-refundable deposit/registration fee is required for all courses.

##### CLASS SCHEDULE

The total hours of each program vary and are dependent upon the curriculum. See course descriptions for further details.

Sessions to make up for excused absences should be discussed with student's instructor individually.

##### PROGRAM START/END DATES

Trimester I: September 11, 2023—December 7, 2023

Trimester II: January 8, 2024—March 28, 2024

Trimester III: April 1, 2024—June 20, 2024

##### REGISTRATION REQUIREMENTS

Students may register for courses up to 5 business days prior to the start of classes. Students requesting financial aid will need to register 20 business days prior to the start of classes. Students must register in person or online. Please bring the following with you or have it available to present/upload online:

1. Identification (current drivers license, birth certificate or passport)
2. High school diploma or an equivalent. Foreign diplomas are accepted if translated and notarized.
3. Tuition Payment. We accept: Electronic payments, cash, money orders, debit/credit cards.

#### SCHOOL POLICIES

##### ENTRANCE REQUIREMENTS

All students must be at least seventeen (17) years of age on or before the first day of class.

Students must possess a High School Diploma or a General Education Development (G.E.D.) Diploma to enter any Post-Secondary course.

## CODE OF CONDUCT

The following conduct is unacceptable and will not be tolerated:

All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.

Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.

All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.

Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.

Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.

Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.

Failure to comply with directions of institutional officials acting in the performance of their duties.

Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

## MAKE-UP WORK

In order for students to meet their educational goals they must receive instruction in all aspects of the program. Lessons missed due to absences or a leave of absence need to be made up. Students will be able to access live online instruction when they can't attend in person. The student must make up missed classes and assignments within five (5) business days of returning to school. Please refer to the school's make-up schedule for days and times available.



## GENERAL INFORMATION (cont.)

### ATTENDANCE POLICY

All ICC students are required to maintain a minimum attendance rate of 80%. Failure to do so may result in disciplinary action and/or inability of a student to certify upon course completion. Excused absences will be granted through the approval of the Administrative Officer. Some courses require compliance with additional attendance rules, see course description for further details. Students who realize that their absence will extend beyond 20% of the program have the option of requesting an official leave of absence. All cases will be reviewed and resolved individually.

### LEAVE OF ABSENCE

Students will be granted a leave of absence upon approval of ICC's Administrative Officer. The following guidelines must be adhered to:

The request for a leave of absence must be submitted to the Administrative Officer in writing.

The request must have the date that the student will begin the leave and the expected date of return to classes.

Leaves of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract. Should a leave request take the student beyond the contracted completion date, the student may be subject to re-entry under a new contract or an amended contract. If the student does not re-enter within the contracted schedule and does not arrange for a contract amendment then the student's contract will be terminated. When appropriate the student may be entitled to a refund in accordance with the school's refund policy.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the Administrative officer before returning to class. Leave of absences that extends beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to reentry into the program. **Live ONLINE classes are available to all who have issues attending in person.**

### CLASS CUTS

Hours lost due to cutting class will be recorded as absences. Students are responsible for making up class work and assignments. Missed lessons 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.

### TARDINESS

Developing good work ethics is an important part of the training at ICC. Students arriving late for class are interrupting the instructor and other students. It is the responsibility of the student to make up missed time and assignments. ICC encourages students to plan to arrive at the school at least 10 minutes before the start of class.





### CONDITIONS FOR DISMISSAL

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

- Not adhering to the school's rules, regulations, policies and code of conduct
- Missing more than 20% of instruction time
- Not maintaining the minimum grade point average
- Not meeting financial responsibilities to the school

The Administrative Officer will notify the student 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 is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

### RE-ENTRY POLICY

Students that have been dismissed from the school and are requesting re-entry must put the request in writing to the Administrative Officer.

In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns it may be possible to re-enter within the same or next school term.

In cases where the student was dismissed due to failure to maintain the minimum grade point average, the dismissal will apply to the current term, but the student will be allowed to return under a new contract for the upcoming term.

In cases where the student was dismissed due to unacceptable conduct, such student will be dismissed without the possibility to re-enter.

### UNANNOUNCED SCHOOL CLOSURE

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287 or email at [trainingevaluationunit@dol.nj.gov](mailto:trainingevaluationunit@dol.nj.gov)

## GENERAL INFORMATION (Cont.)

### CREDIT FOR PREVIOUS TRAINING

ICC is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace ICC will give recognition for previous training only after the student has taken and passed a program proficiency test. The minimum passing grade is 70 percent proficiency on the tested information. Students wishing to receive recognition for previous training must show proof of previous training.

### DISPUTE POLICY: STUDENT'S COMPLAINT AND APPEAL PROCESS

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with one of the Administrative Officers, listed on page 1. The written request should include the following information:

Student's full name, last four digits of their social security number and current address

A statement of the concern including dates, times, instructors, and if applicable, other students involved

Date of complaint letter and signature of the student

Three dates in which the student would be available for a meeting with the school administration. These dates should be within 10 business days of the complaint.

The school administration will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. The decision of the director and/or appeal panel is final. Should the contract be cancelled by either the student or the school the date on the complaint letter will be used as the date to calculate any refund in accordance with the school's refund policy.

### GRADING SYSTEM

The competencies taught in each program offered at ICC will be evaluated using written examinations and skill development tests. The minimal grade for graduation is 70 percent. Students who achieve lower than 70 percent will not be awarded a Certificate of Completion.

**GRADES: A: 90-100; B: 80-89; C: 70-79; F: below 70.**

### INCOMPLETE GRADES/MAKE-UP PROCEDURES

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final TEACHER-MADE examination must contact the instructor within twenty-four hours of the examination to arrange for a make-up examination. If the student does not make arrangement to take missed examinations then a failure grade will be given. Students, who passed teacher-made final exam, but missed Industry Standard testing, will be eligible to receive a Certificate of Completion from the ICC and be eligible to reschedule Industry Standard Exam within the next available trimester.

**INCOMPLETE GRADE: INC: Incomplete**

### PROBATION

Students who fail to maintain the minimum grade point average of 70 percent required for graduation will need to enter a probation period and will receive the grade of INC. Please refer to the "Incomplete Grades" and the "Re-entry Policy" procedures for further details.

## STUDENT 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 policy.

Students who wish to cancel their enrollment in a program 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.

All monies, EXCLUDING registration fee 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.

For courses of 300 hours or less, there will be NO reimbursement after the 2nd week of classes. If the student drops out within the first 2 weeks of class, ICC will retain 10% of the full price of tuition plus the registration fee. Should the student decide to continue with the course of study without being reimbursed, ICC will offer such student a spot in class within 2 consecutive semesters after the original registration.

Withdrawal after attendance has begun is based on the following refund policy for all programs of 300 instructional hours or more. An instructional hour is defined as 60 consecutive minutes which includes attendance, instruction, project set up and clean up.

A student who has a student loan and withdraws from the program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files. ICC encourages the development of good business practices in their students. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the director must be the same date as on the letter to the loan institution.



## GENERAL INFORMATION (Cont.)

### STUDENT EVALUATION TECHNIQUES

Tests/quizzes may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 70 percent are an indication that the necessary skills for entry into employment were not acquired. Tests will be both cognitive and skills-based with the skills being measured against industry standards. This allows students to keep a record of their progress. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

### INSTRUCTOR EVALUATION TECHNIQUES

Instructor evaluations are conducted throughout every program. Student Evaluations are reviewed by the Director and used to improve instructor quality. Observations by the ICC's Administration are conducted at least three times a year.

### WITHDRAWAL FROM SCHOOL

Students must fill out a withdrawal notification and submit it to the school Administrator. This document must contain the student's name, student ID number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. **Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.**

### STUDENT RECORDS

Student records will be maintained by the school until the school closes. At that time, records will be forwarded to the New Jersey Department of Labor and Workforce Development. Student records are maintained by the school Administrator and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes and/or changes in financial aid. All records are private and are handled with confidentiality.

### REIMBURSEMENT SCALE FOR CLASSES OF MORE THAN 300 HOURS

If Withdrawal or Cancellation Occurs:	The School Will Retain
During the first or second week of class	20% of the tuition
After the third week but prior to completion of 25% of the course	45% of the tuition
After 25% but not more than 50%	70% of the tuition
After completion of more than 50% of the course	100% of the tuition





### GENERAL INFORMATION (Cont.)

#### TUITION AND ADDITIONAL COSTS

The Registration Fee of \$40 is non-refundable. Additionally, students who use ICC's kindles or rented textbooks MUST return them upon course completion or upon withdrawal. The deposit will NOT be returned if kindle/rented textbook is not returned or returned damaged. The student workbook is not returnable. Students who carelessly damage school property or equipment may be required to pay the repair or replacement costs. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

#### GRANTS, LOANS, AND SCHOLARSHIPS

ICC 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. We also accept 3rd party payments (F.E. Employer's checks).

