

# Richmond Adult Technical Center



## COURSE CATALOG



# From The Desk of Instructional Specialist

*Have you ever dreamed what it would be like to completely change your life, be successful and have a job you absolutely love? It's Never Too Late!*

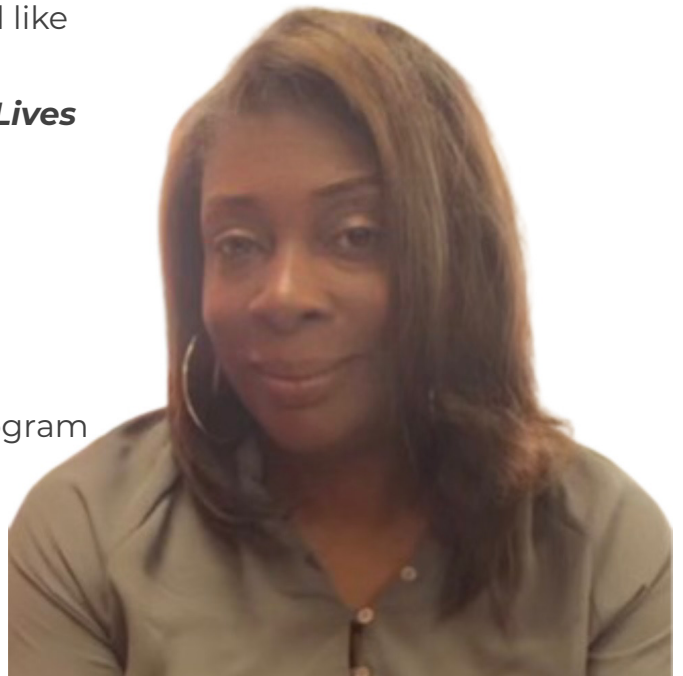
Welcome to the Richmond Adult Technical Center Catalog --where dreams come true and where we change lives one course at a time! I am energized, committed, and dedicated to your success. Each year we revise, enrich, and expand our programs. This coming year we have added in person classes in Real Estate. In addition, we are also offering CNA, EKG Technician, Medical Billing and Coding offered online in Spanish. If you have further courses you would like to see, let us know!

***Richmond Adult Technical Center--Changing Lives  
One Course at a Time. It's Never Too Late!***

*V. LaVerne Ballard*

**V. LaVerne Vines/Ballard**

Instructional Specialist Adult Apprenticeship Program



*Designing Your Legacy In Education...It's Never Too Late!*

# **Adult Education Administrative Staff**

**Dr. Rhonda Turner**  
**Manager, Career and Technical Education**

**Mrs. V. LaVerne Ballard**  
**Instructional Specialist Adult Apprenticeship Program**

**Ms. Clem-Sherie King**  
**Administrative Office Associate**

# | Important RATC Information

## HOW TO REGISTER:

ONLINE—[www.RATC.RVASchools.net](http://www.RATC.RVASchools.net)

We will accept:

- Visa
- MasterCard
- Discover
- Credit/Debit Cards

COMPANY SPONSORS -

[www.RATC.RVASchools.net](http://www.RATC.RVASchools.net)

We will accept:

- Visa
- MasterCard
- Discover
- Credit Cards

Complete Student Information form and submit, company will be invoiced

Company Sponsor Checks

**ENROLLMENT:** Registrations are accepted on a “first-come, first-serve” basis until a class is filled. We urge you to register early, classes fill up fast! You may register before and/or up to two days prior to the class starting date. Early enrollment will allow us to plan classes to meet your needs. You will be notified if the class has been filled, postponed or canceled. The minimum enrollment for most classes is 10. Due to insufficient enrollment, classes will be canceled 24 hours prior to the scheduled starting date.

**REFUND POLICY:** If a class is cancelled by the administration, tuition is refunded minus processing fee with the completion of a Request for Tuition Refund Form and a copy of the original student payment receipt. Please allow two (2) weeks to process a refund. After the 2nd day of attendance, there will be NO REFUND of class payments. **Once a credit is provided, NO EXCEPTIONS are given for monetary refunds.**

**NO SMOKING/ALCOHOL POLICY:** There will not be any smoking or use of tobacco products nor consumption of alcoholic beverages on the property of Richmond Public Schools.

**WEATHER & EMERGENCY INFO:** If Richmond City Public Schools classes are cancelled or if schools are closed early due to inclement weather, instructors and students should first check the radio and television stations. It will contain the most current information, and then check the school website to gain information on the status of adult evening school classes. Every possible effort will be made to provide announcements related to school closures as early as possible. Instructors may also call the School System Office at (804) 780-7000 to obtain information on the status of classes.





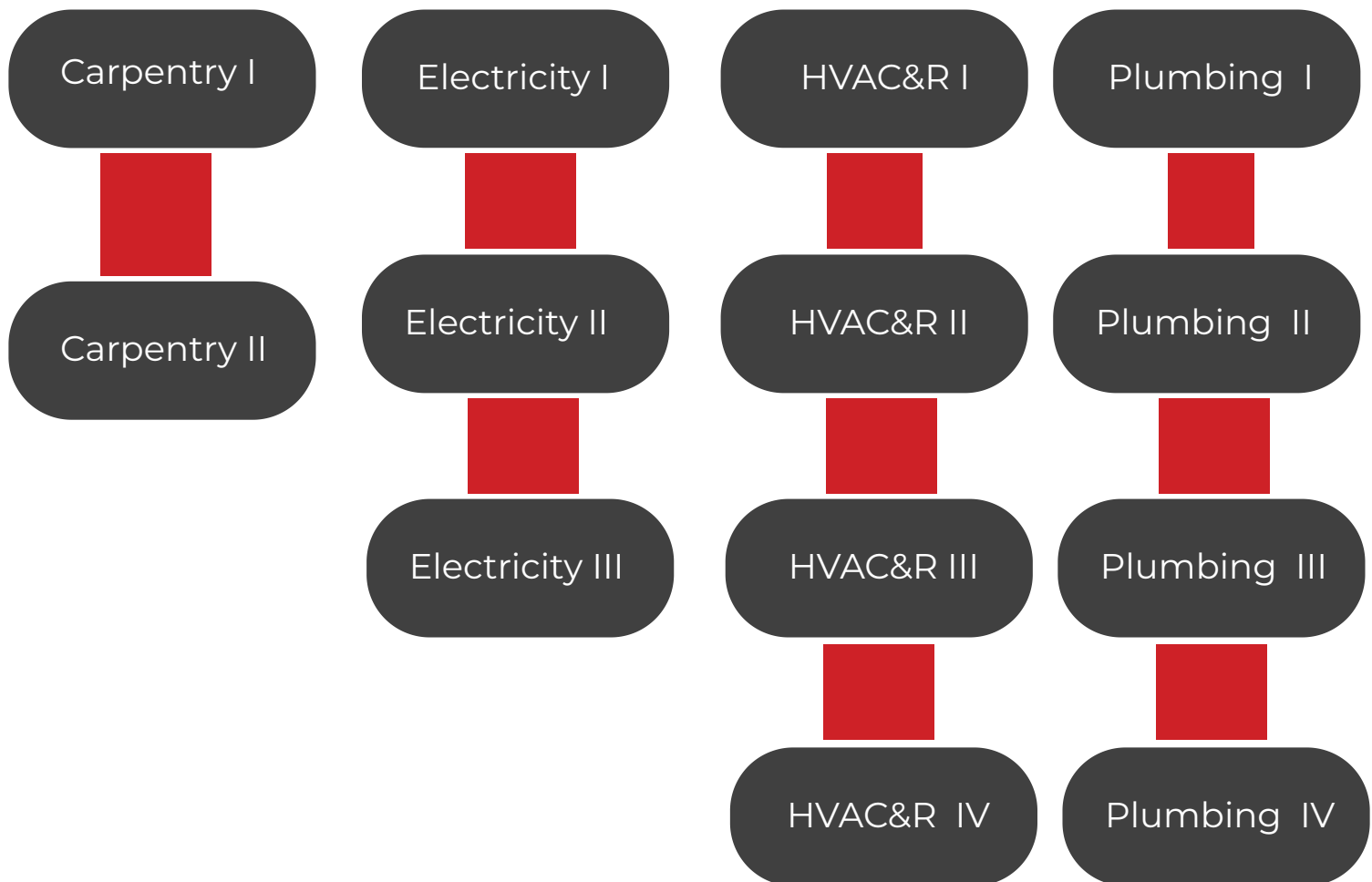
# Inside RATC





# Apprenticeships

## Architecture & Construction/Tradesman



# Course Descriptions

## Carpentry

### Carpentry I

Basic Carpentry 1 is designed to introduce students to the fundamental principles and practices of carpentry. This hands-on course provides beginners with essential skills and knowledge necessary for entry-level carpentry work to include small projects and a culminating group project. Through a combination of theoretical instruction and practical application, students will learn the basics of carpentry tools, materials, and techniques. Tool belt and some essential tools provided.

**Tuition** \$600 **Classroom Hour Credits:** 75

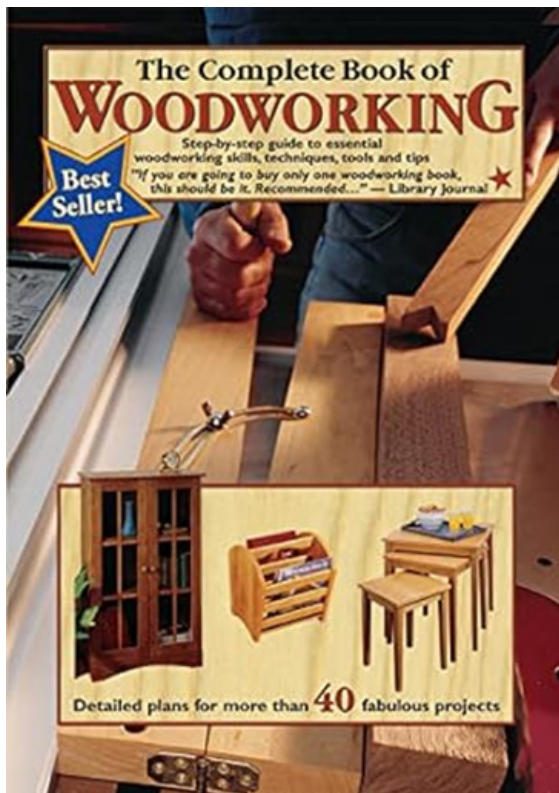
**Days:** M/W **Time:** 6:30 pm - 9:30 pm

### Carpentry II

Basic Carpentry 2 is a continuation of the introductory course, further expanding upon the foundational principles and practices of carpentry. Building upon the skills acquired in Basic Carpentry 1, this course delves deeper into advanced techniques and applications. Through a combination of hands-on learning and theoretical instruction, students will enhance their proficiency in carpentry tools, materials, and methodologies. Culminating group project.

**Tuition** \$600 **Classroom Hour Credits:** 75

**Days:** M/W **Time:** 6:30 pm - 9:30 pm



ISBN-10  
9780980068870



# Course Descriptions

## Electricity I

### Electricity I – First Semester

Fundamental Calculations & Wiring - This program consists of electrical theory, AC/DC fundamentals, electrical wiring, Ohm's Law, devices, circuits, blueprint reading, Electrical Code application to home, business, and industries. National Electrical Code, trade math, trade terminology, and some trade science and physics will be introduced.

**Tuition** \$600 **Classroom Hour Credits:** 75

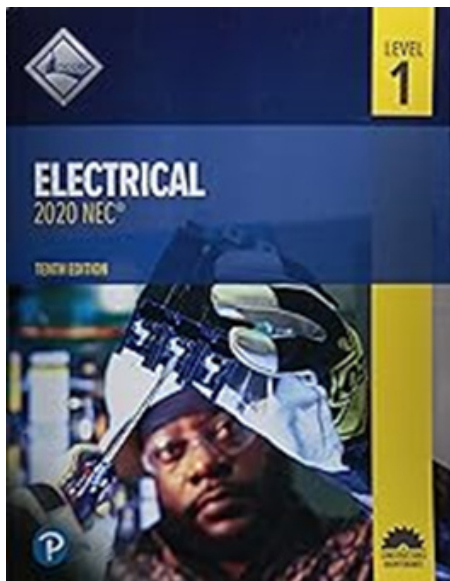
**Days:** T/TH **Time:** 6:30 pm - 9:30 pm

### Electricity I – Second Semester

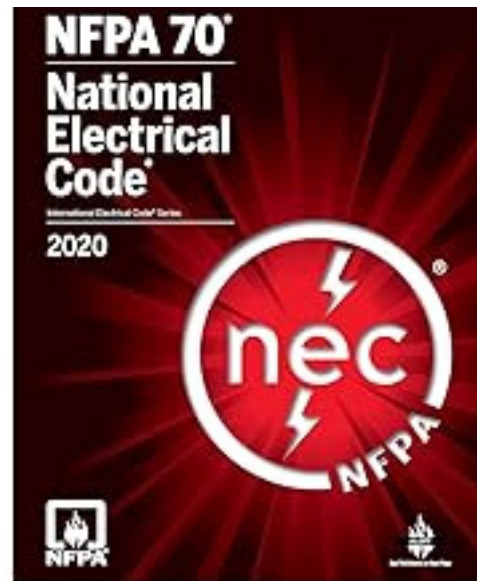
Continuation on Fundamental Calculations & Wiring - This program consists of electrical theory, AC/DC fundamentals, electrical wiring, Ohm's Law, devices, circuits, blueprint reading, Electrical Code application to home, business, and industries. National Electrical Code, trade math, trade terminology, some trade science and physics will be introduced.

**Tuition:** \$600 **Classroom Hour Credits:** 75

**Days:** T/TH **Time:** 6:30 pm - 9:30 pm



ISBN-10  
0136908535  
ISBN-13  
978-0136908531



# Course Descriptions

## Electricity II

### Electricity II – First Semester

Commercial/Industrial Calculations, Codes, Interpretations and Blueprint Reading - This is the second level of electricity and is a study and analysis of electrical theory and code application pertaining to commercial, industrial, and business projects. Additional application of Ohm's Law and electrical formulas are learned. Emphasis will be directed toward devices, circuits, and materials.

**Tuition \$600 Classroom Hour Credits: 75**

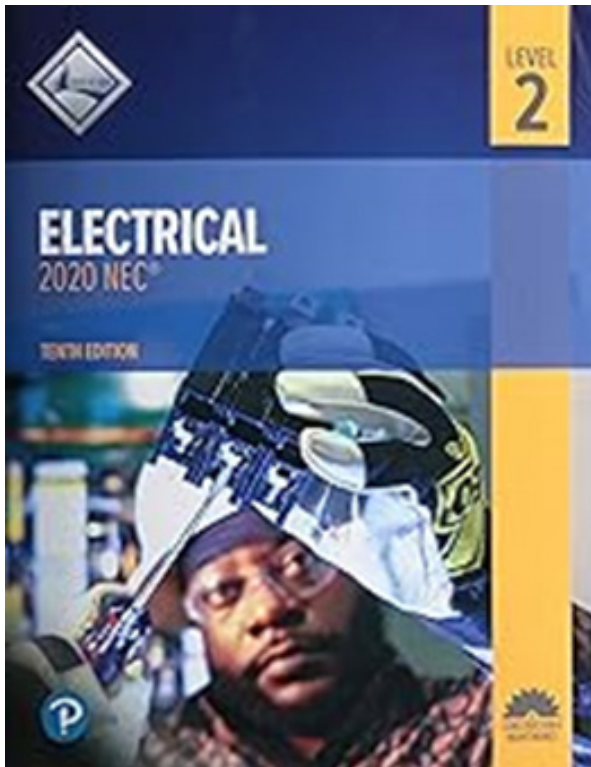
**Days:** M/W **Time:** 6:30 pm - 9:30 pm

### Electricity II – Second Semester

Continuation - Commercial/Industrial Calculations, Codes, Interpretations and Blueprint Reading - This is the second level of electricity and is a study and analysis of electrical theory and code application pertaining to commercial, industrial, and business projects. Additional application of Ohm's Law and electrical formulas are learned. Emphasis will be directed toward devices, circuits, and materials.

**Tuition \$600 Classroom Hour Credits: 75**

**Days:** M/W **Time:** 6:30 pm - 9:30 pm



ISBN-10  
0136897827  
ISBN-13  
978-0136897828



# | Course Descriptions

## Electricity III

### **Electricity III – First Semester**

Residential/Business Calculations, Codes, Interpretations, and Blueprint Reading This course consists of electrical Code application as it pertains to homes, businesses, and industries. Instructions on electrical blueprint reading are provided

**Tuition** \$600 **Classroom Hour Credits:** 75

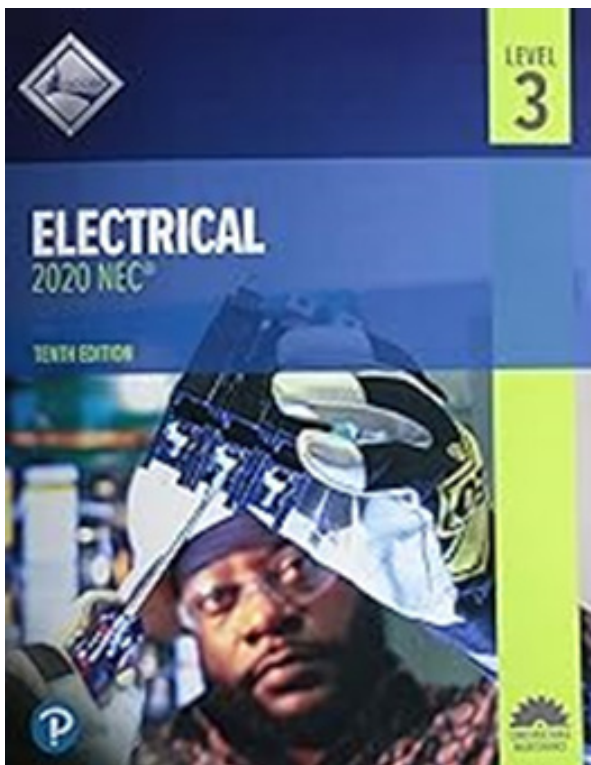
**Days:** T **Time:** 6:30 pm - 9:30 pm

### **Electricity III – Second Semester**

Continuation - Residential/Business Calculations, Codes, Interpretations, and Blueprint Reading This course consists of electrical Code application as it pertains to homes, businesses, and industries. Instructions on electrical blueprint reading are provided.

**Tuition** \$600 **Classroom Hour Credits:** 75

**Days:** T **Time:** 6:30 pm - 9:30 pm



ISBN-10  
0136904807  
ISBN-13  
978-0136904809

# Course Descriptions

## HVAC&R I

### HVAC&R I – First Semester

This course is the beginning course for a service technician. It will include safety, refrigeration fundamentals, thermodynamic principles, tools and equipment, system components, installation procedures, refrigerants, EPA regulations, soldering, and brazing techniques. The class will be 90% classroom theory and 10% practical application.

**Tuition \$600 Classroom Hour Credits: 75**

**Days: M/W Time: 6:30 pm - 9:30 pm**

### HVAC&R I – Second Semester

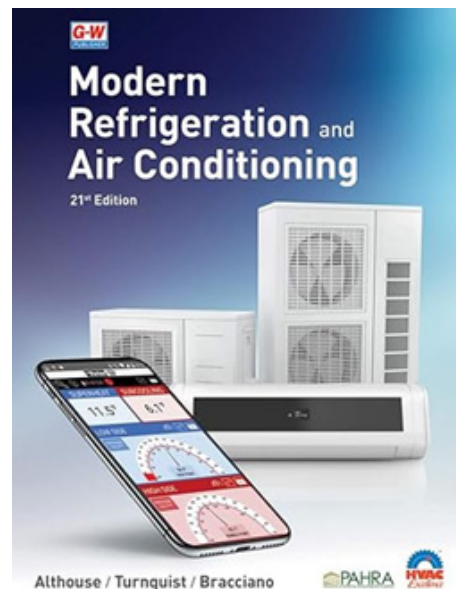
This course is a continuation of HVAC & R I and it will include safety, refrigeration fundamentals, thermodynamic principles, tools and equipment, system components, installation procedures, refrigerants, EPA regulations, soldering, and brazing techniques. The class will be 90% classroom theory and 10% practical application.

**Tuition \$600 Classroom Hour Credits: 75**

**Days: M/W Time: 6:30 pm - 9:30 pm**



ISBN-10  
0137949839  
ISBN-13  
978-0137949830



ISBN-10  
1635638771  
ISBN-13  
978-1635638776

# Course Descriptions

## HVAC&R II

### HVAC & R II - First Semester

This course is a continuation of HVAC R I Electrical is designed for the student to become a service technician. Students will learn electrical theory, electric motors, electrical circuits, schematics, and wiring diagrams, service technique, and procedures.

**Tuition** \$600 **Classroom Hour Credits:** 75

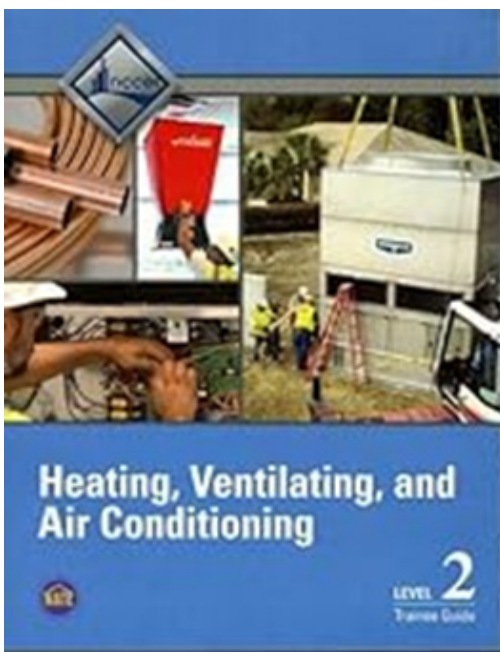
**Days:** T/TH **Time:** 6:30 pm - 9:30 pm

### HVAC&R II – Second Semester

This course is a continuation of HVAC R II- 1st Semester. Electrical is designed for the student to become a service technician. Students will learn electrical theory, electric motors, electrical circuits, schematics, and wiring diagrams, service technique, and procedures.

**Tuition** \$600 **Classroom Hour Credits:** 75

**Days:** T/TH **Time:** 6:30 pm - 9:30 pm



ISBN-10  
0135185122  
ISBN-13  
978-0135185124



ISBN-10  
1616656999  
ISBN-13  
978-1616656997

# Course Descriptions

## HVAC&R III

### HVAC & R III - First Semester

Residential & light commercial heating systems. This course is a continuation and will cover basic theory and application, servicing technique and procedures for modern High-Pressure Oil Burner, Natural Gas Furnaces, Electric Furnaces, Hydronic Systems.

**Tuition** \$600 **Classroom Hour Credits:** 75

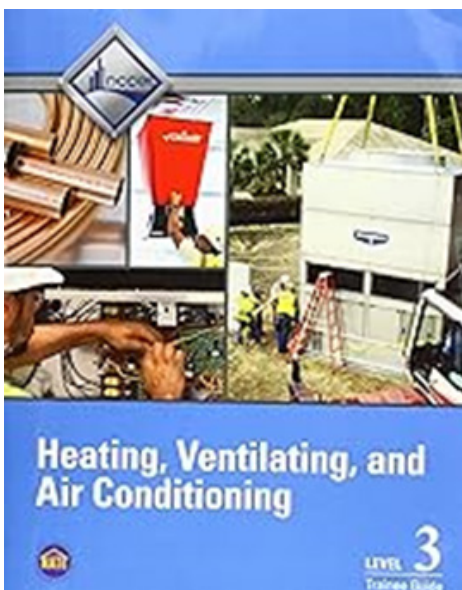
**Days:** M/W **Time:** 6:30 pm - 9:30 pm

### HVAC&R III – Second Semester

Residential & light commercial heating systems. This course is a continuation and will cover basic theory and application, servicing technique and procedures for modern High-Pressure Oil Burner, Natural Gas Furnaces, Electric Furnaces, Hydronic Systems.

**Tuition** \$600 **Classroom Hour Credits:** 75

**Days:** M/W **Time:** 6:30 pm - 9:30 pm



ISBN-10  
0135185106  
ISBN-13  
978-0135185100



ISBN-10  
1609837436  
ISBN-13  
978-1609837433

# Course Descriptions

## HVAC&R IV

### HVAC&R IV – First Semester

Water Treatment. This course will teach students to describe the problems that the properties of water can cause in HVAC systems, identify types of mechanical water treatment devices and equipment, identify and describe how to address water-related problems that occur in specific types of hydronic and steam systems.

**Tuition** \$600 **Classroom Hour Credits:** 75

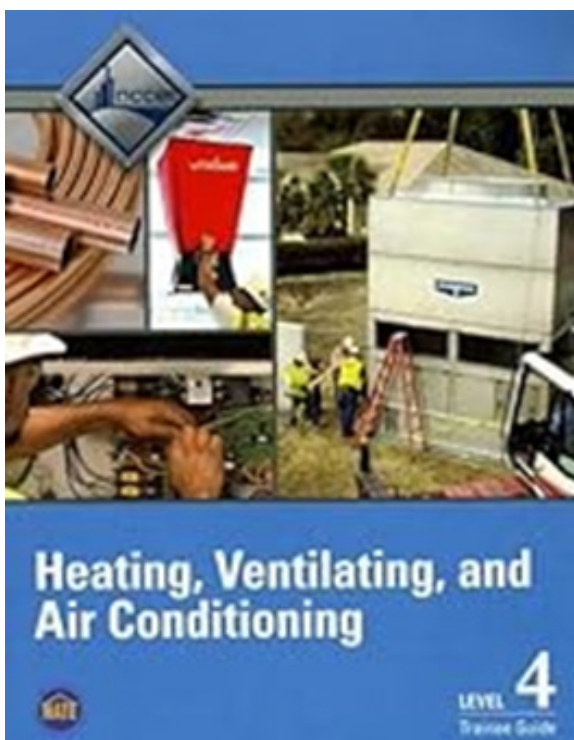
**Days:** M/W **Time:** 6:30 pm - 9:30 pm

### HVAC&R IV – Second Semester

Water Treatment. This course will teach students to describe the problems that the properties of water can cause in HVAC systems, identify types of mechanical water treatment devices and equipment, identify and describe how to address water-related problems that occur in specific types of hydronic and steam systems.

**Tuition** \$600 **Classroom Hour Credits:** 75

**Days:** M/W **Time:** 6:30 pm - 9:30 pm



ISBN-10  
0135185068  
ISBN-13  
978-0135185063



# Course Descriptions

## Plumbing I

### Plumbing I - First Semester

Instruction will be given in the area of basic plumbing tools and terminology, pipes and fittings, joining pipes and fittings including plastic, copper, galvanized, black, no-hub, cast-iron, and spigots; soldering and brazing, trade math, safety, water heaters, sewage disposal drainage, fixture building drains and single line drawings. Students will focus on residential, commercial, and industrial installation practices including cross connections, gas codes, blueprint reading, and fire sprinklers.

**Tuition** \$600 **Classroom Hour Credits:** 75

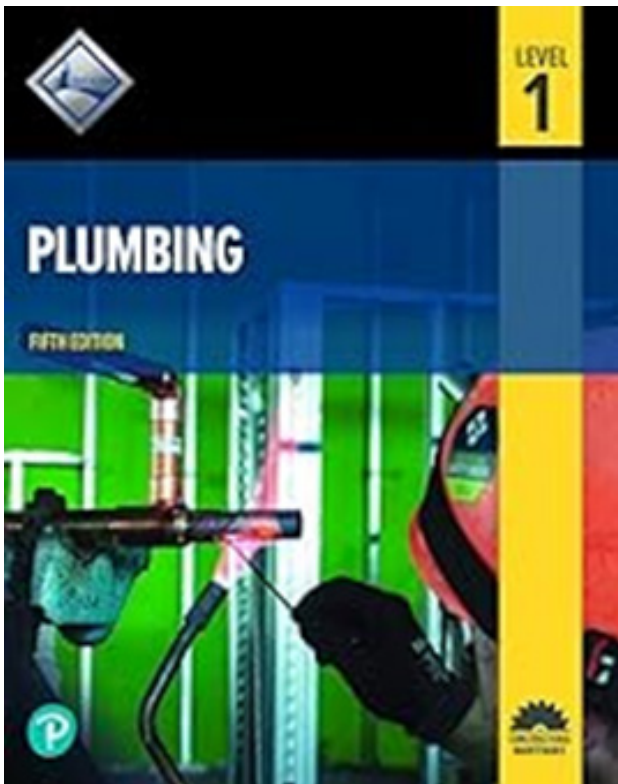
**Days:** M/W **Time:** 6:30 pm - 9:30 pm

### Plumbing I – Second Semester

Continuation of Techniques & Theory in the area of basic plumbing tools and terminology, pipes and fittings, joining pipes and fittings including plastic, copper, galvanized, black, no-hub, cast-iron, and spigots; soldering and brazing, trade math, safety, water heaters, sewage disposal drainage, fixture building drains and single line drawings. Students will focus on residential, commercial, and industrial installation practices including cross connections, gas codes, blueprint reading, and fire sprinklers.

**Tuition** \$600 **Classroom Hour Credits:** 75

**Days:** M/W **Time:** 6:30 pm - 9:30 pm



ISBN-10  
0137933835  
ISBN-13  
978-0137933839

# Course Descriptions

## Plumbing II

### Plumbing II - First Semester

Measurement & Blueprint Reading. This course studies blueprint reading and sketching, isometric pipe drawing, interpreting residential and commercial blueprints. Plumbing math is thoroughly explored during the first semester to serve as a foundation for the second semester's course work.