Note: Students who have obtained a school assisted loan and withdraw from the school or have had their enrollment terminated must notify the loan institution of their withdrawal. ICC will reimburse the loan institution for balances due in accordance with the school's refund policy. The student will be responsible for any balances due on the student loan. Students are responsible for repaying their loan.

It should be noted that student loans with the bank must be satisfied regardless of the success or lack of success at ICC. When a student is given a loan he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

#### CREDIT DISCLAIMER STATEMENT

ICC does not offer college credit courses. The use of the term credit refers only to financial credit towards grants or student loans. It does not refer to academic credit. ICC is not approved to offer college credits. ICC is a state approved private vocational school.

#### FACILITIES and ONLINE VIRTUAL ENVIRONMENT

ICC features a fully air conditioned, well lighted facility with a reception area, administration office and 8 fully equipped training classrooms. Virtual classrooms are equipped with 250 spots each and available to all from their homes. Both male and female lavatories are available on our floor. Parking accommodates 200+ vehicles. We do not employ a nurse or have any medical staff available.

## ICC FULL-TIME PROGRAMS

- ◆ Building Maintenance Supervisor
- ◆ Culinary and Baking Kitchen Manager



## PROGRAMS: COURSE DESCRIPTION FULL-TIME PROGRAMS

### BUILDING MAINTENANCE SUPERVISOR

(BUILDING & PROPERTY MAINTENANCE MECHANIC; CIP CODE 460401)

In this three-part course students will learn basic and advanced principles of electricity, carpentry, and plumbing. Upon completion of this course, students will be able to perform the duties of a building superintendent. Students will learn both theoretical and practical components of the trade. Hands-on experience will be available at the school's shop and off-site locations.

**SCHEDULE:** Mon-Thu; 5-10 pm **TOTAL TUITION:** \$5,040 **REGISTRATION FEE:** \$40

**TUITION/FEES breakdown:** Tuition: \$4,935; Bks/Unfrm/Suppl: \$25; Test fee: \$40

**PRE-REQUISITE:** High School Diploma or GED

**TOTAL COURSE HOURS:** 240

#### CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:

Certificate of Completion (upon successful completion of all course requirements)  
Building Construction Occupations Certificate through NOCTI (with satisfactory testing score)

### CULINARY AND BAKING KITCHEN MANAGER

This program is available on-site and/or live online

(CULINARY ARTS/CHEF TRAINING; CIP CODE 120503)

This course is designed for the person who is serious about learning the art of cooking and is interested in pursuing a career in the Hospitality industry. The course emphasizes individual attention and hands-on participation that will lead to mastery in basic culinary skills and techniques. Upon successful completion of the course students will be better equipped to find and retain employment in the food service industry. Additionally, students will be taught the understanding of the structure and functions of standardized cooking and baking recipes. Hands-on experience will be available through an off-site fully-equipped commercial kitchen. or at student's kitchen under

live online supervision of our Culinary Chef/Instructor.

**SCHEDULE:** Mon-Thu; 5pm -10 pm

**TOTAL TUITION:** \$5,040 **REGISTRATION FEE:** \$40

**TUITION/FEES breakdown:** Tuition: \$4,693; Bks/Unfrm/Suppl: \$231; Test fee: \$76

**PRE-REQUISITE:** High School Diploma or GED

**TOTAL COURSE HOURS:** 240

#### CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:

Certificate of Completion (upon successful completion of all course requirements)  
ServSafe Food Safety Certification (with satisfactory testing score) or  
\*Commercial Baking Certificate through NOCTI (with satisfactory testing score).

#### WE ACCEPT THE FOLLOWING FORMS OF PAYMENT:





## PROGRAMAS:DESCRIPCION DE CURSOS PROGRAMA TIEMPO COMPLETO

### SUPERVISOR DE MANTENIMIENTO DE EDIFICIOS BILIGUE

(MECANICO DE MANTENIMIENTO DE EDIFICIOS; CODIGO CIP 460401)

En este curso de tres partes los estudiantes aprenderan los principios basicos y abanzados de electricidad , carpinteria y plomeria. Al completer este curso, los estudiantes seran capaz de realizar las tareas de un supervisor de mantenimiento de edificios . Los estudiantes aprenderan la parte teorica y practica. La parte practica se ofrece en un lugar fuera de la escuela.

**HORARIO:** Lun –Juev; 5-10 pm **TOTAL DEL PROGRAMA:** \$5,040 **REGISTRACION:** \$40

**Desglose de matrícula / honorarios:** matrícula: \$ 4,935; Bks / Unfrm / Suppl: \$ 25; **Tarifa del examen final:** \$ 40

**REQUISITO PREVIO:** Diploma de High School o GED **HORAS TOTALES DEL CURSO:** 240

**CERTIFICACIÓN / LICENCIA / NORMAS DE LA INDUSTRIA:**

Certificado de finalización (al completar con éxito todos los requisitos del curso)

Certificado de Ocupaciones de Construcción de Edificios a través de NOCTI (con puntaje de prueba satisfactorio)

### ARTES CULINARIAS Y GESTION DE COCINA

Este programa puede ser en vivo online o presencial

(ARTES CULINARIAS/ENTRENAMIENTO DE CHEF; CODIGO CIP 120503)

Este curso está diseñado para la persona que se toma en serio el aprendizaje del Arte de Cocinar y está interesado en seguir una carrera en la industria hotelera. El curso enfatiza la atención individual y la participación práctica que conducirá al dominio de las habilidades y técnicas culinarias básicas. Al completar con éxito el curso, los estudiantes estarán mejor equipados para encontrar y retener empleo en la industria de servicios de alimentos. Además, se les enseñará a los estudiantes la comprensión de la estructura y las funciones de las recetas estandarizadas para cocinar y hornear.

**HORARIO:** Lun–Juev; 5-10 pm **TOTAL DEL PROGRAMA:** \$5,040 **REGISTRACION:** \$40

**Desglose de matrícula / honorarios:** matrícula: \$4,935; Bks / Unfrm / Suppl: \$231; **Tarifa del examen final:** \$76

Disponible a través de una cocina comercial totalmente equipada fuera de la escuela

**REQUISITO PREVIO:** High School Diploma or GED **HORAS TOTALES DEL CURSO:** 240

**CERTIFICACION/LICENCIA/ESTANDARES DE LA INDUSTRIA :**

Certificado de (al completar con éxito todos los requisitos del curso)Certificación de Seguridad Alimentaria ServSafe (con puntaje de prueba satisfactorio) o

\*Commercial Baking Certificate a traves NOCTI (con puntaje de prueba satisfactorio)

**ACEPTAMOS LAS SIGUIENTES FORMAS DE PAGO:**







**ICC FULL-TIME PROGRAMS**

- ◇ **Child Development Associate**
- ◇ **Medical Assistant/Patient Care Technician**



**PROGRAMS: COURSE DESCRIPTION  
FULL-TIME PROGRAMS (cont.)**

**CHILD DEVELOPMENT ASSOCIATE**

This program is available on-site and/or live online  
(CHILD CARE PROVIDER/ASSISTANT; CIP CODE 190709)

A unique program that provides "one-stop" for all interested in CDA certification and internship. Included are 120 hours of training; 480 hours of experience, as needed; assistance with CDA application; portfolio assistance; professional on-site observation; exam preparation; on-site CDA testing registration. All of the above are in compliance with CDA Council regulations. While training, the student will be interning in early childhood environment, that will give him/her an experience and a unique exposure to working with children.