**Tuition \$600 Classroom Hour Credits: 75**

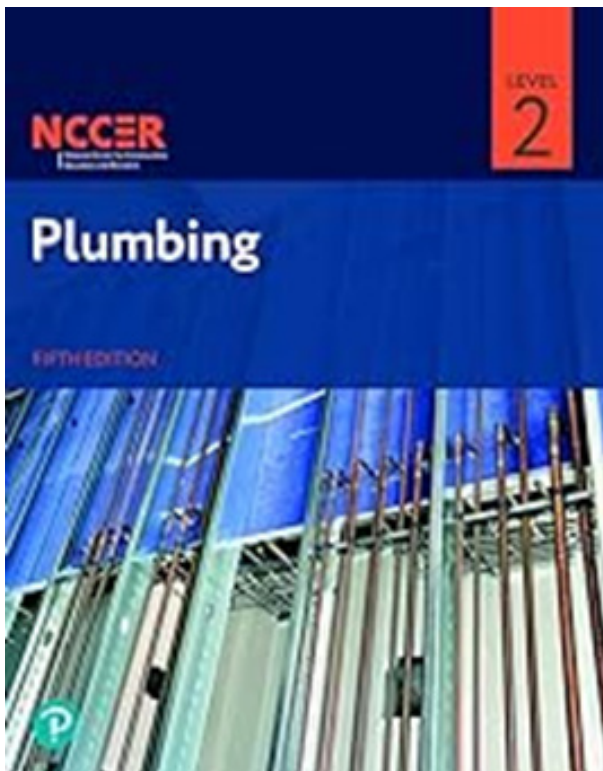
**Days:** T/TH **Time:** 6:30 pm - 9:30 pm

### Plumbing II – Second Semester

Measurement & Blueprint Reading. This course studies blueprint reading and sketching, isometric pipe drawing, interpreting residential and commercial blueprints. Plumbing math is thoroughly explored during the first semester to serve as a foundation for the second semester's course work.

**Tuition \$600 Classroom Hour Credits: 75**

**Days:** T/TH **Time:** 6:30 pm - 9:30 pm



ISBN-10  
0138181195  
ISBN-13  
978-0138181192

# | Course Descriptions

## Plumbing III - Codes

### Plumbing III - Codes - First Semester

Residential/Commercial Codes - This course is a study and analysis of the plumbing codes that are followed by the craft persons to complete plumbing projects throughout the Commonwealth of Virginia.

**Tuition** \$600 **Classroom Hour Credits:** 75

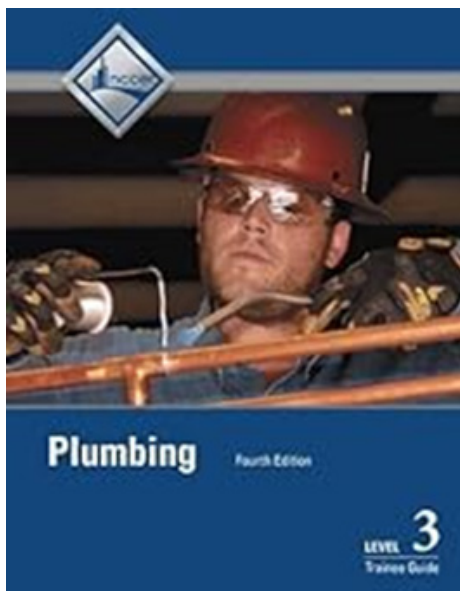
**Days:** T/TH **Time:** 6:30 pm - 9:30 pm

### Plumbing III – Codes – Second Semester

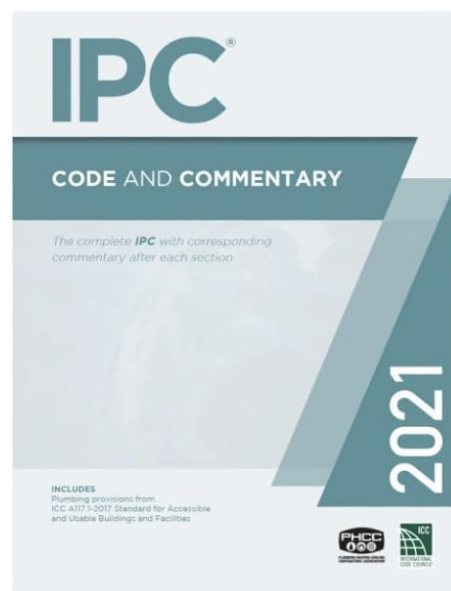
Continuation of Residential/Commercial Codes - This course is a study and analysis of the plumbing codes that are followed by the craft persons to complete plumbing projects throughout the Commonwealth of Virginia.

**Tuition** \$600 **Classroom Hour Credits:** 75

**Days:** T/TH **Time:** 6:30 pm - 9:30 pm



ISBN-10  
0133404242  
ISBN-13  
978-0133404241



ISBN-10  
1952468604  
ISBN-13  
978-1952468605

# Course Descriptions

## Plumbing IV - Gasfitters

### Plumbing IV - Gasfitters - First Semester

This course is a study and analysis of the gas and piping codes that has applications in the local, Commonwealth of Virginia, and National codes to complete plumbing/gas projects.

**Tuition** \$600 **Classroom Hour Credits:** 75

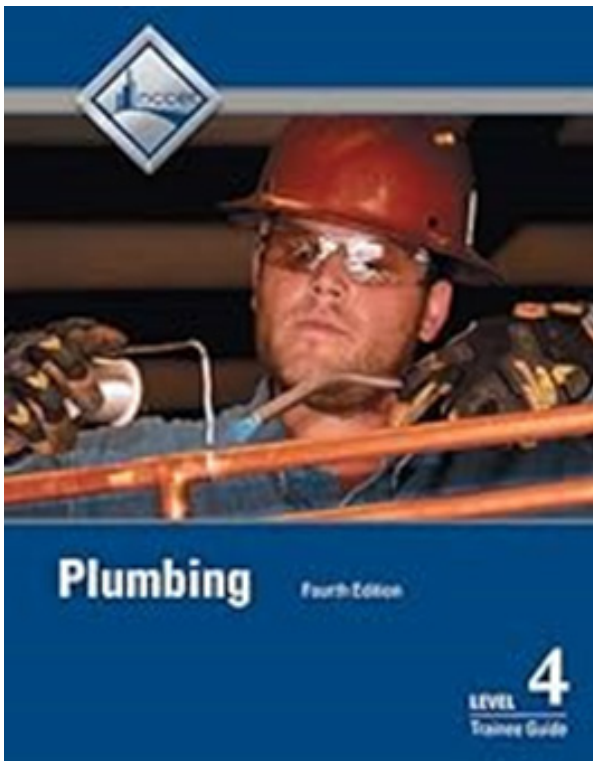
**Days:** T/TH **Time:** 6:30 pm - 9:30 pm

### Plumbing IV – Gasfitters – Second Semester

This course is a study and analysis of the gas and piping codes that has applications in the local, Commonwealth of Virginia, and National codes to complete plumbing/gas projects.

**Tuition** \$600 **Classroom Hour Credits:** 75

**Days:** M/W **Time:** 6:30 pm - 9:30 pm



ISBN-10  
0133824225  
SBN-13  
978-0133824223

# | Course Descriptions

## Plumbing V - Backflow

### **Plumbing V - Backflow**

This course is designed for experienced tradesmen pursuing the required DPOR Backflow Prevention Device Worker Certification (required for all testers as of January 1, 2023). The course will review backflow types, prevention methods and devices, and the responsibilities of all participants in the process. Backflow assemblies and test procedures will be reviewed, and the students will have hands-on time in the wet lab to improve and demonstrate their testing proficiency.

**Tuition** \$900 **Classroom Hour Credits:** 40

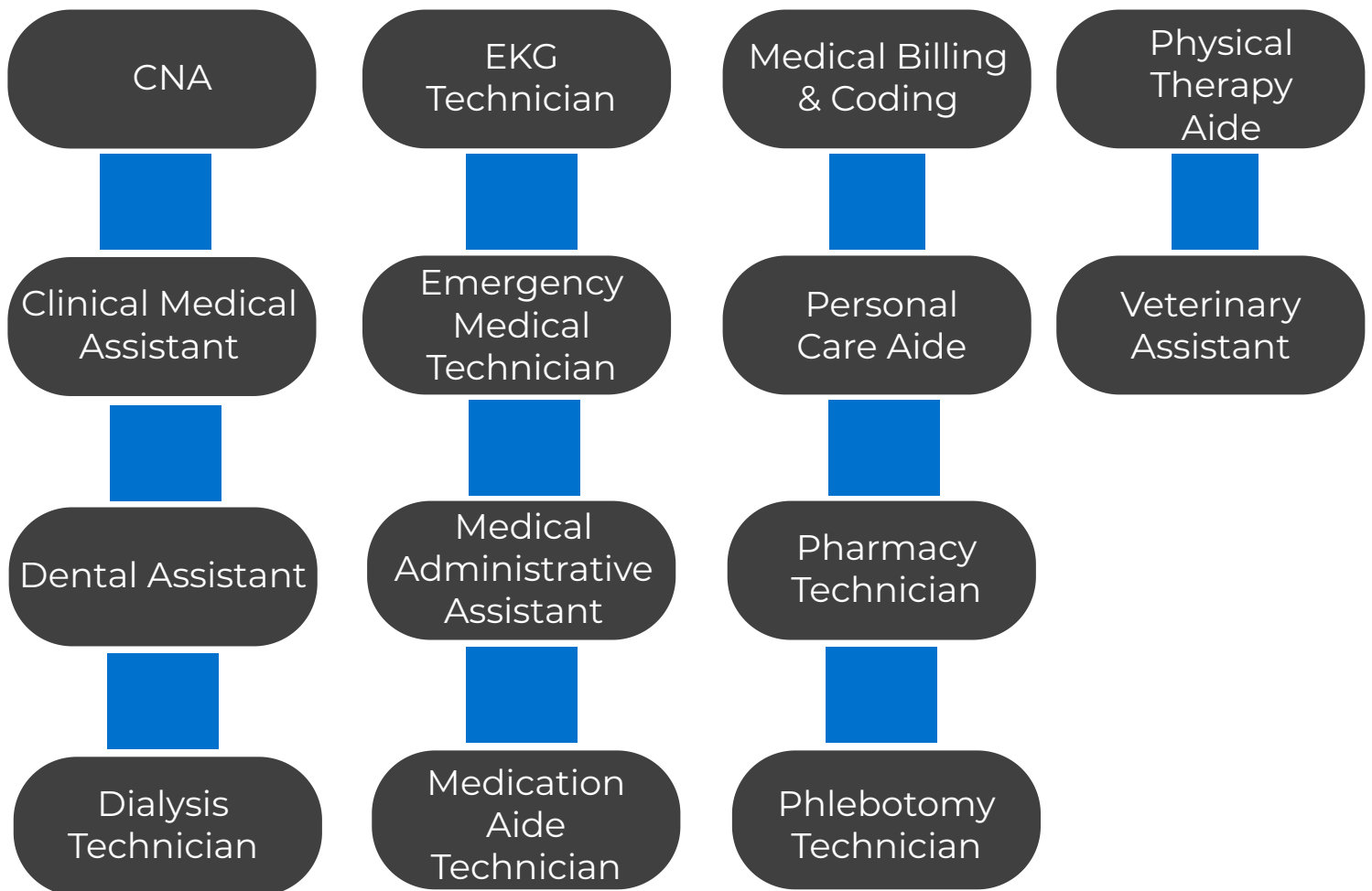
**Days:** T/TH/S **Time:** 6:30 pm - 9:30 pm – T/TH  
8:00 am – 5:00 pm - Saturday

**February 6 - March 1**





# Health Science



# | Course Descriptions

## Ceritfied Nurse Aide - CNA

### **Certified Nurse Aide (CNA)**

Designed to prepares individuals to become a Nursing Assistant and to pass the Certified Nursing Assistant examination. This course meets the Omnibus Budget Reconciliation Act (OBRA) federal requirements for training long-term care nursing assistants to provide basic care. Content includes nursing theory, skills and clinical practice.

**Tuition** \$1,314 **Classroom Hour Credits:** **Days:** M, T, W, TH **Time:** 6:00 pm - 9:30 pm

**Dates:** February 3 - March 18 - Session 1  
March 19 - May 6 - Session 2

## Clinical Medical Assistant

### **Clinical Medical Assistant Program**

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements.

**Note:** Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

**Tuition** \$2,678 **Classroom Hour Credits:** 140 **Clinical:** 160 **Days:** M/T/W/TH

**Time:** 6:00 pm - 9:30 pm **Dates:** February 3 - April 23

# | Course Descriptions *(continued)*

## Dental Assistant

### Dental Assistant Program

The 60 hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions – Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics – Administrative Aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include: introduction to oral anatomy; dental operator; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.

**Clinical Externship:** As part of this Dental Assisting program, you will be eligible to participate in a 40 hour clinical externship.

**Tuition** \$1,339 **Classroom Hour Credits:** 60 **Clinical Credit Hours:** 40 **Days:** T/TH

**Time:** 6:00 pm - 9:30 pm **Dates:** March 4 - May 6

## Dialysis Technician

### Dialysis Technician

This 50-hour Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment. Note: This program does not include a national or state certification as part of its overall objectives. Additionally there is no student internship or clinical rotation offered as part of this program

**NWCA National Certification:** This program meets the necessary requirements to take the National Workforce Career Association (NWCA) Dialysis Technician (CDTA) Exam

**Tuition** \$1,030 **Classroom Hour Credits:** 50 **Days:** M/W

**Time:** 6:00 pm - 9:30 pm **Dates:** March 10 - May 7

# | Course Descriptions *(continued)*

## EKG Technician

### EKG Technician

Prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. Includes important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography, and stress testing.

**Tuition** \$1,339 **Classroom Hour Credits:** 50 **Days:** M/W

**Time:** 6:00 pm - 9:30 pm **Dates:** March 10 - May 7

## Emergency Medical Technician - EMT

### EMT (EMERGENCY MEDICAL TECHNICIAN)

This course provides the basic knowledge and skills needed to deliver Basic Life Support (BLS) care and is required to progress to more advanced levels of prehospital patient care. The course requires a minimum of 144 hours of classroom and skills instruction and requires a minimum of 10 hours of Clinical/Field rotations for a total of 154 hours of training. Virginia certification requires successful completion of a standardized cognitive and psychomotor skills examination. This course is designed to train individuals to serve as a vital link in the chain of the healthcare team. This includes all skills necessary to provide emergency medical care as an attendant in-charge with basic life support ambulance services or other specialized rescue services. The EMT training program is based on the VA EMS Standards and 2021 USDOT National EMS Education Standards. Successful completion of the program will allow the student to meet eligibility for VA and National Registry Certification. More information will be communicated to enrolled students 2-3wks before the start of the course.

**Note:** Students MUST possess current "BLS" CPR Certification at the start of the course. You will be required to successfully complete the CPR course offered during the 1st week of the course to stay enrolled. There is an additional fee for this CPR course. Criminal Background, Drug Screening and Immunization Records will be required.

### Additional Course Fees:

\$40.00-CPR (if needed), \$50- \$100 Additional Uniform Items (Boots, Pants)

**Tuition** \$900

Tuition Fees Include: Immunization Tracker, Drug Screening/Criminal Background Check, Program Exam Fee, Field Shift Fee, Uniform Shirt Fee

**Classroom Hour Credits:** 144+ **Minimal Field Credit Hours:** 24+ **Clinical Credit Hours:** 10 **Days:** M/W/S

**Time:** 6:00 pm - 9:30 pm **Dates:** January 27 - May 8

# | Course Descriptions *(continued)*

## Medical Administrative Assistant

### **Medical Administrative Assistant Program (With Clinical Externship)**

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field.

**Clinical Externship:** As part of this Medical Administrative Assistant program, you will be eligible to participate in a 40 hour clinical externship.

**National Certification:** This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam.

**Tuition** \$1,133 **Classroom Hour Credits:** 50 **Clinical Hour Credits:** 40 **Days:** M/W **Time:** 6:00 pm - 9:30 pm

**Dates:** March 10 – May 7

## Medication Aide Technician

### **Medication Aide Technician**

The Medication Aide Technician course is designed to train nursing assistants (CNA's) and residential attendants to safely administer non-parenteral medications in long- term care (nursing home) facilities and related areas.

**Tuition** \$700 **Classroom Hour Credits:** 32 **Days:** T, W, TH **Time:** 5:30 pm - 9:30 pm

**Dates** TBD

**8 day Class**



# | Course Descriptions *(continued)*

## Medical Billing & Coding

### **Medical Administrative Assistant Program (With Clinical Externship)**

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field.

**Clinical Externship:** As part of this Medical Administrative Assistant program, you will be eligible to participate in a 40 hour clinical externship.

**National Certification:** This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam.

**Tuition** \$1,133 **Classroom Hour Credits:** 50 **Clinical Hour Credits:** 40 **Days:** M/W **Time:** 6:00 pm - 9:30 pm

**Dates:** February 25 – April 23

## Personal Care Aide

### **Personal Care Aide**

These professionals must possess the technical skills necessary to service complex patient care issues including: rehabilitation services, diagnostic tests, basic bedside care, collection of laboratory specimens, Phlebotomy and EKG's. In addition to practicing and demonstrating EKG, Phlebotomy and base line nursing skills, content includes: medical terminology, anatomy and physiology and miscellaneous patient care concepts. Other topics include: HIPAA; vital signs; patient care; personal hygiene and grooming and aseptic technique among others.

**Tuition** \$600 **Classroom Hour Credits** 40 **Days:** T, W, TH **Time:** 5:30 pm - 9:30 pm

**Dates:** TBD

**10 day Class**

# | Course Descriptions *(continued)*

## Pharmacy Technician

### Pharmacy Technician Program

This comprehensive 50hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the "top 200 drugs", I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement.

**National Certification:** This program meets the necessary requirements to take the Pharmacy Technician Certified Board (PTCB) – Certified Pharmacy Technician (PTCB) exam.

**Clinical Externship:** As part of this Pharmacy Technician program, you will be eligible to participate in a 80 hour clinical externship.

**Tuition** \$1,339 **Classroom Hour Credits:** 50 **Clinical Hour Credits:** 80 **Days:** M/W **Time:** 6:00 pm - 9:30 pm

**Dates:** March 10 – May 7

## Phlebotomy Technician

### Phlebotomy Technician Certification Program

This 90 hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods.

**Clinical Externship:** As part of this Phlebotomy Technician program, you will be eligible to participate in an 40 hour clinical externship.

**National Certification:** Students who complete this program will have the opportunity to pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam.

**Tuition** \$1,957 **Classroom Hour Credits:** 90 **Clinical Hour Credits:** 40 **Days:** M/W/TH **Time:** 6:00 pm - 9:30 pm

**Dates:** February 24 – May 5

# | Course Descriptions *(continued)*

## Physical Therapy Aide

### **Physical Therapy Aide Program**

This comprehensive 50-hour Physical Therapy Aide Program prepares students for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation center and some orthopedic clinics.

**Clinical Externship:** As part of this Physical Therapy Aide program, you will be eligible to participate in a 40 hour clinical externship.

**National Certification:** This program does not include a national or state certification as part of its overall objectives.

**Tuition** \$1,545 **Classroom Hour Credits:** 50 **Clinical Hour Credits:** 40 **Days:** M/W **Time:** 6:00 pm - 9:30 pm

**Dates:** February 10 – April 30

## Veterinary Assistant

### **Veterinary Assistant**

This comprehensive course covers the knowledge and skills necessary to participate in the care of animals as well as an understanding of the clerical/accounting duties necessary to maintain an efficient and competent front office. This Veterinary Assistant program provides students an opportunity to obtain the necessary knowledge and skills to succeed in an entry-level position as a veterinary assistant. NWCA Veterinary Assistant Certification (VET)

**Tuition** \$1,957 **Classroom Hour Credits:** 50 **Days:** M/W **Time:** 6:00 pm - 9:30 pm

**Dates:** February 10 – April 28



# Hospitality & Tourism

Culinary Arts



ServSafe



ManageFirst

# Course Descriptions

## Culinary Arts

### **Culinary Arts**

ServSafe Starters training and assessment program is a complete solution that delivers consistent food safety training to employees. ServSafe is the training that is learned, remembered, shared and used. And that makes it the strongest food safety training certification. 11 weeks (Book cost \$75.00 not included but does include score sheet.)

ManageFirst is a competency-based, management development program brought to you by the most trusted organization in the industry — the National Restaurant Association (NRA) — and Pearson. Students earn ManageFirst certificates for each ManageFirst exam passed, demonstrating their mastery of this competency area. Students who master five topic areas — four Core Credential Topics and one Foundation Topic — can earn the ManageFirst Professional® (MFP) Credential. 800 hours of industry-related work experience is also required, further enhancing the value of the credential.

Cooking - Students will begin with cooking theory and move onto hands-on cooking and food preparation by using a variety of food types. Food Handlers Certificate & ServSafe Certificate exam is administered.

**Tuition** \$600 **Classroom Hour Credits:** 75 **Days:** T/TH **Time:** 6:30 pm - 9:30 pm

**Dates:** January 27 - May 8





VIRGINIA DEPARTMENT  
OF LABOR AND INDUSTRY

# Human Services

Barbering I

Cosmetology I

Esthetics I

Nail  
Technology I

Barbering II

Cosmetology II

Esthetics II

Nail  
Technology II

Barberia I

Cosmetologia I

Eyelashes

Barberia II

Cosmetologia II

# Course Descriptions

## Barbering

### Barbering I

Theory study of the structure and function of the skin, common skin disorders, and scalp and hair disorders are the focus of this semester. Hands on classes include providing facial massages, rendering plain facials, and barbering services such as cutting hair, styling hair, preparing customers for haircuts. The conduct required for a successful barber is stressed along with successful relationships with employers, clients, and coworkers.

**APPRENTICE PROGRAM** - MUST COMPLETE 150 CLASS HOURS AND REQUIRED APPRENTICESHIP HOURS IN A Department of Labor & Industry (DOLI) APPRENTICE APPROVED SHOP TO SIT FOR STATE BOARD EXAM

<https://doli.virginia.gov/find-a-sponsor-near-you/>

**Tuition** \$600 **Classroom Hour Credits:** 75 **Days:** M/W or T/TH **Time:** 6:30 pm - 9:30 pm

**Dates:** January 27 - May 8

### Barbering II

Theory courses are offered in combined laboratory-classroom settings, so students may learn hair care by demonstration, experimentation and with the instructor guidance. The curriculum covers topics such as Infection control, hygiene, chemical texturing, hair and scalp care, hair coloring, facials, clipper cutting, razor cutting, and shear-over-comb are also taught. This course instructs students in salon and barbershop management and successful customer relations. Barbering II course prepares graduates for state licensing board examinations.

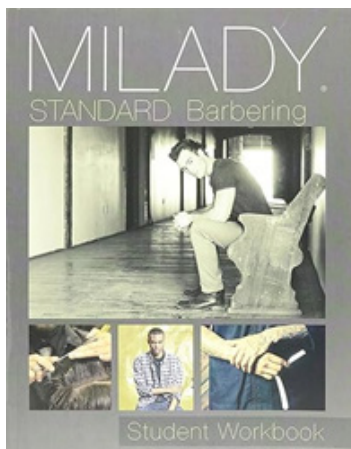
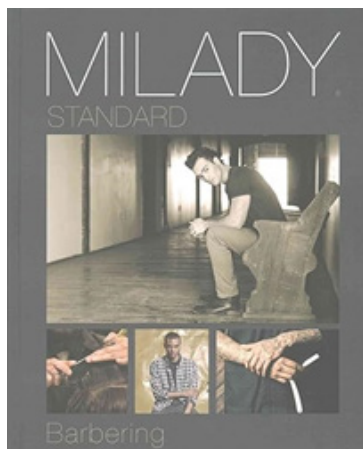
**APPRENTICE PROGRAM** - MUST COMPLETE 150 CLASS HOURS AND REQUIRED APPRENTICESHIP HOURS IN A Department of Labor & Industry (DOLI) APPRENTICE APPROVED SHOP TO SIT FOR STATE BOARD EXAM

<https://doli.virginia.gov/find-a-sponsor-near-you/>

**KIT** - Instructor will provide List

**Tuition** \$600 **Classroom Hour Credits:** 75  
**Days:** T/TH **Time:** 6:30 pm - 9:30 pm

**Dates:** January 27 - May 8



### SUPPLIES AND BOOKS NOT INCLUDED IN TUITION:

**BOOKS** - Can be purchased through Amazon, EBay, Barnes and Noble, and Milady.com

- Milady Standard Barbering Textbook 2017 6th Edition ISBN-13: 978-1-305-10055-8
- Milady Standard Barbering Workbook 2017 6th Edition ISBN-13: 978-1-305-10066-4

**ANY ADDITIONAL INFORMATION ABOUT SUPPLIES WILL BE PROVIDED BY THE INSTRUCTOR**

# Course Descriptions

## Barberia

### Barberia I

El estudio teórico de la estructura y función de la piel, los trastornos comunes de la piel y los trastornos del cuero cabelludo y el cabello son el enfoque de este semestre. Las clases prácticas incluyen masajes faciales, tratamientos faciales simples y servicios de barbería, como cortar el cabello, peinarlo y preparar a los clientes para los cortes de cabello. Se enfatiza la conducta requerida para un barbero exitoso junto con las relaciones exitosas con empleadores, clientes y compañeros de trabajo.

**PROGRAMA DE APRENDIZ:** DEBE COMPLETAR 150 HORAS DE CLASE Y HORAS DE APRENDIZAJE REQUERIDAS EN UN TALLER APROBADO POR EL Departamento de Trabajo e Industria (DOLI) PARA PRESENTAR EL EXAMEN DE LA JUNTA ESTATAL  
<https://doli.virginia.gov/find-a-sponsor-near-you/>

**Matrícula \$600 Horas de clase Créditos: 75 Días:** lunes/miércoles o martes/jueves **Hora:** 6:30 pm - 9:30 pm

**Fechas:** 27 de enero - 8 de mayo

### Barberia II

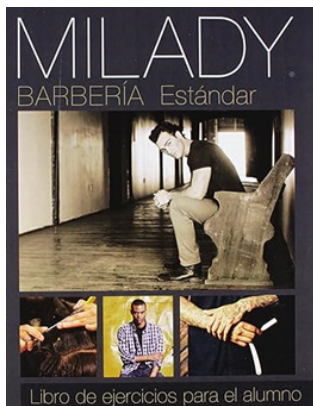
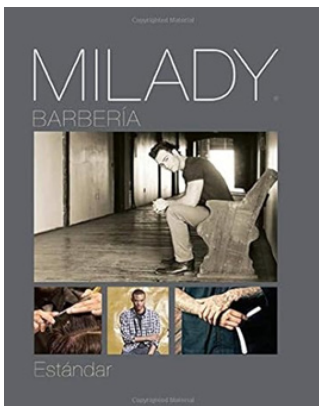
Los cursos teóricos de Barberia II se ofrecen en entornos combinados de laboratorio y aula, de modo que los estudiantes puedan aprender el cuidado del cabello mediante demostración, experimentación y con la guía del instructor. El plan de estudios cubre temas como control de infecciones, higiene, texturizado químico, cuidado del cabello y el cuero cabelludo, coloración del cabello, tratamientos faciales, corte con maquinilla, corte con navaja y corte sobre peine. Este curso instruye a los estudiantes en la gestión de salones y barberías y en relaciones exitosas con los clientes. El curso de Barbería II prepara a los graduados para los exámenes de la junta estatal de licencias.

**PROGRAMA DE APRENDIZ:** DEBE COMPLETAR 150 HORAS DE CLASE Y HORAS DE APRENDIZAJE REQUERIDAS EN UN TALLER APROBADO POR EL Departamento de Trabajo e Industria (DOLI) PARA PRESENTAR EL EXAMEN DE LA JUNTA ESTATAL  
<https://doli.virginia.gov/find-a-sponsor-near-you/>

**KIT:** el instructor proporcionará la lista

**Matrícula \$600 Créditos por horas de clase: 75 Días:** TBD **Hora:** 6:30 pm - 9:30 pm

**Fechas:** TBD



**SUMINISTROS Y LIBROS NO INCLUIDOS EN LA MATRÍCULA:**  
**LIBRO:** se puede comprar a través de Amazon, EBay, Barnes and Noble y Milady.com

- Milady Standard Barbering Textbook 2017 6th Edition ISBN-13: 978-1-305-10055-8
- Milady Standard Barbering Workbook 2017 6th Edition ISBN-13: 978-1-305-10066-4

**CUALQUIER INFORMACIÓN ADICIONAL SOBRE LOS SUMINISTROS SERÁ PROPORCIONADA POR EL INSTRUCTOR**

# Course Descriptions

## Barbering Refresher

### Barbering Refresher

This is a four-night refresher course for course completed students of the Barbering classes. You will be required to apply for your license during the course duration. You are required to test by computer and furnish your own supplies that have approved by the state. Students will need: a copy of the course outline, an exam book, and a portable kit with all items.

**Tuition** \$485

**Classroom Hour Credits:** 12

**Days:** Tuesday ONLY

**Time:** 6:30 pm - 9:30 pm

**Dates:** March 4 - March 25

### Barbería de Actualizacion

Este es un curso de actualización de cuatro noches para los estudiantes que completaron el curso de las clases de Barbering. Se le solicitará que solicite su licencia durante la duración del curso. Se le exige que haga una prueba por computadora y proporcione los suministros aprobados por el estado. Los estudiantes necesitarán: una copia del esquema del curso, un libro de examen / CD del estudiante con exámenes y un kit portátil con todos los artículos. La mayoría de las clases requieren un mínimo de diez estudiantes para una clase que se ofrecerá en el semestre actual. Las excepciones se determinan en una base de clase individual. 1 noche a la semana

**Matrícula** \$485

**Salón de clases Hora Créditos:** 12

**Dias:** Martes SOLAMENTE

**Time:** 6:30 pm - 9:30 pm

**Fechas:** TBD

# Course Descriptions

## Cosmetology

### Cosmetology I

This course allows a student to gain a basic understanding of skills required to become a cosmetologist. The student will be required to demonstrate an understanding of procedures and methods to complete the following tasks: manicure/pedicure, facials, body massages, shampooing, rinsing, scalp and hair care, finger waving, hair styling, permanent waving, hair coloring, hair sculpting, and bacteriology, makeup, haircutting and sanitation methods.