**SCHEDULE:** Mon-Thu; 5pm -10 pm

**TOTAL TUITION:** \$5,040 **REGISTRATION FEE:** \$40

**TUITION/FEES breakdown:** Tuition: \$4,480; Bks/Unfrm/Suppl: 495; Test fee: \$425

**PRE-REQUISITE:** High School Diploma or GED **TOTAL COURSE HOURS:** 240

**CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:**

Certificate of Completion (upon successful completion of all course requirements)  
Child Development Associate National Credential through the Council for Professional Recognition (with satisfactory testing score)

**MEDICAL ASSISTANT/PATIENT CARE TECHNICIAN**

This program is available on-site and/or live online  
(PATIENT CARE AID; CIP CODE 513902)

This course covers general patient care, professional responsibilities, infection control, phlebotomy and EKG theory and practice. It incorporates Patient Care Component (focused on hospital, hospice, and nursing home careers) and Medical Assistant Component (focused on medical office and front desk careers). The Phlebotomy part will concentrate on blood drawing procedures, safety, and infection control in a health care facility. The course consists of both didactic and clinical instruction in the collection of blood specimens for diagnostic testing. The EKG component of the course provides in-depth study of the heart and its function along with vital signs, CPR, and EKG recognition. Upon completion of the course, students will be able to test through the NHA either as a CPCTA (Certified Patient Care Technician option for students with less prior experience) or as a CMAA (Certified Medical Administrative Assistant option for students with prior experience in medical field). Practicum will be conducted either on-site or at student's work/internship place.

**SCHEDULE:** Mon-Thu; 5pm -10 pm

**TOTAL TUITION:** \$5,040 **REGISTRATION FEE:** \$40

**TUITION/FEES breakdown:** Tuition: \$4,533; Bks/Unfrm/Suppl: \$307; Test fee: \$160

**PRE-REQUISITE:** High School Diploma or GED **TOTAL COURSE HOURS:** 240

**CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:**

Certificate of Completion (upon successful completion of all course requirements)  
CPCTA or CMAA through National Health Career Association (with satisfactory testing score)





## PROGRAMAS: DESCRIPCION DE CURSOS PROGRAMA TIEMPO COMPLETO

### ASOCIADO DEL CUIDADO INFANTIL

Este programa está disponible presencial o en vivo en línea

(PROVEEDOR / ASISTENTE DE CUIDADO INFANTIL; CÓDIGO CIP 190709)

Un programa único que ofrece "todo en uno" para todos los interesados en la certificación y pasantías de CDA. Se incluyen 120 horas de entrenamiento; 480 horas de experiencia, según sea necesario; asistencia con la solicitud de CDA; asistencia de cartera; observación profesional en el sitio; preparación para el examen; registro de pruebas de CDA en el sitio

Todo lo anterior cumple con las regulaciones del Consejo CDA.

Durante el entrenamiento, el estudiante estará internado en un entorno de primera infancia, lo que le dará una experiencia y una exposición única al trabajo con niños.

**HORARIO:** Lunes– Jueves; 5pm -10 pm

**TOTAL DEL PROGRAMA:** \$5,040 **REGISTRACION:** \$40

**Desglose de matrícula / honorarios matrícula:** \$4,935; **Bks / Unfrm / Suppl:** \$ 495;  
**Tarifa del examen final:** \$ 425

**PRE– REQUISITO:** High School Diploma o GED **HORAS TOTALES DEL CURSO:** 240  
**CERTIFICACIÓN / LICENCIA / NORMAS DE LA INDUSTRIA:**

Certificado de finalización (al completar con éxito todos los requisitos del curso)

Credencial nacional asociada de desarrollo infantil a través del Consejo para el reconocimiento profesional (con puntaje de prueba satisfactorio)



### ASISTENTE MÉDICO / TÉCNICO DE ATENCIÓN AL PACIENTE

Este programa está disponible presencial o en vivo en línea

(AYUDA AL CUIDADO DEL PACIENTE; CÓDIGO CIP 513902)

Este curso cubre la Atención general al Paciente, las responsabilidades profesionales, el control de infecciones, la flebotomía y la teoría y práctica del electrocardiograma. Incorpora el Componente de Atención al Paciente (enfocado en las carreras de hospitales, hospicios y hogares de ancianos) y el Componente de Asistente Médico (enfocado en las carreras de consultorio médico y recepción). La parte de flebotomía se concentrará en los procedimientos de extracción de sangre, la seguridad y el control de infecciones en un centro de atención médica. El curso consta de instrucción tanto didáctica como clínica en la recolección de muestras de sangre para pruebas de diagnóstico. El componente EKG del curso proporciona un estudio en profundidad del corazón y su función junto con signos vitales, RCP y reconocimiento de EKG. Al finalizar el curso, los estudiantes podrán realizar pruebas a través de la NHA, ya sea como CPCTA (opción de técnico certificado de atención al paciente para estudiantes con menos experiencia previa) o como CMAA (opción de asistente administrativo médico certificado para estudiantes con experiencia previa en el campo de la medicina).

**HORARIO:** Lunes– Jueves; 5pm -10 pm

**TOTAL DEL PROGRAMA:** \$5,040 **COSTO DE REGISTRACION:** \$40

**Desglose de matrícula / honorarios matrícula:** \$ 4,533; **Bks / Unfrm / Suppl:** \$ 307;  
**Tarifa del examen final:** \$160

**PRE-REQUISITO:** High School Diploma o GED **HORAS TOTALES DEL CURSO:** 240  
**CERTIFICACIÓN / LICENCIA / NORMAS DE LA INDUSTRIA:**

Certificado de finalización (al completar con éxito todos los requisitos del curso)

Técnico Certificado de Atención al Paciente o Asistente Medial a través de la National Health Career Association (con puntaje de prueba satisfactorio)





## PROGRAMS: COURSE DESCRIPTION FULL-TIME PROGRAMS (cont.)

### GENERAL CONSTRUCTION MANAGER

This program is available on-site and hybrid  
(FIRST LINE SUPERVISOR/MANAGER OF CONSTRUCTION TRADES AND EX-  
TRACTION OF WORKERS; CIP CODE 460000/460401)

In this three-semester course students will learn advanced principles of electricity, carpentry, and plumbing, building maintenance, and construction project supervision. Elements of Business Management, Construction Logistics, Supply Chain, basic Architectural design, and the use of technology are a part of the course. Upon completion of this course, students will be able to perform supervisory and general contractor duties. Students will learn both theoretical and practical components of the trade. Hands-on experience will be available at the school's shop and off-site locations.

**SCHEDULE:** Mon-Thu; 5-10 pm **TOTAL TUITION:** \$10,040 **REGISTRATION FEE:** \$40

**TUITION/FEES breakdown:** Tuition: \$9,935; Bks/Unfrm/Suppl: \$25; Test fee: \$40

**PRE-REQUISITE:** High School Diploma or GED **TOTAL COURSE HOURS:** 720

#### CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:

Certificate of Completion (upon successful completion of all course requirements)  
Building Construction Occupations Certificate through NOCTI (with satisfactory testing score)

### MEDICAL MANAGEMENT SPECIALIST

This program is available on-site and/or live online. Practicum on-site.

(MEDICAL AND HEALTH SERVICE MANAGER; CIP CODE 510701/510702)

This course is a combination course with three main components: Medical Office Administration, Medical Billing/Accounting, and Clinical Patient Care. It incorporates Patient Care Component (focused on hospital, hospice, and nursing home careers), Medical Billing (processing insurance claims), and Medical Assistant Component (focused on medical office and front desk careers). The Phlebotomy part will concentrate on blood drawing procedures, safety, and infection control in a health care facility. The course consists of both didactic and clinical instruction in the collection of blood specimens for diagnostic testing. The EKG component of the course provides in-depth study of the heart and its function along with vital signs, CPR, and EKG recognition. Upon completion of the course, students will be able to test through the NHA either as a CPCTA (Certified Patient Care Technician), CMBC (Medical Biller/Coder), as a CMAA (Certified Medical Administrative Assistant, or in two or more fields Practicum will be conducted either on-site or at student's work/internship place.

**SCHEDULE:** Mon-Thu; 5pm -10 pm **TOTAL TUITION:** \$10,040 **REGISTRATION FEE:** \$40

**TUITION/FEES breakdown:** Tuition: \$9,383; Bks/Unfrm/Suppl: \$307; Test fee: \$310

**PRE-REQUISITE:** High School Diploma or GED **TOTAL COURSE HOURS:** 720

#### CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:

Certificate of Completion (upon successful completion of all course requirements)  
CPCTA, MCBC, or CMAA through National Health Career Association (with satisfactory testing score)

## ICC FULL-TIME PROGRAMS

- ◇ General Construction Manager
- ◇ Medical Management Specialist





## PROGRAMAS: DESCRIPCIÓN DE CURSOS PROGRAMA TIEMPO COMPLETO

### GERENTE GENERAL DE CONSTRUCCIÓN

Este programa está disponible en la Escuela e híbrido  
(SUPERVISOR/GERENTE DE PRIMERA LÍNEA DE OFICIOS DE LA CONSTRUCCIÓN Y EXTRACCIÓN DE TRABAJADORES; CÓDIGO CIP 460000/460401)

En este curso de tres semestres, los estudiantes aprenderán principios avanzados de electricidad, carpintería y plomería, mantenimiento de edificios y supervisión de proyectos de construcción.