**APPRENTICE PROGRAM** - MUST COMPLETE 150 CLASS HOURS AND REQUIRED APPRENTICESHIP HOURS IN A Department of Labor & Industry (DOLI) APPRENTICE APPROVED SHOP TO SIT FOR STATE BOARD EXAM!  
<https://doli.virginia.gov/find-a-sponsor-near-you/>

**Tuition** \$600 **Classroom Hour Credits:** 75

**Days:** M/W or T/TH **Time:** 6:30 pm - 9:30 pm

**Dates:** January 27 - May 8



### Cosmetology II

This is the second half of the cosmetology program which provides application of concepts and skills learned in Cosmetology I. Instruction will also focus on business management, customer relations, classroom and practical experiences to prepare students for the state board licensing examination. Students will be practicing on individual mannequins. Course kits will be required.

**APPRENTICE PROGRAM** - MUST COMPLETE 150 CLASS HOURS AND REQUIRED APPRENTICESHIP HOURS IN A Department of Labor & Industry (DOLI) APPRENTICE APPROVED SHOP TO SIT FOR STATE BOARD EXAM!  
<https://doli.virginia.gov/find-a-sponsor-near-you/>

**Tuition** \$600

**Classroom Hour Credits:** 75

**Days:** M/W

**Time:** 6:30 pm - 9:30 pm

**Dates:** January 27 - May 8

**KIT** – (cost varies)

### SUPPLIES AND BOOKS NOT INCLUDED IN TUITION:

- BOOKS** - Can be purchased through Amazon, EBay, Barnes and Noble, and Milady.com
- Milady's Standard Cosmetology Textbook with Standard Foundations 2023 14th Edition  
ISBN-13:978-0357871492
  - Student Workbook for Milady Standard Foundations 1st Edition ISBN-13: 978-1337095273

**ANY ADDITIONAL INFORMATION ABOUT SUPPLIES  
WILL BE PROVIDED BY THE INSTRUCTOR**



# Course Descriptions

## Cosmetología

### Cosmetología I

Este curso permite al estudiante obtener una comprensión básica de las habilidades necesarias para convertirse en cosmetólogo. Se requerirá que el estudiante demuestre comprensión de los procedimientos y métodos para completar las siguientes tareas: manicura/pedicura, tratamientos faciales, masajes corporales, lavado con champú, enjuague, cuidado del cuero cabelludo y del cabello, ondulación de los dedos, peinado, ondulación permanente, coloración del cabello, peinado, escultura, y métodos de bacteriología, maquillaje, corte de pelo y saneamiento.

**PROGRAMA DE APRENDIZ:** ¡DEBE COMPLETAR 150 HORAS DE CLASE Y HORAS DE APRENDIZAJE REQUERIDAS EN UN TALLER APROBADO POR EL Departamento de Trabajo e Industria (DOLI) PARA PRESENTAR EL EXAMEN DE LA JUNTA ESTATAL!

<https://doli.virginia.gov/find-a-sponsor-near-you/>

**Matrícula \$600 Créditos por horas presenciales: 75**

**Días:** T/TH **Hora:** 6:30 pm - 9:30 pm

**Fechas:** 27 de enero - 8 de mayo



### Cosmetología II

Esta es la segunda mitad del programa de cosmetología que proporciona la aplicación de conceptos y habilidades aprendidas en Cosmetología I. La instrucción también se centrará en la gestión empresarial, las relaciones con los clientes, el aula y las experiencias prácticas para preparar a los estudiantes para el examen de licencia de la junta estatal. Los estudiantes practicarán con maniqués individuales. Se requerirán kits de cursos.

**PROGRAMA DE APRENDIZ:** ¡DEBE COMPLETAR 150 HORAS DE CLASE Y HORAS DE APRENDIZAJE REQUERIDAS EN UN TALLER APROBADO POR EL Departamento de Trabajo e Industria (DOLI) PARA PRESENTAR EL EXAMEN DE LA JUNTA ESTATAL!  
<https://doli.virginia.gov/find-a-sponsor-near-you/>

**Matrícula \$600 Créditos de horas de clase: 75**

**Días:** L/M **Hora:** 6:30 pm - 9:30 pm

**Fechas:** 27 de enero - 8 de mayo

**KIT** – (el costo varía)

**MATERIALES Y LIBROS NO INCLUIDOS EN LA MATRÍCULA:**  
LIBROS: se pueden comprar a través de Amazon, EBay, Barnes and Noble y Milady.com.

Libro de texto y libro de trabajo estándar de cosmetología de Milady Fundamentos estándar 2023 14.a edición  
ISBN-9798214075914/8214075912

**CUALQUIER INFORMACIÓN ADICIONAL SOBRE SUMINISTROS SERÁ PROPORCIONADA POR EL INSTRUCTOR**

# Course Descriptions

## Cosmetology Refresher

### Cosmetology Refresher

This is a four-night refresher course for course completed students of the Cosmetology classes. You will be required to apply for your license during the course duration. You are required to test by computer and furnish your own supplies with the state approved supply kit items for testing. Refresher students will need: Copy of course outline, an exam book or Student CD w/exams, and a portable kit with all items. A list of these items will be issued with registration completion.

**Tuition** \$485

**Classroom Hour Credits:** 12

**Days:** Tuesday ONLY

**Time:** 6:30 pm - 9:30 pm

**Dates:** March 4 - March 25

### Cosmetología De Actualización

Este curso es de cuatro noches para los estudiantes que han completado una clase de cosmetología / barbería. Se le requerirá para solicitar su licencia durante la duración del curso. Usted está obligado a probar por el equipo y llevar su equipamiento que hayan aprobado por el estado. Los estudiantes necesitarán: una copia del resumen del curso, un libro de examen o CD con los exámenes, y un kit portátil con todos los elementos

**Matrícula** \$485

**Salón de clases Hora Créditos:** 12

**Hora:** 6:30 pm - 9:30 pm

**Fechas:** Martes SOLAMENTE

**Fechas:** TBD

# Course Descriptions

## Esthetics

### Esthetics I

A comprehensive esthetics program includes instruction not only in esthetic treatment procedures and services, but in areas such as the structure of the skin and its function, disorders of the skin, and professional business skills. In fact, theoretical knowledge is the foundation of a complete esthetics program.

**APPRENTICE PROGRAM** - MUST COMPLETE 150 CLASS HOURS AND REQUIRED APPRENTICESHIP HOURS IN A Department of Labor & Industry (DOLI) APPRENTICE APPROVED SHOP TO SIT FOR STATE BOARD EXAM

<https://doli.virginia.gov/find-a-sponsor-near-you/>

**Tuition** \$600 **Classroom Hour Credits:** 75

**Days:** M/W **Time:** 6:30 pm - 9:30 pm

**Dates:** January 27 – May 8

### Esthetics II

A continued comprehensive esthetics program includes instruction not only in esthetic treatment procedures and services, but in areas such as the structure of the skin and its function, disorders of the skin, and professional business skills. In fact, theoretical knowledge is the foundation of a complete esthetics program.

**APPRENTICE PROGRAM** - MUST COMPLETE 150 CLASS HOURS AND REQUIRED APPRENTICESHIP HOURS IN A Department of Labor & Industry (DOLI) APPRENTICE APPROVED SHOP TO SIT FOR STATE BOARD EXAM!

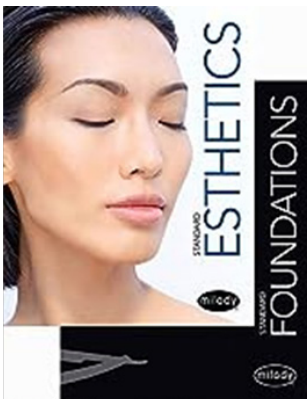
<https://doli.virginia.gov/find-a-sponsor-near-you/>

**Tuition** \$600 **Classroom Hour Credits:** 75

**Days:** T/TH **Time:** 6:30 pm - 9:30 pm

**Dates:** January 27 – May 8

**KIT** – (cost varies)



• **SUPPLIES AND BOOKS NOT INCLUDED IN TUITION:**

**BOOKS** - Can be purchased through Amazon, EBay, Barnes and Noble, and Milady.com

- • Milady's Standard Fundamentals Esthetics Textbook 2020 12th Edition  
ISBN:97803572637/0357263790
- • Milady's Standard Fundamentals Esthetics Workbook 2020 12th Edition  
ISBN:9780357482841/0357482840

**ANY ADDITIONAL INFORMATION ABOUT SUPPLIES  
WILL BE PROVIDED BY THE INSTRUCTOR**

# Course Descriptions

## Eyelashes

### Eyelashes

Elevate your lash skill into cutting-edge artistry. Transform each lash set into a customized application, providing every client with better symmetry and facial balance. You'll learn to assess face shapes, bone structure, and eye types to create a corrective style and framing for each client, enhancing their unique beauty.

**Tuition:** \$ 600 **Classroom Hour Credits:** 40

**Days:** T/TH **Time:** 6:30 pm - 9:30 pm

**Dates:** February 4 – March 20



**SUPPLIES AND BOOKS NOT INCLUDED IN TUITION:**

**BOOKS** - Can be purchased through Amazon, EBay, Barnes and Noble, and Milady.com

- Milady's Eyelash Extensions 1st Edition  
ISBN: 978-0357923207

**ANY ADDITIONAL INFORMATION ABOUT SUPPLIES  
WILL BE PROVIDED BY THE INSTRUCTOR**

# Course Descriptions

## Nail Technology

### Nail Technology I

Students will learn how to recognize healthy nails and skin as well as nail and skin disorders and provide services to enhance the look of their client's hands and feet by performing manicures, pedicures, applying sculptured nails, gel nails, nail tips and nail wraps using the latest nail technology while following proper sanitation, disinfectants, and safety procedures. Students will also learn how to handle the business aspects of this profession

**APPRENTICE PROGRAM** - MUST COMPLETE 150 CLASS HOURS AND REQUIRED APPRENTICESHIP HOURS IN A Department of Labor & Industry (DOLI) APPRENTICE APPROVED SHOP TO SIT FOR STATE BOARD EXAM!

<https://doli.virginia.gov/find-a-sponsor-near-you/>

**Tuition** \$600 **Classroom Hour Credits:** 75

**Days:** M/W or T/TH **Time:** 6:30 pm - 9:30 pm

**Dates:** January 27 – May 8



### Nail Technology II

Continuation-Students will learn how to recognize healthy nails and skin as well as nail and skin disorders and provide services to enhance the look of their client's hands and feet by performing manicures, pedicures, applying sculptured nails, gel nails, nail tips and nail wraps using the latest nail technology while following proper sanitation, disinfections, and safety procedures. Students will also learn how to handle the business aspects of this profession.

**APPRENTICE PROGRAM** - MUST COMPLETE 150 CLASS HOURS AND REQUIRED APPRENTICESHIP HOURS IN A Department of Labor & Industry (DOLI) APPRENTICE APPROVED SHOP TO SIT FOR STATE BOARD EXAM!

<https://doli.virginia.gov/find-a-sponsor-near-you/>

**Tuition** \$600 **Classroom Hour Credits:** 75

**Days:** T/TH **Time:** 6:30 pm - 9:30 pm

**Dates:** January 27 – May 8

**KIT** – (cost varies)

### SUPPLIES AND BOOKS NOT INCLUDED IN TUITION:

**BOOKS** - Can be purchased through Amazon, EBay, Barnes and Noble, and Milady.com

- Milady Standard Nail Technology Textbook 2021 8th Edition ISBN-9780357446867
- Milady Standard Nail Technology Workbook 2021 8th Edition ISBN-9781337786560

**ANY ADDITIONAL INFORMATION ABOUT SUPPLIES WILL BE PROVIDED BY THE INSTRUCTOR**





# Inside RATC





# Legal Services

Paralegal  
Professional

# | Course Descriptions

## Paralegal Professional

### **Paralegal Professional Program with Certification**

Paralegals play one of the most important roles in the legal industry. Though individual attorneys are ultimately responsible for the legal work they produce and the strategies they devise, many tasks – from legal research and writing, source citing, filing, and other – are delegated to paralegals. Working in a large firm or assisting just a handful of attorneys, Paralegals require a fundamental understanding of the substantive and procedural elements applicable to the specific areas of law where they'll be working so that they can build on a solid foundation of knowledge starting from the first day. The Paralegal Professional Program is ideal for those students looking to start their career in this meaningful profession.

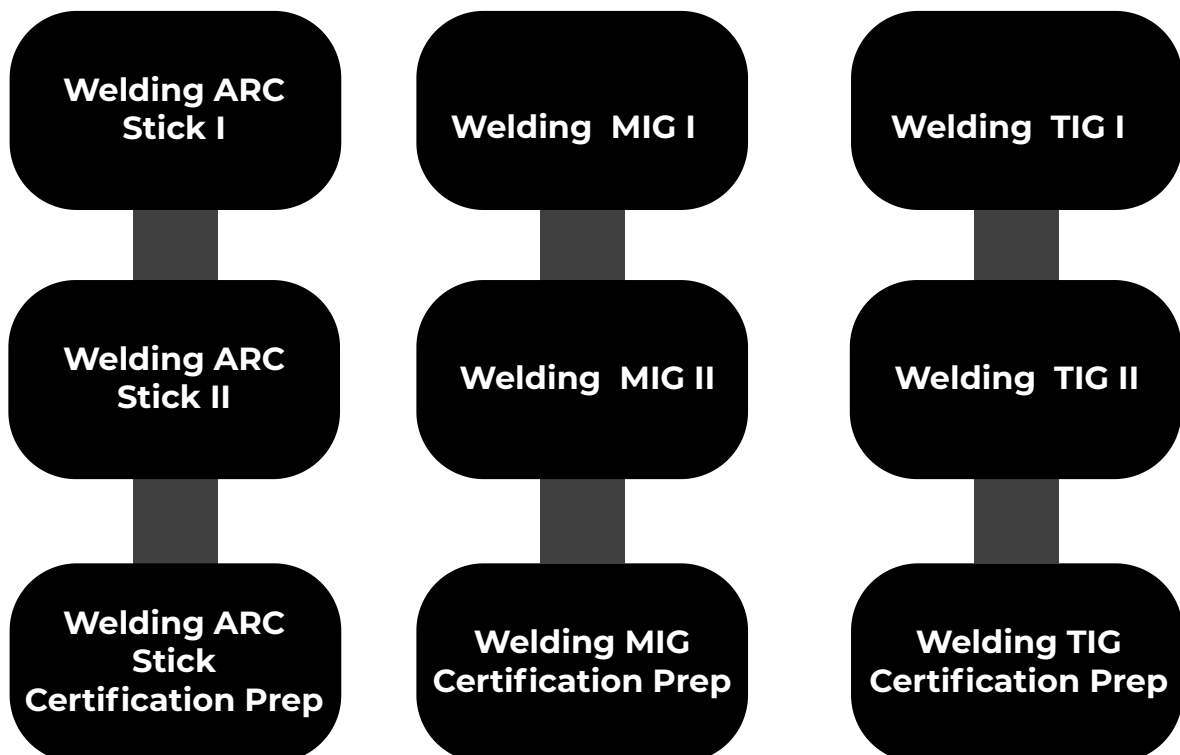
**National Certifications & Credentials** – students are prepared for nationally recognized certifications

**Tuition** \$2,781 **Classroom Hour Credits:** 150 **Days:** M/T/W/TH **Time:** 6:00 pm - 9:30 pm

**Dates:** February 10 – May 6



# Manufacturing





# | Course Descriptions

## Welding ARC Stick I

### Welding ARC (Stick) I

The ARC welding course involves fundamentals of machine operation, metal identification, electrode selection, and related instruction in safety, fit-ups, in addition, joint preparation using the electric arc process. There is also emphasis on safety hazards and safe practices. Multiple classes can be taken at a time.