Los elementos de Gestión Empresarial, Logística de la Construcción, Cadena de Suministro, diseño arquitectónico básico y el uso de la tecnología son parte del curso. Al finalizar este curso, los estudiantes podrán realizar tareas de supervisión y contratista general. Los estudiantes aprenderán los componentes teóricos y prácticos del oficio. La experiencia práctica estará disponible en la escuela y en las ubicaciones fuera del sitio.

**HORARIO:** Lun-Jue; 5-10 pm **MATRÍCULA TOTAL:** \$10,040 **REGISTRACIÓN:** \$40  
**Desglose de MATRÍCULA/TASAS:** Matrícula: \$9,975; Bks/Unfrm/Suppl: \$25; Tarifa de prueba: \$ 40

**PRE-REQUISITO:** Diploma de escuela secundaria o GED

**HORAS TOTALES DEL CURSO:** 720

**CERTIFICACIÓN/LICENCIA/ESTÁNDARES DE LA INDUSTRIA:**

Certificado de finalización (al completar con éxito todos los requisitos del curso)  
Certificado de Ocupaciones de Construcción de Edificios a través de NOCTI (con puntaje de prueba satisfactorio)

### ESPECIALISTA EN GESTIÓN MÉDICA

Este programa está disponible en el sitio y / o en vivo en línea.

Prácticas en la Escuela.

(GERENTE DE SERVICIOS MÉDICOS Y DE SALUD;

CÓDIGO CIP 510701/510702)

En este curso es un curso combinado con tres componentes principales: Administración de Consultorios Médicos, Facturación Médica / Contabilidad y Atención Clínica al Paciente. Incorpora el Componente de Atención al Paciente (enfocado en carreras de hospitales, hospicios y hogares de ancianos), Facturación médica (procesamiento de reclamos de seguros) y Componente de asistente médico (centrado en carreras de consultorio médico y recepción). La parte de flebotomía se concentrará en los procedimientos de extracción de sangre, la seguridad y el control de infecciones en un centro de atención médica. El curso consiste en instrucción didáctica y clínica en la recolección de muestras de sangre para pruebas diagnósticas. El componente de ECG del curso proporciona un estudio en profundidad del corazón y su función junto con los signos vitales, la RCP y el reconocimiento del ECG. Al finalizar el curso, los estudiantes podrán realizar pruebas a través de la NHA, ya sea como CPCTA (Certified Patient Care Technician), CMBC (Facturador / Codificador Médico), como CMAA (Asistente Administrativo Médico Certificado, o en dos o más campos, el Practicum se llevará a cabo en el sitio o en el lugar de trabajo / pasantía del estudiante.

**HORARIO:** Lun-Jue; 5pm -10 pm **MATRÍCULA TOTAL:** \$10,040 **REGISTRACIÓN:** \$40  
**Desglose de MATRÍCULA/TASAS:** Matrícula: \$9,383; Bks/Unfrm/Suppl: \$307;  
**Tarifa de prueba:** \$310

**PRE-REQUISITO:** Diploma de escuela secundaria o GED

**HORAS TOTALES DEL CURSO:** 720

**CERTIFICACIÓN/LICENCIA/ESTÁNDARES DE LA INDUSTRIA:**

Certificado de finalización (al completar con éxito todos los requisitos del curso)  
CPCTA, MCBC o CMAA a través de la Asociación Nacional de Carreras de Salud (con puntaje satisfactorio en las pruebas)

## POGRAMAS TIEMPO COMPLETO

◇ Gerente General De Construccíon

◇ Especialista en Gestíon Medica





**PROGRAMS: COURSE DESCRIPTION**  
**FULL-TIME PROGRAMS (cont.)**

**CLINICAL PSYCHIATRIC TECHNICIAN**

This program is available on-site and/or live online. Practicum on-site.  
 (MENTAL HEALTH COUNSELORS; CIP CODE 511599)

This course is a combination course with three main components: Mental Health Technician, Medical Office Administration, the elements of Patient Care. It incorporates Mental and Psychiatric counseling (developmental and humanistic theories, various mental illnesses, counseling and rehabilitation methods, psychopharmacology), Patient Care Component (focused on hospital, hospice, and nursing home careers), and Medical Assistant Component (focused on medical office's functions). Practicum will be conducted on-site.

**SCHEDULE:** Mon-Thu; 5pm -10 pm **TOTAL TUITION:** \$10,040 **REGISTRATION FEE:** \$40  
**TUITION/FEES breakdown:** Tuition: \$9,324; Bks/Unfrm/Suppl: \$378; Test fee: \$298

**PRE-REQUISITE:** High School Diploma or GED **TOTAL COURSE HOURS:** 720

**CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:**

Certificate of Completion (upon successful completion of all course requirements)  
 NCPT through the American Association of Psychiatric Technicians and CMAA or CPCTA through the NHA (with satisfactory testing score)

**MENTAL HEALTH TECHNICIAN**

This program is available on-site and/or live online. Practicum on-site.  
 (MENTAL HEALTH COUNSELORS; CIP CODE 511599)

This course is a combination course with two main components: Mental Health Technician, and the elements of Patient Care. It incorporates Mental and Psychiatric counseling (developmental and humanistic theories, various mental illnesses, counseling and rehabilitation methods, psychopharmacology), and Patient Care Component (focused on hospital, hospice, and nursing home careers). Practicum for medical component and mental health rehabilitation component will be conducted on-site.

**SCHEDULE:** Mon-Thu; 5pm -10 pm **TOTAL TUITION:** \$5,040 **REGISTRATION FEE:** \$40  
**TUITION/FEES breakdown:** Tuition: \$4,785; Bks/Unfrm/Suppl: 72; Test fee: \$143

**PRE-REQUISITE:** High School Diploma or GED **TOTAL COURSE HOURS:** 240

**CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:**

Certificate of Completion (upon successful completion of all course requirements)  
 NCPT through the American Association of Psychiatric Technicians (with satisfactory testing score)

**NURSING TECHNICIAN**

This program is available on-site and/or live online. Practicum on-site.  
 (NURSING ASST/AIDE & PATIENT CARE ASSISTANT; CIP CODE 510000)

This course provides instruction in the roles and responsibilities of the Nursing Technician. Pharmacology, body structure and function, infection prevention, nutrition, principles of growth and development, safety in healthcare, home health care, and care of the older person are some of the topics emphasized. Instruction and practice of basic patient care skills, including EKG and Phlebotomy basics, required for Nursing Technician is provided. Skills practiced include patient assistance with activities of daily living, personal care, transfer and positioning, vital sign measurement, intake and output measurement, restorative care, and communication.

**SCHEDULE:** Mon-Thu; 5pm -10 pm **TOTAL TUITION:** \$5,040 **REGISTRATION FEE:** \$40  
**TUITION/FEES breakdown:** Tuition: \$4,768; Bks/Unfrm/Suppl: 72; Test fee: \$160

**PRE-REQUISITE:** High School Diploma or GED **TOTAL COURSE HOURS:** 240

**CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:**

Certificate of Completion (upon successful completion of all course requirements)  
 NAC through the American Medical Certification Association (with satisfactory testing score) and/or CPCTA through National Health Career Association (with satisfactory testing score)

**ICC FULL-TIME PROGRAMS**

- ◇ Clinical Psychiatric Technician
- ◇ Mental Health Technician
- ◇ Nursing Technician





- POGRAMAS TIEMPO COMPLETO**
- ◇ Técnico Clínico Psiquiátrico
  - ◇ Técnico en Salud Mental
  - ◇ Técnico de Enfermería



**PROGRAMAS: DESCRIPCION DE CURSOS/PROGRAMA TIEMPO COMPLETO (cont.)**

**TÉCNICO CLÍNICO PSIQUIÁTRICO**

Este programa está disponible en el sitio y / o en vivo en línea.

Práctica en la Escuela

**(CONSEJEROS DE SALUD MENTAL; CÓDIGO CIP 511599)**

Este curso es un curso combinado con tres componentes principales: Técnico en Salud Mental, Administración de Consultorios Médicos, los elementos de Atención al Paciente. Incorpora consejería mental y psiquiátrica (teorías del desarrollo y humanísticas, diversas enfermedades mentales, métodos de consejería y rehabilitación, psicofarmacología)

Componente de atención al paciente (centrado en carreras de hospital, hospicio y hogares de ancianos) y componente de asistente médico (centrado en las funciones del consultorio médico). La práctica se llevará a cabo en el sitio.

**HORARIO: Lun-Jue; 5 pm -10 pm MATRÍCULA TOTAL: \$10,040**

**CUOTA DE REGISTRACIÓN: \$40**

**Desglose de MATRÍCULA/TASAS: Matrícula: \$9,324;**

**Bks/Unfrm/Suppl: \$378; Tarifa de prueba: \$ 298**

**PRE-REQUISITO: Diploma de escuela secundaria o GED HORAS TOTALES: 720**

**CERTIFICACIÓN/LICENCIA/ESTÁNDARES DE LA INDUSTRIA:**

Certificado de finalización (al completar con éxito todos los requisitos del curso)

NCPT a través de la Asociación Americana de Técnicos Psiquiátricos y CMAA o CPCTA a través de la NHA (con puntaje satisfactorio en las pruebas)

**TÉCNICO EN SALUD MENTAL**

Este programa está disponible en el sitio y / o en vivo en línea.

Prácticas en la Escuela

**(CONSEJEROS DE SALUD MENTAL; CÓDIGO CIP 511599)**

Este curso es un curso combinado con dos componentes principales: Técnico en Salud Mental y los elementos de Atención al Paciente. Incorpora consejería mental y psiquiátrica (teorías del desarrollo y humanistas, diversas enfermedades mentales, métodos de asesoramiento y rehabilitación, psicofarmacología) y Componente de atención al paciente (centrado en carreras hospitalarias, de hospicio y de hogares de ancianos). La práctica para el componente médico y el componente de rehabilitación de salud mental se llevará a cabo en el lugar.

**HORARIO: Lun-Jue; 5 pm -10 pm**

**MATRÍCULA TOTAL: \$5,040 TARIFA DE REGISTRACIÓN: \$40**

**Desglose de MATRÍCULA/TASAS: Matrícula: \$4,785; Bks/Unfrm/Suppl: 72;**

**Tarifa de prueba: \$143**

**PRE-REQUISITO: Diploma de escuela secundaria o GED HORAS TOTALES : 240**

**CERTIFICACIÓN/LICENCIA/ESTÁNDARES DE LA INDUSTRIA:**

Certificado de finalización (al completar con éxito todos los requisitos del curso)

NCPT a través de la Asociación Americana de Técnicos Psiquiátricos (con puntaje satisfactorio en las pruebas)

**TÉCNICO DE ENFERMERÍA**

Este programa está disponible en el sitio y / o en vivo en línea. Prácticas disponibles

**(ASISTENTE DE ENFERMERÍA Y ASISTENTE DE ATENCIÓN AL PACIENTE;**

**CÓDIGO CIP 510000)**

Este curso proporciona instrucción en los roles y responsabilidades del técnico de enfermería. Estructura y función corporal, prevención de infecciones, nutrición, principios de crecimiento y desarrollo, seguridad en la atención médica, atención médica domiciliar y cuidado de la persona mayor son algunos de los temas destacados. Se proporciona instrucción y práctica de las habilidades básicas de atención al paciente requeridas para los técnicos de enfermería. Las habilidades practicadas incluyen asistencia al paciente con las actividades de la vida diaria, cuidado personal, transferencia y posicionamiento, medición de signos vitales, medición de ingesta y salida, atención restaurativa y comunicación.

**PRE- REQUISITO: High School Diploma o GED TOTAL DE HORAS: 240**

**CERTIFICADO NACIONAL/ LICENCIA/ ESTÁNDAR INDUSTRIAL:**

Certificado (al completar con éxito todos los requisitos del curso)

**HORARIO: Lun-Jue; 5pm -10 pm MATRÍCULA TOTAL: \$ 5,040 TARIFA DE REGISTRO: \$ 40**

**Desglose de TUICIÓN/TARIFAS: Matrícula: \$4,785; Bks/Unfrm/Suppl: 72; Costo del examen: \$143**

NAC a través de la Asociación Americana de Certificación Médica (con puntaje satisfactorio en las pruebas)



## ICC FULL-TIME PROGRAMS

- ◆ Dental and Radiology Assistant
- ◆ Medical Office Manager



## PROGRAMS: COURSE DESCRIPTION FULL-TIME PROGRAMS (cont.)

### DENTAL AND RADIOLOGY ASSISTANT

This program is available on-site and/or live online.

Radiology practical training component **MUST** be conducted on-site  
(DENTAL ASSISTING/ASSISTANT; CIP CODE 510601)

This course is designed to prepare the students to function effectively as an integral member of a dental health care team. The DA component will focus on learning the techniques of dental theory and terminology, four-handed chair side procedures. The Radiology component will introduce students to panoramic radiology, infection control standards, obtaining impression of oral cavity, and custom trays used for vital bleaching procedures. Radiology is taught at off-site location in collaboration with a licensed Radiology Training site. RHS Exam will be offered off-site

**SCHEDULE:** Mon-Thu; 5pm -10 pm

**TOTAL TUITION:** \$4,040 **REGISTRATION FEE:** \$40

**TUITION/FEES breakdown:** Tuition: \$3,538; Bks/Unfrm/Suppl: \$307; Test fee: \$155

**PRE-REQUISITE:** High School Diploma or GED

**TOTAL COURSE HOURS:** 240

#### CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:

Certificate of Completion (upon successful completion of all course requirements)  
Infection Control Exam (ICE); Radiation Health and Safety (RHS) through the Dental Assisting National Board, Inc\*(with satisfactory testing score)

For the RHS—must pass Radiology Training Program's finals & obtain Practicum hours



### MEDICAL OFFICE MANAGER

This program is available on-site and/or live online

(MEDICAL BILLING AND CODING SPECIALIST; CIP CODE 510706)

This course introduces students to a career in outpatient (physician practices) medical office administrative support services. Topics include medical terminology, anatomy and physiology, ICD coding of diseases and CPT procedures, medical insurance and legal aspects of medical administration, the reimbursement accounting processes using applicable Medical Office Management Software. Additionally, this course will cover several aspects of general office management.

**SCHEDULE:** Mon-Thu; 5pm -10 pm

**TOTAL TUITION:** \$5,040 **REGISTRATION FEE:** \$40

**TUITION/FEES breakdown:** Tuition: \$4,639; Bks/Unfrm/Suppl: \$212; Test fee: \$149

**PRE-REQUISITE:** High School Diploma or GED

**TOTAL COURSE HOURS:** 240

#### CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:

Certificate of Completion (upon successful completion of all course requirements)  
Certified Coding and Billing Specialist through National Health Career Association and General Management through NOCTI (with satisfactory testing score)



## PROGRAMAS: DESCRIPCION DE CURSOS PROGRAMA TIEMPO COMPLETO

### ASISTENTE DENTAL Y RADIOLOGÍA

Este programa está disponible presencial o en vivo en línea.  
El componente de radiología DEBE realizarse en el sitio  
(ASISTENTE / ASISTENTE DENTAL; CÓDIGO CIP 510601)

Este curso está diseñado para preparar a los estudiantes para funcionar eficazmente como un miembro integral de un equipo de atención de salud dental. El componente DA se enfocará en aprender las técnicas de teoría y terminología dental, procedimientos laterales de cuatro sillas. El componente de radiología presentará a los estudiantes la radiología panorámica, los estándares de control de infecciones, la obtención de impresiones de la cavidad oral y las bandejas personalizadas que se utilizan para los procedimientos de blanqueamiento vital. La radiología se imparte en un lugar externo en colaboración con un sitio de capacitación en radiología autorizado. El examen RHS se ofrecerá fuera del sitio

**HORARIO:** Lunes-Jueves; 5pm -10 pm

**VALOR TOTAL DEL PROGRAMA:** \$4,040 **COSTO DE REGISTRACION:** \$40

**Desglose de Matricula:** Matricula: \$3,538; Bks/Unfrm/Suppl: \$307; Examen final: \$155

**PRE-REQUISITO:** High School Diploma o GED **HORAS TOTALES DEL CURSO:** 240

#### CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:

Certificado de finalización (al completar con éxito todos los requisitos del curso)

Examen de control de infecciones (ICE); Salud y seguridad radiológica (RHS) a través de la Junta Nacional de Asistencia Dental, Inc \* (con puntaje de prueba satisfactorio)

Para el RHS: debe pasar los exámenes finales del Programa de capacitación en radiología y obtener horas de práctica

### GERENTE DE OFICINA MÉDICA

Este programa está disponible presencial o en vivo en línea  
(ESPECIALISTA EN FACTURACIÓN Y CODIFICACIÓN MÉDICA; CÓDIGO CIP 510720)

Este curso introduce a los estudiantes a una carrera en servicios de apoyo administrativo de consultorio médico para pacientes ambulatorios (consultorios médicos). Los temas incluyen terminología médica, anatomía y fisiología, codificación ICD de enfermedades y procedimientos de CPT, seguro médico y aspectos legales de la administración médica, los procesos contables de reembolso utilizando el software de gestión de consultorios médicos aplicable. Además, este curso cubrirá varios aspectos de la administración general de la oficina.