**Tuition** \$665 **Classroom Hour Credits:** 45 **Days:** T or W (1 night) **Time:** 6:00 pm - 9:30 pm

**Dates:** January 27 – May 8

## Welding ARC Stick II

### Welding ARC (Stick) II

The ARC welding course involves fundamentals of machine operation, metal identification, electrode selection, and related instruction in safety, fit-ups, in addition, joint preparation using the electric arc process. There is also emphasis on safety hazards and safe practices. Multiple classes can be taken at a time.

**Tuition** \$665 **Classroom Hour Credits:** 45 **Days:** T or W (1 night) **Time:** 6:00 pm - 9:30 pm

**Dates:** January 27 – May 8

## Welding ARC Stick Certification Prep

### Welding ARC (Stick) Certification Prep

This class is designed to prepare students for certification in welding with emphasis on fundamentals of machine operation, fit-ups, joint preparation and proper grinding technique with related instructions. (Note: A welding background in one of the three disciplines (ARC, MIG, or TIG) is required for this class.) The cost of Certification is the responsibility of the student.

**Tuition** \$665 **Classroom Hour Credits:** 45 **Days:** T or W (1 night) **Time:** 6:00 pm - 9:30 pm

**Dates:** January 27 – May 8



# | Course Descriptions

## Welding MIG I

### Welding MIG I

MIG Welding involves basic fundamentals of machine operations, mainly dealing with mild steel and aluminum fit-ups, and joint preparation with related instructions.

**Tuition** \$665 **Classroom Hour Credits:** 45 **Days:** T or W (1 night) **Time:** 6:00 pm - 9:30 pm

**Dates:** January 27 – May 8

## Welding MIG II

### Welding MIG II

MIG

Welding involves basic fundamentals of machine operations, mainly dealing with mild steel and aluminum fit-ups, and joint preparation with related instructions.

**Tuition** \$665 **Classroom Hour Credits:** 45 **Days:** T or W (1 night) **Time:** 6:00 pm - 9:30 pm

**Dates:** January 27 – May 8

## Welding MIG Certification Prep

### Welding MIG Certification Prep

This class is designed to prepare students for certification in welding with emphasis on fundamentals of machine operation, fit-ups, joint preparation and proper grinding technique with related instructions. (Note: A welding background in one of the three disciplines (ARC, MIG, or TIG) is required for this class.) The cost of Certification is the responsibility of the student.

**Tuition** \$665 **Classroom Hour Credits:** 45 **Days:** T or W (1 night) **Time:** 6:00 pm - 9:30 pm

**Dates:** January 27 – May 8

# | Course Descriptions

## Welding TIG I

### Welding TIG I

TIG welding covers the fundamentals of identification of metal, machine settings and operation, fit-ups, joint preparation, mild steel welding, and an introduction to aluminum. Fifty percent of class welds are mild steel. Multiple classes can be taken at a time.

**Tuition** \$665 **Classroom Hour Credits:** 45 **Days:** T or W (1 night) **Time:** 6:00 pm - 9:30 pm

**Dates:** January 27 – May 8

## Welding TIG II

### Welding TIG II

MIG

TIG welding covers the fundamentals of identification of metal, machine settings and operation, fit-ups, joint preparation, mild steel welding, and an introduction to aluminum. Fifty percent of class welds are mild steel. Multiple classes can be taken at a time.

**Tuition** \$665 **Classroom Hour Credits:** 45 **Days:** T or W (1 night) **Time:** 6:00 pm - 9:30 pm

**Dates:** January 27 – May 8

## Welding TIG Certification Prep

### Welding TIG Certification Prep

This class is designed to prepare students for certification in welding with emphasis on fundamentals of machine operation, fit-ups, joint preparation and proper grinding technique with related instructions. (Note: A welding background in one of the three disciplines (ARC, MIG, or TIG) is required for this class.) The cost of Certification is the responsibility of the student.

**Tuition** \$665 **Classroom Hour Credits:** 45 **Days:** T or W (1 night) **Time:** 6:00 pm - 9:30 pm

**Dates:** January 27 – May 8



# Transportation, Distribution & Logistics

Automotive I

Automotive II

Automotive III

Automotive IV

# Course Descriptions

## Automotive I

### Automotive I

This course covers the fundamentals associated with a career path in the automotive field. The student will be provided with the basic knowledge and entry-level skills required to successfully service, diagnose and troubleshoot modern automobiles. Preparedness for the ASE (Automotive Service Excellence). Brakes exam is emphasized.

**Tuition** \$600 **Classroom Hour Credits:** 75 **Days:** M/W **Time:** 6:30 pm - 9:30 pm

**Dates:** January 27 – May 8

## Automotive II

### Automotive II

This course is a continuation of the fundamentals covered and associated with a career path in the automotive field. The student will be provided with the basic knowledge and entry-level skills required to successfully service, diagnose and troubleshoot modern automobiles. Preparedness for the ASE (Automotive Service Excellence). Brakes exam is emphasized

**Tuition** \$600 **Classroom Hour Credits:** 75 **Days:** M/W **Time:** 6:30 pm - 9:30 pm

**Dates:** January 27 – May 8

## Automotive III

### Automotive III

The course covers the fundamentals of electronic and electrical systems. Laboratory experiences will include shop safety, Scan-tool applications, body electric components, electrical fundamentals, schematic reading, and OBD II troubleshooting. Preparedness for the ASE (Automotive Service Excellence). Electrical (A-6) exam is emphasized

**Tuition** \$600 **Classroom Hour Credits:** 75 **Days:** T/TH **Time:** 6:30 pm - 9:30 pm

**Dates** January 27 – May 8

## Automotive IV

### Automotive IV

Troubleshooting - This course will allow the student to perform acquired skills in troubleshooting and the diagnosis of problems with the use of Scan-tools and manufacturer diagnostic procedures for correct diagnosis. A strong emphasis will be placed on customer relations and communications. Preparedness for the ASE (Automotive Service Excellence) Engine Performance exam is emphasized.

**Tuition** \$600 **Classroom Hour Credits:** 75 **Days:** T/TH **Time:** 6:30 pm - 9:30 pm

**Dates** January 27 – May 8

# | Course Descriptions

## Automotive Body Paint I

### Automotive Body Paint I

This course will provide students with the fundamentals of preparation, metal treatment and painting by industry standards. This course will cover the following areas of auto painting; color matching, panel spot blending, pin striping and overall refinishing.

**Tuition** \$600 **Classroom Hour Credits:** 75 **Days:** M/W **Time:** 6:30 pm - 9:30 pm

**Dates:** TBD

## Automotive Body Paint II

### Automotive Body Paint II

Continuation of the fundamentals of preparation, metal treatment and painting by industry standards. This course will cover the following areas of auto painting; color matching, panel spot blending, pin striping and overall refinishing.

**Tuition** \$600 **Classroom Hour Credits:** 75 **Days:** T/TH **Time:** 6:30 pm - 9:30 pm

**Dates:** TBD

## Automotive Body Repair I

### Automotive Body Repair I

The course prepares students for entry-level employment and advanced training in collision repair technology. The course will provide students with the fundamentals used in the body repair industry. The course will cover the following areas of repair for auto body: sanding, primer application, sheet metal damage repair, fiberglass and plastic repair.

**Tuition** \$600 **Classroom Hour Credits:** 75 **Days:** M/W **Time:** 6:30 pm - 9:30 pm

**Dates** TBD

## Automotive Body Repair II

### Automotive Body Repair II

The course prepares students for entry-level employment and advanced training in collision repair technology. The course will provide students with the fundamentals used in the body repair industry. The course will cover the following areas of repair for auto body: sanding, primer application, sheet metal damage repair, fiberglass and plastic repair.

**Tuition** \$600 **Classroom Hour Credits:** 75 **Days:** M/W **Time:** 6:30 pm - 9:30 pm

**Dates** TBD





# Inside RATC







# Marketing

Real Estate

# | Course Descriptions

## Real Estate

### **Principles of Real Estate**

Students learn to apply real estate principles such as sales, real estate financing, ownership rights, investments, ethics, and laws. This course also meets the Virginia Department of Professional and Occupational Regulation's (DPOR's) required 60 class/clock hours of real estate salesperson pre-license education. Upon successful completion of the course students are eligible to take the Virginia real estate salesperson licensing exam. \*

*\*Individuals must be 18 years of age and have a high school diploma before applying for licensure as a real estate salesperson in Virginia. Additionally, those interested in pursuing licensure should be aware of the costs involved (e.g., application fee, testing fee, continuing education fees). Refer to DPOR regulations for current information*

**Tuition** \$600 **Classroom Hour Credits:** 60 **Days:** T/TH **Time:** 6:30 pm - 9:30 pm

**Dates:** February 13 - May 8

# Online Courses Certification



## Online Certification Courses/ Cursos de certificación en línea

Healthcare

Asistencia Sanitaria  
en Español

Software, IT & Web  
Development

Skilled Trades &  
Technology

Project  
Management &  
Quality Assurance

Law

# Course Descriptions

## Healthcare

### **Assisted Living Technician**

Assisted living is for the adult who needs help with everyday tasks, but desires to live somewhat independently and do not need full-time nursing care. They may require various levels of help in dressing, bathing, eating, toileting, or ambulation/transportation to other areas. Many assisted living facilities are part of retirement communities or a senior housing complex, and may be in close proximity to or even a part of a nursing home or a long-term care facility with full-time nursing care if the patient needs this level of care.

This comprehensive online certification program prepares learners for a position as an Assisted Living Technician. Emphasis is on providing care to clients living in retirement communities or senior housing complexes where full-time care may not be required, but an understanding and professional staff is necessary to be there for them when needed. Seniors in these communities may require various levels and types assistance depending on their specific situation, needs and wants. Assisted Living Technicians are compassionate, caring and skilled healthcare professionals that provide this assistance or care for the peace of mind of both the senior population in their charge and the families who wish to see their loved ones continue to thrive in their later years. This online program will ensure learners are prepared to provide a variety of essential services for their clients with the compassion, sensitivity and understanding necessary to provide care when needed and independence when not. Beyond the medical training provided, this course will ensure students have full understanding of the assisted living environment.

**Tuition** \$1,299

### **Clinical Medical Assistant**

The Clinical Medical Assisting online certification course from Richmond Adult Technical Center is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities.

This online program prepares learners to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle. The purpose of the Clinical Medical Assisting certification course is to prepare learners to assist physicians by performing functions related to the clinical aspects of a medical office.

**Tuition** \$2,678

# Course Descriptions

## Healthcare

### **Clinical Medical Assistant w/ OBGYN**

The Clinical Medical Assisting program is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities.

This program prepares learners to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle. The purpose of the Clinical Medical Assisting program is to prepare learners to assist physicians by performing functions related to the clinical aspects of a medical office.

**Tuition** \$2,999

### **Clinical Medical Assistant w/ Pediatrics**

The Clinical Medical Assisting program is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities.

This program prepares learners to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle. The purpose of the Clinical Medical Assisting program is to prepare learners to assist physicians by performing functions related to the clinical aspects of a medical office.

**Tuition** \$2,999

### **Dental Assistant**

The Dental Assistant program prepares students for entry-level positions in one of the fastest growing healthcare professions. With the national increase in healthcare-related services, and the national shortage of healthcare professionals, the need for dental assistants is growing substantially. With a growing workforce over 300,000 strong, a career in dental assisting ranks as the fourth fastest growing occupation in the healthcare technician field.

The program prepares learners for entry-level positions as a chair-side dental assistant. This program covers the history of dentistry, introduction to the dental office, the legal aspects of dentistry, introduction to oral anatomy, dental operator, introduction to tooth structure (primary and permanent teeth), the oral cavity; and other areas. The purpose of this program is to familiarize learners with all areas of administrative and clinical dental assisting focusing on the responsibilities required to function as an assistant in a dental practice.

**Tuition** \$1,339

# Course Descriptions

## Healthcare

### **Dialysis Technician**

As kidney failure continues to be a growing national health problem, kidney disease is driving the growing demand for well-trained dialysis technicians. Dialysis technicians are employed in hospitals, outpatient clinics, and other medical facilities. While most technician training has historically been done “on-the-job,” today’s healthcare employers are seeking well-trained technicians who possess the necessary knowledge and skills to fill this growing number of positions.

This program provides learners the knowledge and skills needed to perform the duties required of dialysis technicians. Under the supervision of physicians and registered nurses, dialysis technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems, as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs, as well as administer local anesthetics and drugs as needed. Dialysis technicians must assess patients for any complications that occur during the procedure and be ready to take the necessary emergency measures, including administering oxygen or performing basic cardiopulmonary resuscitation. Additionally, they may also be involved in the training of patients for at-home dialysis treatment and providing the emotional support patients need for self-care.

**Tuition** \$1,030

### **EKG Technician**

EKG technicians are in demand! EKG technicians work in physician’s offices, hospitals, clinics, and other healthcare facilities and organizations. EKG technicians also work for insurance companies to provide data for health and life insurance policies. Similar to other growing healthcare professions, the demand for EKG technicians is expected to continue to grow substantially.

This program covers topics and processes critical to conducting and interpreting electrocardiograms (EKGs). To begin, learners will review the anatomy and physiology of the heart. From there, learners will go on to explore the technology used such as the EKG machine. Next, participants will learn how to interpret a rhythm strip. And finally, learners will discover the details of a myocardial infarction. Successful completion of this program will help prepare learners to perform the role of EKG technician.

**Tuition** \$1,339

### **Electronic Health Records Management**

Access to health information is changing the ways doctors care for patients. With the nation’s healthcare system moving to the electronic medical record, numerous employment opportunities exist for medical assistants, health information systems staff, patient registration professionals and other related positions. Healthcare professionals with the ability to understand, update and maintain the electronic health record are in great demand.