**HORARIO:** Lunes-Jueves; 5pm -10 pm

**VALOR TOTAL DEL PROGRAMA:** \$5,040 **COSTO DE REGISTRACION:** \$40

**DESGLOSE DE MATRICULA:** Matricula: \$4,639; Bks/Unfrm/Suppl: \$212;

**Examen final:** \$149

**PRE-REQUISITO:** High School Diploma or GED

**HORAS TOTALES DEL CURSO:** 240

#### CERTIFICACIÓN / LICENCIA / NORMAS DE LA INDUSTRIA:

Certificado de finalización (al completar con éxito todos los requisitos del curso)

Especialista certificado en codificación y facturación a través de la Asociación Nacional de Carreras de Salud y Gerencia General a través de NOCTI (con puntaje de prueba satisfactorio)





**ICC PART-TIME PROGRAMS**

- ◆ **Dental Assistant**
- ◆ **Accounting and Bookkeeping Technician**



**PROGRAMS: COURSE DESCRIPTION**  
**FULL-TIME PROGRAMS (cont.)**

**BUSINESS OFFICE MANAGER**

This program is available on-site and/or live online

(MANAGEMENT INFORMATION SYSTEMS; CIP CODE 521201)

This course will cover several aspects of general office management and the elements of Business and Marketing. Students will also acquire Accounting and Bookkeeping skills, necessary to run a successful business office. Document editing, creating spreadsheets, designing advanced PowerPoint presentations will be combined with learning about merchandize inventory, banking, and payroll preparation

SCHEDULE: Mon-Thu; 5pm -10 pm

TOTAL TUITION: \$5,040 REGISTRATION FEE: \$40

TUITION/FEES breakdown: Tuition: \$4,855; Bks/Unfrm/Suppl: \$65; Test fee: \$80

PRE-REQUISITE: High School Diploma or GED

TOTAL COURSE HOURS: 240

CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:

Certificate of Completion (upon successful completion of all course requirements)  
 General Management and/or Accounting Basics through NOCTI (with satisfactory testing score)

**PROGRAMS: COURSE DESCRIPTION**  
**PART-TIME PROGRAMS**

**DENTAL ASSISTANT**

This program is available on-site and/or live online

(DENTAL ASSISTING/ASSISTANT; CIP CODE 510601)

This course is designed to prepare the students to function effectively as an integral member of a dental health care team. It will focus on learning the techniques of dental theory and terminology, four-handed chair side procedures.

SCHEDULE: Mon&Wd; 6pm -10pm

TOTAL TUITION: \$2,864 REGISTRATION FEE: \$40

TUITION/FEES breakdown: Tuition: \$2,500; Bks/Unfrm/Suppl: \$74; Test fee: \$250

PRE-REQUISITE: High School Diploma or GED

TOTAL COURSE HOURS: 96

CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:

Certificate of Completion (upon successful completion of all course requirements)  
 \*Infection Control Exam (ICE) through the Dental Assisting National Board, Inc (with satisfactory testing score) or Dental Assisting through NOCTI

**ACCOUNTING AND BOOKKEEPING TECHNICIAN**

This program is available on-site and/or live online

(ACCOUNTING TECHNOLOGY AND BOOKKEEPING; CIP CODE 520302)

This course will lead new users through a review of accounting basics, setting up a company, reconciliation of bank accounts, paying bills, invoicing and generating reports through financial statements preparation. The course includes preparation for Accounting Basics Certification exam.

SCHEDULE: Mon&Wd; 6pm -10 pm

TOTAL TUITION: \$2,630 REGISTRATION FEE: \$40

TUITION/FEES breakdown: Tuition: \$2,500; Bks/Unfrm/Suppl: \$50; Test fee: \$40

PRE-REQUISITE: High School Diploma or GED

TOTAL COURSE HOURS: 96

CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:

Certificate of Completion (upon successful completion of all course requirements)  
 \*Accounting Basics through NOCTI (with satisfactory testing score)



## PROGRAMAS: DESCRIPCION DEL CURSO PROGRAMAS DE TIEMPO COMPLETO

### GERENTE DE OFICINA

Este programa esta disponible presencial o online en vivo

(SISTEMA DE INFORMACION GENERAL CODIGO CIP 521201)

Este curso cubrirá varios aspectos de la administración general de la oficina y los elementos de negocios y marketing. También adquirirán habilidades de contabilidad y teneduría de libros, necesarias para ejecutar una oficina comercial exitosa. La edición de documentos, la creación de hojas de cálculo, el diseño de presentaciones avanzadas de PowerPoint se combinarán con el aprendizaje sobre el inventario de mercancías, la banca y la preparación de nóminas

**HORARIO:** Lunes– Jueves; 5pm -10 pm

**VALOR TOTAL DEL PROGRAMA:** \$5,040 **VALOR DE REGISTRACION:** \$40

**Desglose de Matricula:** Matricula: \$4,855; Bks/Unfrm/Suppl: \$65; Examen final: \$80

**PRE-REQUISITO:** High School Diploma o GED **HORAS TOTALES DEL CURSO:** 240

**CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:**

Certificado de finalización (al completar con éxito todos los requisitos del curso)

Gerencia general a través de NOCTI (con puntaje de prueba satisfactorio)

## PROGRAMAS:DESCRIPCION DE CURSOS PROGRAMA MEDIO TIEMPO

### AYUDANTE DE DENTISTA

Este programa está disponible presencial o en vivo en línea

(ASISTENTE / ASISTENTE DENTAL; CÓDIGO CIP 510601)

Este curso está diseñado para preparar a los estudiantes para funcionar eficazmente como un miembro integral de un equipo de atención de salud dental. Se centrará en el aprendizaje de las técnicas de teoría y terminología dental, procedimiento lateral de la silla a cuatro manos.

**HORARIO:** Lunes & Miércoles; 6pm -10pm

**VALOR TOTAL DEL CURSO:** \$2,864 **VALOR DE REGISTRACION:** \$40

**Desglosamiento de la Matricula:** Matricula: \$2,500; Bks/Unfrm/Suppl: \$74;

**Examen final:** \$250

**PRE-REQUISITO:** High School Diploma o GED **HORAS TOTALES DEL CURSO:** 96

**CERTIFICACIÓN / LICENCIA / NORMAS DE LA INDUSTRIA:**

Certificado de finalización (al completar con éxito todos los requisitos del curso)

Examen de control de infecciones (ICE) a través de la Junta Nacional de Asistencia

Dental, Inc (con puntaje de prueba satisfactorio) o Asistencia Dental a través de NOCTI

### TÉCNICO DE CONTABILIDAD Y CONTABILIDAD

Este programa está disponible en el sitio o en vivo en línea

(TECNOLOGÍA Y CONTABILIDAD CONTABLE; CÓDIGO CIP 520302)

Este curso guiará a los nuevos usuarios a través de una revisión de conceptos básicos de contabilidad, creación de una empresa, conciliación de cuentas bancarias, pago de facturas, facturación y generación de informes a través de la preparación de estados financieros. El curso incluye la preparación para el examen de certificación de conceptos básicos de contabilidad.