This program prepares learners to understand and use electronic records in a medical practice. Learners will review the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

**Tuition** \$1,299



# Course Descriptions

## Healthcare

### **Medical Administrative Assistant**

Medical administrative assistants primarily work in doctor's offices, clinics, outpatient settings, hospitals, and other healthcare settings. Medical administrative assistants, medical secretaries, and medical records clerks are all positions in great demand. The growth and the complexity of the U.S. healthcare system have resulted in a substantial increase in the need for qualified medical administrative assistants. Employment of a medical assistant is expected to grow an impressive 34% by 2024.

This program covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program prepares learners to function effectively in many of the administrative and clerical positions in the healthcare industry. The content provides learners a well-rounded introduction to medical administration that delivers the skills learners require to obtain an administrative medical assistant position or advance within their current healthcare career.

**Tuition** \$1,133

### **Medical Billing & Coding**

Medical billing and coding is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement.

This billing and coding program offers the skills needed to perform complex coding and billing procedures. The program covers: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), the ICD-10 for both diagnosis and procedure coding, and basic claims processes for insurance reimbursements. This billing and coding program delivers the skills learners need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement.

**Tuition** \$1,957

### **Medical Billing & Coding with Medical Administration**

Medical billing and coding and medical administration is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding and medical administrative professionals for insurance carrier reimbursement.

This program offers the skills needed to perform complex coding and billing procedures. The program covers: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), the ICD-10 for both diagnosis and procedure coding, and basic claims processes for insurance reimbursements. This program delivers the skills learners need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. Additionally this program offers learners a well-rounded introduction to medical administration that delivers the skills individuals require to obtain an administrative medical assistant position or advance within their current healthcare career.

**Tuition** \$1,999

# Course Descriptions

## Healthcare

### **Medical Terminology**

Medical Terminology covers a broad range of medical vocabulary that pertains to systems of human anatomy and medical treatment. This course presents components of medical vocabulary such as prefixes and suffixes and root words. This will provide you the basic skills to breakdown and define medical terminology used in the healthcare field. Having this understanding of common medical terms can help you grow and develop into a career in the healthcare industry.

The Medical Terminology program offers a clear and concise introduction to medical terminology with extensive opportunities for student practice. It reviews word components and basic principles for interpreting terms within each of the major medical specialties. The course does not require any previous knowledge of science or biology. The skills learners obtain through this program will benefit them in any healthcare field they choose to pursue.

**Tuition** \$499

### **Patient Care Technician**

The healthcare industry is currently undergoing major changes in the manner in which patient care is provided. In addition to medical assistants, this restructuring has resulted in the introduction of a new category of healthcare worker trained to perform a variety of patient care services. Patient Care Technicians possess the technical skills necessary to service complex patient personal care and medical assisting issues including the implementation of selected portions of a specific care plan that may include rehabilitation services, basic bedside care, collection of laboratory specimens, phlebotomy and EKG's. They work alongside doctors, nurses, medical assistants, and other healthcare providers to oversee and monitor patients.

This Patient Care Technician program will provide you with the basic medical knowledge and hands on skills necessary to perform or obtain technical diagnostic testing and perform direct patient care.

**Tuition** \$1,799

### **Personal Care Assistant**

Personal Care Assistants provide assistance to elderly, disabled, ill, and mentally disabled persons who live in their own homes or in a residential care facility. Some Personal Care Assistants work with families in which a parent is incapacitated and small children need care. Others help discharged hospital patients who have relatively short-term needs. The Bureau of Labor Statistics states that the Personal Care Assistant is projected to be the fastest growing occupation through 2024. Numerous job openings with excellent opportunities are expected. Job opportunities will be prevalent in hospitals, clinics, rehabilitation centers, home care, longterm care facilities, hospice and assisted living facilities. Personal Care Assistants can be in the form of paid employees who come into the home for a few hours a day or who live in the home full time or can be family members or friends of the resident.

This comprehensive program prepares students for a position as a Personal Care Assistant. Emphasis is on giving personal care in a client's home, communications, working with ill persons, basic human needs, eldercare, nutrition, special diets, and home management. Many different types of individuals require assistance in daily tasks, assistance with minor medical tasks, and companionship because they are ill, elderly, or disabled in some way, may be of any age, and live at home or in a home-like residential facility. Personal Care Assistants provide this assistance entirely or provide some of the care to allow family caregivers a respite. This program will ensure students are prepared to provide a variety of essential services for their clients including health care management and monitoring, assistance with activities of daily living (ADLs) ranging from bathing, dressing, eating, using the bathroom, housekeeping and laundry to medication reminders and/or management, recreational activities and companionship, security and transportation.

**Tuition** \$1,299

# Course Descriptions

## Healthcare

### **Pharmacy Technician**

The need for Pharmacy Technicians continues to grow with demand expected to increase substantially through 2024. Technicians work under the supervision of a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies and other healthcare settings. This high demand for pharmacy technicians is the result of a multitude of factors including the constant availability of new drugs, the national shortage of registered pharmacists, the establishment of certified pharmacy technicians, and the aging population. Approximately 400,000 technicians will be employed by the year 2024 to meet our nation's growing healthcare demands. This comprehensive course will prepare learners to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Content includes pharmacy terminology, reading and interpreting prescriptions, defining generic and brand names drugs, and much, much more. This program will prepare students to enter the pharmacy field and to pursue certification including the Pharmacy Technician Certification Board's PTCB exam.

**Tuition** \$1,339

### **Pharmacy Technician with Medical Administration**

This program will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Course content includes pharmacy terminology, pharmacy calculations, reading and interpreting prescriptions and defining generic & brand names drugs. Additionally, this program includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments, and medical records management. This comprehensive course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Course content includes pharmacy medical terminology, reading and interpreting prescriptions and defining generic and brand names drugs and much, much more. This program also prepares learners to function effectively in many of the administrative and clerical positions in the healthcare industry. The content offers learners a well-rounded introduction to medical administration that delivers the skills students require to obtain an administrative medical assistant position or advance within their current healthcare career.

**Tuition** \$1,999

### **Phlebotomy Technician**

The phlebotomist is a vital member of the clinical laboratory team, whose main function is to obtain patient's blood specimens by venipuncture and micro-collection for testing purposes. Phlebotomists are employed throughout the healthcare system including in hospitals, neighborhood health centers, medical group practices, HMO's, public health facilities, veteran hospitals, insurance carriers, and in other healthcare settings. The demand for phlebotomy technicians has increased substantially with the overall complexity of healthcare services and the risks of infectious disease. Current healthcare industry experts predict a 15% increase in phlebotomy jobs by 2024. This program prepares learners to collect blood specimens from clients for the purpose of laboratory analysis. Learners will become familiar with all aspects of blood collection and will review the skills needed to perform venipunctures safely. Topics in this course include medical terminology, related anatomy and physiology, blood collection procedures, and procedures for collection of other types of specimens within the scope of practice of the phlebotomist.

**Tuition** \$1,957

# Course Descriptions

## Healthcare

### **Physician's Office Assistant**

Physician's Office Assistants primarily work in doctor's offices, clinics, outpatient settings, hospitals, and other healthcare settings. Medical assistants, medical secretaries, and medical records clerks are all positions in great demand. The growth and the complexity of the U.S. healthcare system have resulted in a substantial increase in the need for qualified physician's office assistants. As access to health information is changing the ways doctors care for patients, numerous employment opportunities exist for medical assistants, health information systems staff, patient registration professionals and other related positions.

This program covers information on medical administration and assistance, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances.

**Tuition** \$1,299

### **Physician's Office Assistant with EHRM**

Physician's Office Assistants primarily work in doctor's offices, clinics, outpatient settings, hospitals, and other healthcare settings. Medical assistants, medical secretaries, and medical records clerks are all positions in great demand. The growth and the complexity of the U.S. healthcare system have resulted in a substantial increase in the need for qualified physician's office assistants. As access to health information is changing the ways doctors care for patients, the nation's healthcare system needs to move to the electronic medical record, numerous employment opportunities exist for medical assistants, health information systems staff, patient registration professionals and other related positions. Healthcare professionals with the ability to understand, update and maintain the electronic health record are in great demand.

This program covers information on medical administration and assistance, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. Additionally, this program prepares learners to understand and use electronic records in a medical practice. The content reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

**Tuition** \$2,599

### **Registered Behavior Technician**

Applied behavior analysis (ABA) is a science that uses the principles of learning and motivation to solve problems of behavior in children, adults, and seniors. A behavior technician is a paraprofessional that assists in delivering behavior-analytic services and practice under the direction and close supervision of a bachelor, masters, or PhD level certified behavior analyst. Behavior technicians work directly with the learners implementing the designed plan for behavior management. The goal of behavior analysis is to improve the quality of life of the clients/patients and their families.

**Tuition** \$1,999

# Course Descriptions

## Healthcare

### **Sterile Processing Technician**

The Sterile Processing Technician program is designed to prepare students to function as a sterile processing professional in multiple healthcare settings. Sterile Processing technicians perform and participate in decontamination, cleaning, assembling, packaging, scanning, sterilization, storage, and distribution of reusable surgical instrumentation and equipment.

The purpose of this program is to prepare students to clearly and thoroughly understand his or her roles and responsibilities. Working in a sterile processing area requires specific knowledge and skills, including an understanding of the following key areas and topics:

- Instrumentation: Knowledge of surgical instruments and specialty devices
- Processing of Surgical Instrumentation: Decontamination, packaging, and sterilization of surgical instrumentation
- Processing of Moveable Patient Equipment: Processing, cleaning, testing, assembly, and distribution of movable patient care equipment
- Storage and Inventory: Storage, handling, and distribution of sterile surgical instrumentation and devices, as well as inventory control and cost recovery systems
- Medical Terminology: Knowledge of medical terminology, anatomy & physiology, and microbiology
- Prevention Processes: Infection prevention, decontamination, and disinfection processes

**Tuition** \$1,699

# Course Descriptions

## Healthcare

### **Sterile Processing & Surgical Technologist**

Surgical and Sterile Prep Technicians are members of the surgical and support teams working under the supervision and authority of the surgeon within the scope of practice of state law and hospital policy. These surgical team members help prepare the operating room by setting up sterile surgical instruments, equipment, supplies, and medications. They check to ensure that all equipment is in the proper place and working properly. They also assist the surgeon in donning PPE as well as transport the patient to the OR, position and drape the patient for the specific procedure, prepare the skin for the procedure, and assist the surgeon as needed during the procedure. The sterile processing part of the job requires workers to perform and participate in decontamination, cleaning, assembling, packaging, scanning, sterilization, storage, and distribution of reusable surgical instrumentation and equipment.

This course provides an introduction to the surgical technologist career, role in the operating room, and foundational concepts. Course content includes medical terminology and anatomy and physiology foundations, reading and interpreting prescriptions and defining generic and brand names drugs, understanding central service processing in healthcare facilities, microbiology and (Created 10-28-2022) Sterile Processing & Surgical Technologist Certification Program with Clinical Externship Auburn University Page 2 of 17 infection protection, instrument and equipment transport, cleaning, and decontamination and much more! This course covers the following key areas and topics:

- Operating room roles and responsibilities
- Medical terminology, human anatomy, physiology, and medical conditions.
- Proper infection control procedures and practices for patient care
- Sterile surgical environment
- Surgical instruments, equipment, supplies, materials, and medications for general and specialized surgical procedures.
- Preparing the patient for a surgical procedure
- Caring for the patient during a surgical procedure
- Caring for the patient after the surgical procedure.
- Preparing the surgical environment for specific procedures.
- Selected surgical procedures including the role of the surgical technologist.
- Medical laws and ethics related to surgical procedures
- Effective communication and patient care strategies
- SPD functions and safety precautions
- Health and safety regulations, standards, and guidelines that apply to the processing of medical devices and instrumentation
- Anatomy and physiology relate to the work performed in the sterile processing department
- Basic factors in disease transmission and defenses against infection
- Regulated medical waste and non-infectious waste
- Bloodborne pathogens
- Quality decontamination processes
- Personal protective equipment (PPE) as it relates to OSHA regulations and employee safety and health
- Chemical disinfection functions
- Disinfecting agents used in the decontamination process
- Disassembly, cleaning, disinfecting, inspecting, reassembling, testing, storing, and distributing movable patient care equipment
- Instruments sets, preparing basins and textile packs



# Course Descriptions

## Healthcare

### **Surgical Technologist**

Surgical technologists are members of the surgical team working under the supervision and authority of the surgeon within the scope of practice of state law and hospital policy. These surgical team members help prepare the operating room by setting up sterile surgical instruments, equipment, supplies, and medications. They check to ensure that all equipment is in the proper place and working properly. They also assist the surgeon in donning PPE as well as transport the patient to the OR, position and drape the patient for the specific procedure, prepare the skin for the procedure, and assist the surgeon as needed during the procedure. They must know medical terminology, anatomy, and physiology as well as the many different types of surgical instruments and equipment, proper infection control procedure, and effective communication strategies used with team members and the patient prior to and after the surgical procedure. This course provides an introduction to the surgical technologist career, role in the operating room, and foundational concepts.

**Tuition** \$1,699

### **Veterinary Assistant**

The Veterinary Assistant program prepares learners for a new career in the field of veterinary medicine. Participants will learn about the care of animals as well as how to recognize signs of illness and disease in a variety of animals from common pets to exotic species. This program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are also emphasized to provide learners with the skills necessary to maintain an efficient front office. This veterinary assisting course is a vital asset to learners who wish to work in this exciting and rewarding field.

Employment of veterinary assistants and caretakers of laboratory animals is expected to grow 9% to 2030, faster than average for this occupation. As more and more Americans are adopting pets, the pet population continues to increase at a steady pace. Additionally, technological and medical advancements veterinary medicine are helping to boost the level of care for pets at a cost that used to be out of reach, further contributing to the rising demand for veterinary medicine generally, and veterinary assistants in particular. The veterinary assistant can expect to obtain a position mainly in clinics, animal hospitals and research laboratories but grooming facilities, pet day cares and boarding facilities would be in need of individuals with these skills as well.

**Tuition** \$1,957

# Course Descriptions

## Asistencia Sanitaria En Espanol

### **Asistente Médico Clínico (Versión en Español)**

El programa de asistencia médica clínica ha sido diseñado con el fin de preparar a los estudiantes para funcionar como profesionales en múltiples entornos de atención médica. Los asistentes médicos con antecedentes clínicos realizan diversas tareas clínicas, incluida la asistencia con la administración de medicamentos y con procedimientos menores, la realización de un electrocardiograma EKG, la obtención de muestras de laboratorio para pruebas, la educación de pacientes y otras tareas relacionadas. Las oportunidades laborales son frecuentes en los consultorios médicos, clínicas, consultorios quiroprácticos, hospitales e instalaciones para pacientes ambulatorios.

Este programa prepara a los alumnos para asistir a los médicos realizando funciones relacionadas con los aspectos clínicos de un consultorio médico. La instrucción incluye la preparación de pacientes para examen y tratamiento, procedimientos de laboratorio rutinarios, farmacología, toma y documentación de signos vitales, aspectos técnicos de la flebotomía, el electrocardiograma de 12 derivaciones y el ciclo de vida cardíaco. El propósito del programa de asistencia médica clínica es preparar a los alumnos para ayudar a los médicos realizando funciones relacionadas con los aspectos clínicos de un consultorio médico.

**Matrícula** \$2,599

### **Técnico de ECG (Versión en Español)**

¡La facturación y codificación médica es una de las carreras de mayor crecimiento en la industria de la salud hoy en día! La necesidad de profesionales que entiendan cómo codificar los servicios de salud y los procedimientos para el reembolso de seguros a terceros está creciendo sustancialmente. Los consultorios médicos, hospitales, farmacias, los centros de cuidados a largo plazo, las prácticas quiroprácticas, consultorios de fisioterapia y otros proveedores de servicios de salud dependen de la facturación y codificación médica para el reembolso de las compañías de seguros. La industria médica tendrá casi un 50% más de empleos disponibles para 2030; por lo tanto, un excedente de instalaciones médicas seguirá contratando candidatos que se especialicen en facturación y codificación médica.

Este programa ofrece las habilidades necesarias para realizar procedimientos complejos de codificación y facturación. El curso cubre: CPT (introducción, pautas, evaluación y gestión), campos de especialidad (como cirugía, radiología y laboratorio), el ICD-10 tanto para la codificación de diagnósticos y procedimientos como para los procesos básicos de reclamación de reembolsos de seguros. También ofrece las habilidades que los estudiantes necesitan para resolver problemas de facturación y codificación de seguros. Detalla la asignación adecuada de códigos y el proceso para presentar reclamaciones de reembolso.

**Matrícula** \$1,299

# Course Descriptions

## Asistencia Sanitaria En Espanol

### **Codificación y facturación médica (versión en español)**

¡La facturación y codificación médica es una de las carreras de mayor crecimiento en la industria de la salud hoy en día! La necesidad de profesionales que entiendan cómo codificar los servicios de salud y los procedimientos para el reembolso de seguros a terceros está creciendo sustancialmente. Los consultorios médicos, hospitales, farmacias, los centros de cuidados a largo plazo, las prácticas quiroprácticas, consultorios de fisioterapia y otros proveedores de servicios de salud dependen de la facturación y codificación médica para el reembolso de las compañías de seguros. La industria médica tendrá casi un 50% más de empleos disponibles para 2030; por lo tanto, un excedente de instalaciones médicas seguirá contratando candidatos que se especialicen en facturación y codificación médica.

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**Matrícula** \$1,799

### **Técnico en Flebotomía (Versión en Español)**

El flebotomista es un miembro vital del equipo del laboratorio clínico, cuya función principal es obtener muestras de sangre del paciente mediante punción venosa y microcolección con fines de prueba. Los flebotomistas se emplean en todo el sistema de atención médica, incluidos hospitales, centros de salud del vecindario, consultorios médicos grupales, HMO, centros de salud pública, hospitales veteranos, compañías de seguros y en otros entornos de atención médica. La demanda de técnicos en flebotomía ha aumentado sustancialmente con la complejidad general de los servicios de salud y los riesgos de enfermedades infecciosas. Los expertos actuales de la industria de la salud predicen un aumento del 15% en los trabajos de flebotomía para 2030.

**Matrícula** \$1,799

# | Course Descriptions

## Software, IT & Web Development

### **Adobe Design Suite**

Gain the skills and hands-on experience necessary for visual design using Adobe Photoshop, graphic design using Adobe Illustrator, and print and digital media publication using Adobe InDesign. With this program, Learners will discover the endless creative possibilities and design tools in these essential Adobe applications. Whether in graphic design, visual media or other related field, the need for learners who can use these applications regularly to accomplish creative and business tasks is endless. Applications for marketing, web design and development, print media and other digital arts are as boundless as they are exciting. This program takes Learners through the ins and outs of these 3 essential Adobe applications to ensure a professional level of proficiency in all 3 applications. Learners will gain the skills and expertise necessary to navigate each application, perform simple and complex functions, automate various items and understand how to put these tools to use for themselves, colleagues or clients. Adobe Certified Professional certification is achievable in all 3 disciplines as Learners make their way through this comprehensive program that includes hands-on labs to sharpen your skills.

**Tuition** \$1,699

### **Computer Security Technician (CompTIA Security+ and Network+)**

The Computer Security Technician course provides students with the basic knowledge and skills necessary to become an IT security professional. This course is designed to fully prepare students to sit for and pass the CompTIA Security+ certification exam. Students will gain the knowledge and skills necessary to provide information security for infrastructure, applications, and operations while being able to identify risks and understand risk mitigation activities. They will also acquire the knowledge necessary to apply security controls to maintain confidentiality, integrity, availability, and identify appropriate technologies and products. In addition, students learn to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructure as well as describe networking technologies, understand basic design principles, adhere to wiring standards, and use testing tools. This course is designed to fully prepare students to sit for and pass the CompTIA Security+ and CompTIA Network+ Certification exams.

The purpose of this program is to prepare students to support the IT infrastructure through installing and configuring systems to secure applications, networks, and devices as well as perform threat analysis and respond with appropriate mitigation techniques. It also prepares students to students learn to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructure as well as describe networking technologies, understand basic design principles, adhere to wiring standards, and use testing tools. Students are eligible for an optional externship with a local employer after successful course completion.

**Tuition** \$2,599

# | Course Descriptions

## Software, IT & Web Development

### **Computer Technician (CompTIA A+)**

This program will build upon students' existing user-level knowledge and experience with personal computer software and hardware in order to present fundamental concepts and techniques that technicians use every day on the job. Upon completing this course, students will gain the essential skills and technical expertise necessary to install, upgrade, configure, troubleshoot, optimize, repair and perform preventative maintenance on basic personal computer hardware and operating systems. This course is designed to fully prepare students to sit for and pass the CompTIA A+ (Core 1 and Core 2) Certification exams. Students are eligible for an optional externship with a local employer after successful course completion.

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**Tuition** \$2,299

### **Front-End Web Developer**

The Front-End Web Developer content introduces students to front-end, or client-side, web development technologies, including, HTML, CSS, and JavaScript. Participants learn how to make interactive applications that run inside a web browser and can communicate with a web server running remotely. Participants also learn how to use the version control program Git and collaboration website GitHub. Once complete, participants will have the basic skills necessary to work as a front-end web developer.

The Front-End Web Developer program is designed to prepare students to function as web developers in multiple technical, business, and healthcare settings. Web developers serve roles with job titles such as Web Site Developers, Web Designers, and Web Masters. This course is designed to fully prepare students to sit for and pass the Microsoft MTA 98-375 Exam. Students are eligible for an optional externship with a local employer after successful course completion.

**Tuition** \$2,299

### **Network Technician (CompTIA Network+)**

The Network Technician (CompTIA Network+) course provides students with the basic knowledge and skills necessary to become an IT network technician. Students will gain the knowledge and skills necessary to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructure as well as describe networking technologies, understand basic design principles, adhere to wiring standards, and use testing tools. Additional job titles include network technician, network installer, network administrator, help desk technician and IT cable installer. This course is designed to fully prepare students to sit for and pass the CompTIA Network+ Certification exam.

The Network Technician (CompTIA Network+) program is designed to prepare students to function as computer professionals in multiple technical, business, and healthcare settings. Net+ technicians serve many technical support and IT operation roles with job titles such as Network Administrator, Network Field Technician, IS Consultant, Help Desk Technician, Network Support Specialist, and Network Analyst. Students are eligible for an optional externship with a local employer after successful course completion.

**Tuition** \$2,299

# Course Descriptions

## Skilled Trades & Technology

### **Appliance Repair Technician**

This course explores the principles and basic concepts involved in major appliance operation, maintenance, diagnosis, and repair. Appliance repair specialists repair, adjust, and sometimes install electric and gas household appliances, such as refrigerators, washers, dryers, ovens, and other major residential appliances. These specialists must understand the use of hand and power tools, electricity and electronics, residential gas, and all related safety practices and devices in order to properly work on appliances in a safe and effective manner.

After the foundational concepts, this course explores in more depth several types of major appliances with hands-on experiences related to disassembly and reassembly of the appliance, troubleshooting and diagnosing common problems, repairing common malfunctions, and replacing components.

**Tuition** \$2,599

### **Diesel Technician**

Diesel Technicians work in a variety of settings overseeing and improving the performance of modern diesel engines and commercial vehicles, as well as sophisticated heavy equipment systems with electronic functions and advanced computer controls. Employed by major trucking companies, delivery enterprises, municipal transit systems and other transportation organizations, diesel technicians serve their customers with job titles such as Diesel Service Technician, Diesel Technician and Diesel Mechanic.

This program provides students the entry level skills required to start a career in automotive repair and maintenance. Learners will become proficient in preventative maintenance and inspections by performing procedures in electrical, brakes, transmission, rear end and brakes. This course is designed to prepare students to pursue the Automotive Service Excellence (ASE) Auto Maintenance and Light Repair (G1) Certification. Students are eligible for an optional externship with a local employer after successful course completion.

**Tuition** \$3,863



# Course Descriptions

## Project Management & Quality Assurance

### **Program Management Professional (PgMP®)**

As a program manager, you're a senior-level practitioner on the forefront of advancing your organization's strategic goals. You manage multiple, related projects in a coordinated way, achieving benefits that could not occur if the projects were handled separately. Your leadership is instrumental. With program management maturity, an organization's projects are far more successful than without it — 76 percent compared to 54 percent according to our 2015 Pulse of the Profession® report. The Program Management Professional (PgMP)® is a visible sign of your advanced experience and skill and gives you a distinct advantage in employment and promotion.

This course provides a comprehensive preparation for the Program Management Professional (PgMP)® certification exam including exam-taking tips, comprehensive module quizzes, and over 200 practice questions covering the areas of knowledge as described in PMI's Program Management Professional Exam Content Specification. After successful completion, you will receive 25 PDUs/contact hours to qualify to take the PMI® Program Management Professional® Exam. Successful completion means completing all assignments in the course, and scoring a minimum of 70% on the second practice test. Learners should have some experience in project management and will need to have access to the Project Management Institute's® A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Sixth Edition.

**Tuition** \$1,699

### **Project Management Professional (PMP®)**

Project Management Professionals have a firm understanding of the basic competencies involved in management and oversight, including areas such as effective time management, managing multiple projects simultaneously, scope and estimation of project undertaking and devising a detailed project plan alongside project risk and cost analysis. The program includes training and exam preparation for students to become a Project Management Professional (PMP®) as designated by the Project Management Institute. The PMP® is the most important industry-recognized certification for project managers. Globally recognized and demanded, the PMP® demonstrates that individuals have the experience, education and competency to lead and direct people and helps individuals to stand out to employers and maximize their earning potential overall.

This program builds successful project managers at all levels of an organization. It provides a comprehensive preparation for the PMP® certification exam including exam-taking tips, 25 comprehensive module quizzes, five process group tests, and two full-length, 200-question practice exams covering the areas of interest from A Guide to the Project Management Body of Knowledge, (PMBOK® Guide), which will provide a report to help you determine your areas of weakness.

**Tuition** \$1,699

# Course Descriptions

## Project Management & Quality Assurance

### **Project Management Specialist for CAPM®**

This program provides students the basic competencies involved in project management and oversight including areas such as effective time management, managing multiple projects simultaneously, scope and estimation of project undertaking and preparing a project plan alongside project risk and cost analysis. The program includes training and exam preparation for students to become a Certified Associate in Project Management (CAPM®) as designated by the Project Management Institute. The CAPM® is a valuable entry-level certification for project practitioners designed for those with little or no project experience. The CAPM® credential demonstrates an understanding of the fundamental knowledge, terminology and processes of effective project management. This completely online and self-paced project management program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the CAPM® certification exam including exam-taking tips, 25 comprehensive module quizzes, and two full-length, 150-question practice exams covering the areas of interest from A Guide to the Project Management Body of Knowledge, (PMBOK® Guide), which will provide a report to help you determine your areas of weakness.

**Tuition** \$1,699

### **Risk Management Professional (RMP®)**

Start your prep for the PMI Risk Management Professional (RMP) certification exam with the PMI Risk Management Professional (PMI-RMP) program. The performance-based labs included with this program deliver a unique and useful hands-on experience for learners to gain the practical skills necessary for success in this area and put to use the knowledge from each lesson. The PMI RMP training comprehensively covers the RMP certification exam objectives and helps learners gain an understanding required for working with project management framework, risk management planning, stakeholder communication and engagement; risk identification, and risk analysis.

The PMI RMP certification is an industry-recognized vendor-neutral credential that validates your project management skills. The PMI Risk Management certification is targeted at project management professionals who provide expertise in the specialized area of assessing and identifying project risks along with preparation plans. The RMP exam verifies professionals' expertise in risk strategy and planning; stakeholder engagement, risk process facilitation, risk monitoring, and reporting; perform specialized, and risk analysis.

**Tuition** \$1,699

# Course Descriptions

## Law

### **Paralegal Professional**

Paralegals play one of the most important roles in the legal industry. Though individual attorneys are ultimately responsible for the legal work they produce and the strategies they devise, many tasks – from legal research and writing, source citing, filing, and others – are delegated to paralegals. As such, it is imperative for successful Paralegals to have a fundamental understanding of the substantive and procedural elements applicable to the specific areas of law where they'll be working so that they can build on a solid foundation of knowledge starting from the first day. The legal industry relies heavily on paralegals for their experience and general training in these fields. For any new Paralegal looking to enter the workplace or for experienced Paralegals perhaps moving to a different practice, an overview of these common substantive areas is extremely useful to ensure you're ready to go from the start.

This program offers an in-depth view of the role of paralegals play within the American legal system. Examining the myriad of skills used by paralegals everyday alongside the typical legal working environment, learners will explore the common areas of law in which they'll likely be working, the various ethical considerations that may arise as well as the sources of law they'll reference every day. Learners will be offered an overview of traditional state and federal courts as well as the implications and uses for alternative dispute resolution. Learners will also be introduced to various career opportunities available to trained paralegals.

This program also offers learners a comprehensive understanding of professional responsibility in the legal field and how these laws apply to paralegals, specifically. In addition to the general legal ethical concepts presented in the program, learners will research individual state professional responsibility rules as they apply to the overall field and to the paralegal role. Upon completion of this program, learners will be able to recognize an ethical issue, categorize it, and research the possible solutions to the issue.

**Tuition** \$2,781

# Contact Us



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## **Richmond City School Board**

Matthew Percival, 1st District

Katie Ricard, 2nd District

Ali Faruk, 3rd District

Wesley Hedgepath, 4th District

Stephanie Rizzi, 5th District

Dr. Shonda Harris-Muhammed, 6th District

Cheryl Burke, 7th District

E.J. Jafari, 8th District

Shavonda Dixon, 9th District

## **Superintendent**

Jason Kamras