**HORARIO:** Lunes & Miércoles; 6pm - 10pm

**VALOR TOTAL DEL CURSO:** \$ 2,630 **VALOR DE REGISTRACION:** \$ 40

**Desglose de matricula:** Matrícula: \$ 2,500; Bks/Unfrm/Suppl: \$ 50;

**Tarifa de prueba:** \$ 40

**PRE- REQUISITO:** High School Diploma o GED **HORAS TOTALES DEL CURSO:** 96

**CERTIFICACIÓN / LICENCIA / NORMAS DE LA INDUSTRIA:**

Certificado de finalización (al completar con éxito todos los requisitos del curso)

\*Accounting Basics a traves de NOCTI (con puntaje de prueba satisfactorio)



**ICC PART-TIME PROGRAMS**

- ◆ Administrative Assistant
- ◆ Medical Billing and Coding



**PROGRAMS: COURSE DESCRIPTION**  
**PART-TIME PROGRAMS (cont.)**

**ADMINISTRATIVE ASSISTANT /DATA ENTRY SPECIALIST**

This program is available on-site and/or live online

(DATA ENTRY/MICROCOMPUTER APPLICATIONS; CIP CODE 110601)

This course will teach students how to use MS Word, MS Excel, and MS PowerPoint more effectively along with creating professional documents. The Word topics will range from the basic document editing to creating a document with inserted pictures, tables, hyperlinks, mail merges, and postcards. The Excel topics will range from creating spreadsheets to creating a sophisticated business spreadsheet that links to other cells using Excel features. Topics for PowerPoint will range from creating simple presentations to more advanced slide shows with inserted music and videos. Business topics will include Office Management, Communications, and Business Correspondence.

**SCHEDULE:** Tu&Th; 6pm -10 pm

**TOTAL TUITION:** \$2,630 **REGISTRATION FEE:** \$40

**TUITION/FEES breakdown:** Tuition: \$2,500; Bks/Unfrm/Suppl: \$50; Test fee: \$40

**PRE-REQUISITE:** High School Diploma or GED

**TOTAL COURSE HOURS:** 96

Certificate of Completion (upon successful completion of all course requirements)

General Management through NOCTI (with satisfactory testing score)



**MEDICAL BILLING AND CODING SPECIALIST (CIP CODE 510720)**

This program is available on-site and/or live online

This course introduces students to a career in outpatient (physician practices) medical office administrative support services. Topics include medical terminology, anatomy and physiology, ICD coding of diseases and CPT procedures, medical insurance and legal aspects of medical administration, the reimbursement accounting processes using applicable Medical Office Management Software.

**SCHEDULE:** M&Wd; 6pm -10 pm

**TOTAL TUITION:** \$2,707 **REGISTRATION FEE:** \$40

**TUITION/FEES breakdown:** Tuition: \$2,500; Bks/Unfrm/Suppl: \$50; Test fee: \$117

**PRE-REQUISITE:** High School Diploma or GED

**TOTAL COURSE HOURS:** 96

**CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:**

Certificate of Completion (upon successful completion of all course requirements)

\*MCBC through the American Medical Certification Association (with satisfactory testing score)

## PROGRAMAS: DESCRIPCION DE CURSOS PROGRAMA MEDIO TIEMPO

### ASISTENTE ADMINISTRATIVO / ESPECIALISTA EN INGRESO DE DATOS

Este programa está disponible presencial o en vivo en línea

(ENTRADA DE DATOS / APLICACIONES DE MICROCOMPUTADOR; CÓDIGO CIP 110601)

Este curso enseñará a los estudiantes cómo usar MS Word, MS Excel y MS PowerPoint de manera más efectiva junto con la creación de documentos profesionales. Los temas de Word abarcarán desde la edición básica de documentos hasta la creación de un documento con imágenes, tablas, hipervínculos, combinaciones de correspondencia y postales insertadas. Los temas de Excel abarcarán desde la creación de hojas de cálculo hasta la creación de una hoja de cálculo empresarial sofisticada que se vincule a otras celdas utilizando las funciones de Excel. Los temas para PowerPoint van desde crear presentaciones simples hasta presentaciones de diapositivas más avanzadas con música y videos insertados. Los temas de negocios incluirán administración de oficina, comunicaciones y correspondencia comercial.

**HORARIO:** Martes & Jueves; 6pm -10 pm

**VALOR TOTAL DEL PROGRAMA:** \$2,630 **VALOR DE REGISTRACION:** \$40

**Desglose de Matricula:** Matricula: \$2,500; Bks/Unfrm/Suppl: \$50; Examen final: \$40

**PRE-REQUISITO:** High School Diploma o GED

**HORAS TOTALES DEL CURSO:** 96

Certificado de finalización (al completar con éxito todos los requisitos del curso)

Gerencia general a través de NOCTI (con puntaje de prueba satisfactorio)

### ESPECIALISTA MÉDICO EN FACTURACIÓN Y CODIFICACIÓN (CIP CODE 510720)

Este programa está disponible presencial o en vivo en línea

Este curso introduce a los estudiantes a una carrera en servicios de apoyo administrativo de consultorio médico para pacientes ambulatorios (consultorios médicos). Los temas incluyen terminología médica, anatomía y fisiología, codificación ICD de enfermedades y procedimientos de CPT, seguro médico y aspectos legales de la administración médica, los procesos contables de reembolso utilizando el software de gestión de consultorios médicos aplicable.

**HORARIO:** Lunes & Miércoles; 6pm -10 pm

**VALOR TOTAL DEL PROGRAMA:** \$2,707 **VALOR DE REGISTRACION:** \$40

**Desglose de Matricula:** Matricula: \$2,500; Bks/Unfrm/Suppl: \$50; Examen final: \$117

**PRE-REQUISITO:** High School Diploma o GED

**HORAS TOTALES DEL CURSO :** 96

**CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:**

Certificado de finalización (al completar con éxito todos los requisitos del curso)

Especialista certificado en codificación y facturación a través de la American Medical Certification Association (con puntaje de prueba satisfactorio)



**ICC PART-TIME AND SATURDAY PROGRAMS**

- ◆ **Baking for Beginners**
- ◆ **Construction Basics**
- ◆ **Discount Coupons**



**Open House Discount:**  
 Pay in Full—10%  
 Pay 1/2—5%

REGISTER FOR 2 CLASSES,  
 GET 20% OFF TUITION  
 If paid in FULL

**BRING A FRIEND**  
**5% OFF**  
 And register for the same trimester together  
 RECEIVE 5% OFF YOUR TUITION

COUPONS CAN'T BE COMBINED  
 COUPONS DON'T APPLY TO LOANS OR GRANTS

**EARLY REGISTRATION DISCOUNTS**

5-15% OFF Pay in full—15%  
 Pay 1/2—5%

**EARLY DEADLINES**  
 Trimester I—August 20  
 Trimester II—December 20  
 Trimester III—March 20

**PROGRAMS: COURSE DESCRIPTION  
 PART-TIME PROGRAMS**

**BAKING FOR BEGINNERS**

This program is available on-site and/or live online  
 (Baker/Pastry Chef; CIP CODE 120501)

This course is designed for students, who are interested in dessert, pastry, and classic baking techniques. Participants will learn various baking principles such as artisanal bread making, pastries, desserts, holiday classics, and candy preparation. All hands-on experiences will be conducted at a commercial or in student's kitchen.

**SCHEDULE:** Tue & Th; 6pm—10pm

**TOTAL TUITION:** \$2,107 **REGISTRATION FEE:** \$40

**TUITION/FEES breakdown:** Tuition: \$1,900; Bks/Unfrm/Suppl: \$40; Test fee: \$40

**PRE-REQUISITE:** High School Diploma or GED

**TOTAL COURSE HOURS:** 96

**CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:**

Certificate of Completion (upon successful completion of all course requirements)

\*Commercial Baking Certificate through NOCTI (with satisfactory testing score)

**PROGRAMS: COURSE DESCRIPTION  
 SATURDAY PROGRAMS**

**CONSTRUCTION BASICS**

This program is available on-site and/or live online  
 (CARPENTER; CIP 460401; ELECTRICIAN; CIP 460302; PLUMBER; CIP 460503)

Throughout this course the students will be able to pick any or all of the construction basic subjects. Each class will meet for 4 weeks and cover the basics of the trade. Carpentry part will cover safety, basic blueprint reading, foundations, forms, rough framing, and exterior/interior finish. Electricity part will teach to identify, estimate, and install rough electrical, including wire and cable, and calculate and install finish electrical. Plumbing part will teach to identify, estimate, and install rough plumbing, and calculate quantities and install finish plumbing fixture. Virtual classes will focus on theory.

**SCHEDULE:** Saturdays; 10.00am—4.00pm

**TOTAL TUITION:** \$1,070 **REGISTRATION FEE:** \$40

**TUITION/FEES breakdown:** Tuition: \$950; Bks/Unfrm/Suppl: \$25; Test fee: \$55

**PRE-REQUISITE:** High School Diploma or GED

**TOTAL COURSE HOURS:** 24/ea comp

**CERTIFICATION/LICENSURE/INDUSTRY STANDARDS:**

Certificate of Completion (upon successful completion of all course requirements)

\*Fundamentals of Constructions through NOCTI (with satisfactory testing score)





## PROGRAMAS:DESCRIPCION DE CURSOS PROGRAMA MEDIO TIEMPO

### REPOSTERIA PARA PRINCIPIANTES

Este programa está disponible presencial / o en vivo en línea  
(Panadero / Pastelero; CÓDIGO CIP 120501)

Este curso está diseñado para estudiantes interesados en postres, pasteles y técnicas clásicas de horneado. Los participantes aprenderán varios principios de horneado, como la fabricación de pan artesanal, pasteles, postres, clásicos navideños y preparación de dulces. Todas las experiencias prácticas se llevarán a cabo en una cocina comercial.

**HORARIO:** Martes & Jueves; 6pm—10pm

**VALOR TOTAL DEL CURSO:** \$2,107 **VALOR DE REGISTRACION:** \$40

**Desglose de Matricula:** Matricula: \$1,900; Bks/Unfrm/Suppl: \$40; Examen final: \$40

**PRE-REQUISITO** High School Diploma o GED

**HORAS TOTALES DEL CURSO:** 96

**CERTIFICACIÓN / LICENCIA / NORMAS DE LA INDUSTRIA:**

Certificado de finalización (al completar con éxito todos los requisitos del curso) Certificado de horneado comercial a través de NOCTI (con puntaje de prueba satisfactorio)

## PROGRAMA DE LOS SABADOS: DESCRIPCION DE CURSOS PROGRAMA DE SABADOS

### CONSTRUCCION BASICA

Este programa está disponible presencial o en vivo en línea  
(CARPINTERO; CIP 460401; ELECTRICISTA; CIP 460302; PLOMERO; CIP 460503)

A lo largo de este curso, los estudiantes podrán elegir cualquiera o todas las materias básicas de construcción. Cada clase se reunirá durante 4 semanas y cubrirá los conceptos básicos del oficio. La parte de carpintería cubrirá la seguridad, la lectura básica de planos, los cimientos, las formas, el enmarcado y el acabado exterior / interior. La parte de electricidad enseñará a identificar, estimar e instalar electricidad áspera, incluidos cables y alambres, y a calcular e instalar el acabado eléctrico. La parte de plomería enseñará a identificar, estimar e instalar tuberías en bruto, y calcular cantidades e instalar accesorios de plomería de acabado.

**HORARIO:** Sabados; 10.00am—4.00pm

**VALOR TOTAL:** \$1,070 **VALOR DE REGISTRACION:** \$40

**Desglose de Matricula:** Tuition: \$950; Bks/Unfrm/Suppl: \$25; Examen final: \$55

**PRE-REQUISITO:** High School Diploma or GED

**HORASTOTALES DEL CURSO:** 24/cada componente

**CERTIFICACIÓN / LICENCIA / NORMAS DE LA INDUSTRIA:**

Certificado de finalización (al completar con éxito todos los requisitos del curso)

\*Fundamentals of Constructions a traves de NOCTI (con puntaje de prueba satisfactorio)





- ◆ State Approval
- ◆ Testing Center
- ◆ Online learning



**APPROVAL BY THE NJ STATE DEPARTMENT OF EDUCATION  
AND THE DEPARTMENT OF LABOR**



Institute for Contemporary Careers is approved by the NJ Education Department and by the Department of Labor as a Private Post-Secondary Institution

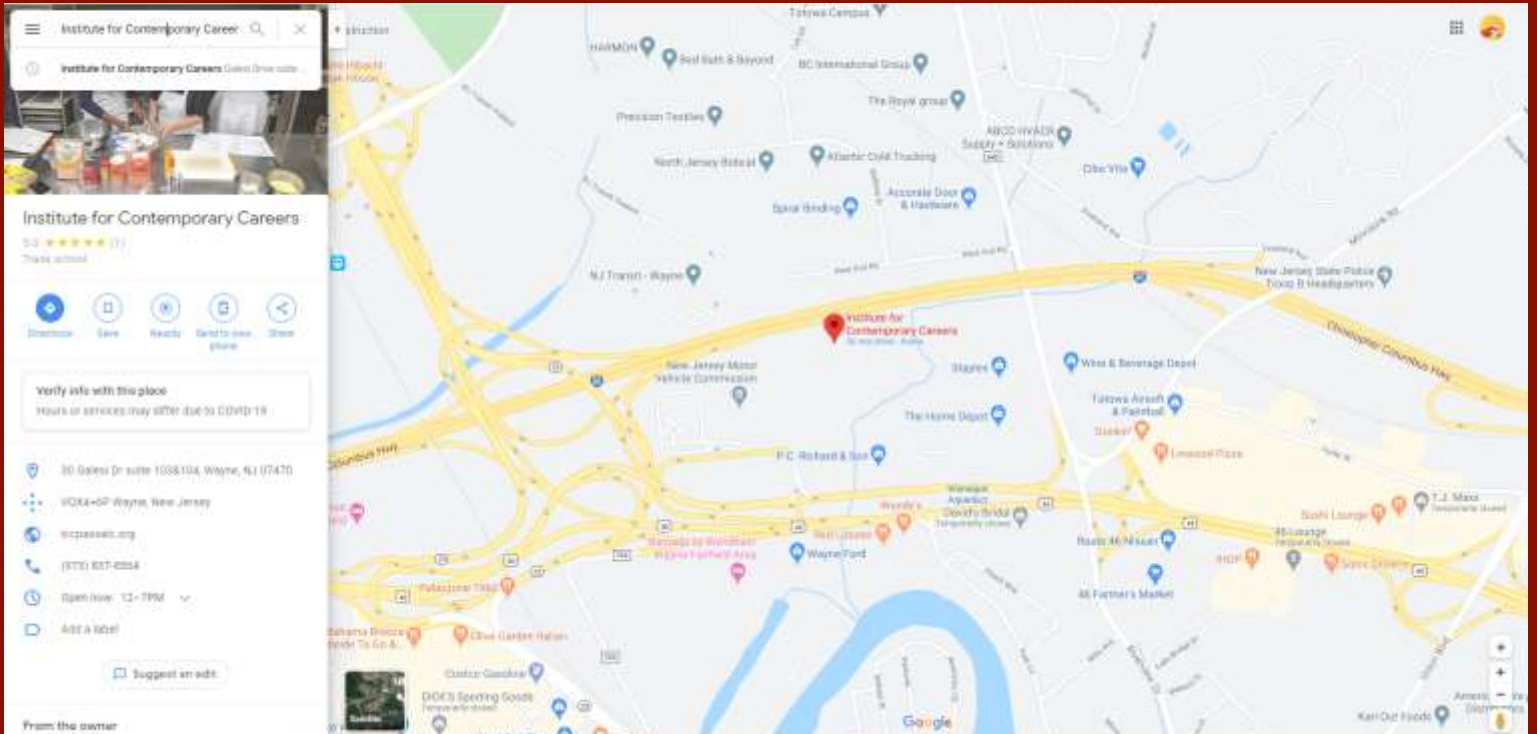
**Our Administrators and Instructors are approved by the following organizations to proctor Certification and Licensing Exams:**

- National Restaurant Association (NRA) - ServSafe Exams
- National Occupational Competency Testing Institute - Various NOCTI Exams
- CDA Council - Child Development Associate Portfolio
- Educational Testing Services (ETS) - PRAXIS Parapro
- National HealthCareer Association (NHA) - Medical Exams
- American Medical Certification Association (AMCA) - Medical Exams

**We are proud to offer LIVE ONLINE classes to all of our students**



Most of our classes are conducted on-site as well as on-line. Online classes are taught synchronously with our on-site classes. All online students can see the teacher and the students in class via camera and are able to communicate with them live. Curriculum and assignments are the same for all students. Practicum (if required) is conducted either on our site, at students' homes, or at the designated third party locations.



## INSTITUTE FOR CONTEMPORARY CAREERS

30 Galesi Dr/Suite 104; Wayne, NJ 07470

Phone: 973.837.8564  
Phone in Spanish: 862.290.7681  
Email: [icc07055@gmail.com](mailto:icc07055@gmail.com)  
Website: [www.iccpassaic.org](http://www.iccpassaic.org)

