

Northwest Educational Center Catalog  
Volume XXVI

# **NORTHWEST EDUCATIONAL CENTER**

2910 ANTOINE DR, SUITE B-100.  
HOUSTON, TEXAS 77092  
(713) 680-2929 Fax (713) 680-2610

# **CATALOG**

# **VOLUME XXVI**

EFFECTIVE  
March 1, 2024

**BRANCH**  
**BARBER & COSMETOLOGY**  
6521 Hwy 6 N  
Houston, TX 77084

**BRANCH/EXTENSION**  
**CONSTRUCTION TECHNOLOGY**  
6001 34<sup>th</sup> st  
Houston, TX 77092

## GENERAL INFORMATION

### **APPROVALS AND REGULATING AGENCY:**

Northwest Educational Center is approved and regulated by the Texas Workforce Commission (formerly Texas Education Agency), Career Schools and Colleges Department, 101 East 15th Street, Austin, Texas 78778-0001 and Texas Department of Licensing and Regulation PO Box 12157 Austin, Texas 78711 Telephone: (512) 463-6599. Northwest Educational Center is Accredited by the Council on Occupational Education, 7840 Roswell Road, Building 300 Suite 325, Atlanta, Georgia 30350, (770) 396-3898. The programs which the Council regulates are the Medical Assistant Program (900 hr.), the Pharmacy Technician Program (900 hr.), Barber Program (1000 hrs), Cosmetology (1000 hrs) and Construction Technology (1500 hrs).

### **MISSION STATEMENT:**

The mission of Northwest Educational Center is to provide high quality training in health care, beauty, and construction technology programs to enhance skills and improve employability in the workforce.

Northwest Educational Center firmly believes and promotes the theory that knowledge and work-related skills along with a strong work ethic and sense of professionalism are the tools necessary to enable individuals to become strong, reliable employees.

Northwest Educational Centers primary focus is to provide an educational environment that is the most conducive to learning. Northwest Educational Center maintains an objective-based criterion for completion of all instructional programs with emphasis on learning the principles of the subject and applying the knowledge to the task at hand.

### **ADMINISTRATIVE HOURS:**

Office hours for Northwest Educational Center are Monday through Friday from 8:00 AM to 5:00 PM.

### **SCHOOL CALENDAR:**

Northwest Educational Center operates classes on a year around basis. Classes begin at various times throughout the year. Applicants should contact the Admissions personnel to discuss exact class start dates.

### **OWNERS STATEMENT:**

The information contained in this catalog is true and correct to the best of my knowledge.

  
\_\_\_\_\_  
Steve Mares. Owner

## **HISTORY OF THE SCHOOL:**

Northwest Educational Center was founded by Pat Engel in 1985 at 5812 Antoine, Houston, Texas 77091. Ms. Engel realized the continuing need for computer software courses. The Center was purchased by Northwest Educational Center, Inc. in March 1987. The President/Director of Northwest Educational Center, Inc. was Ying Yin Li. The Center received approval by the state licensing agency Texas Education Agency, Division of Proprietary and Veterans Education in November 1988 to operate as a vocational school in the state of Texas.

In June 1989, Steve Mares purchased Northwest Educational Center and operated under a Sole Proprietorship as Steve Mares DBA Northwest Educational Center. A change of ownership was approved by the Texas Education Agency. In March 1990, Mr. Mares incorporated the sole proprietorship to The First Educators, Inc. DBA Northwest Educational Center. In 1990, Northwest Educational Center was approved by the Texas Rehabilitation Commission (now Department of Assistive and Rehabilitative Services) to provide classroom training to participants who have physical or mental disabilities. In 1998, Northwest Educational Center became Nationally Accredited by the Council on Occupational Education. In 1999, Northwest Educational Center received approval from the Department of Education to provide Title IV Financial Aid. In 2008, Northwest Educational Center was approved by the Texas Veterans Commission to receive educational benefits for veterans.

Since the change of ownership in 1989, Northwest Educational Center has continually experienced growth in the programs provided, the student population served, and the physical facility used. The Center moved its location from the original 5812 Antoine facility to the 2860 Antoine facility in January 1999. This move provided the Center with a larger, more modern facility. The Center also increased the number of programs being offered to students during the 1999 calendar year. In addition to the short seminar programs, the Center began offering long term training with three Word Processing Programs. These Word Processing Programs evolved into Computer/ Business programs. In January 2002, the Center moved its location to 2910 Antoine, B-I 00. This move enabled the Center to occupy a free-standing building with room for additional growth and provided the Center with a newly built facility.

In July 2005, the Center added the Medical Assistant Program (900 Hour). This addition of a healthcare program required approval by the national accreditation agency for the Healthcare Scope of Training. In November 2007, the Center added the Pharmacy Technician Program (900 Hour). In August 2013, the Center received approval from the Texas Department of Licensing and Regulation for the Cosmetology Program (1000 Hour). This addition of a beauty program required approval by the national accreditation agency for the Beauty Scope of Training. The Cosmetology program also required the Center to lease additional space within the same building complex at Suite A107. In addition to the training portion, the cosmetology program also includes a full service beauty salon which is open to paying customers. In October 2020, the Center received approval from the Texas Department of Licensing and Regulation for the Barber Program (1000 Hour). This addition of a beauty program required approval by the national accreditation agency for the Beauty Scope of Training. The Barber program also required the Center to lease additional

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space within the same building complex at Suite A107. In addition to the training portion, the barber program also includes a full service barber program which is open to paying customers. While the Cosmetology Program (1000 Hour) moved to suit A101 of the same complex.

In December 2021, the Center opened its first Branch campus located at 6521 Hwy 6 North, Houston, TX, 77084. The branch campus provides classes for the cosmetology and barber programs. The Center received approval for both Barber and Cosmetology through TDLR. The addition of the Branch Campus required approval by the national accreditation agency which is in the initial approval status awaiting final approval.

In 2022 the Center added Construction Technology Program (1500 hours) as an additional branch campus located at 6001 W 34<sup>th</sup> Street, Houston, TX 77092. This addition of a construction program required approval by the Texas Workforce Commission which was granted. The Center was granted *initial approval* and is currently awaiting *final* approval from the national accreditation agency.

## **FACILITIES:**

Northwest Educational Center services Houston and surrounding areas. The Main Campus is located in the northwest section of Houston between Highway 290 and Hempstead Highway. The Center provides instructional programs in Houston and surrounding areas. The Center is easily accessible from a number of major roads including Highway 290, Interstate 10, Loop 610, and Beltway 8. The facility provides convenient student parking and easy access to the Metro Bus. The mailing address for the Center is 2910 Antoine, Suite B-100), Houston, Texas 77092. The telephone number is (713) 680-2929 and the fax number is (713) 680-2610.

The facility includes a one-story building with approximately 9000 square feet. The facility has eight classrooms, a placement area with a student library, and a break room. The facility also has the administrative offices, a staff break room, and the reception area. Classrooms #1 and #4 are the Typing and Computer Classrooms. Classrooms #2, #3, and #8 are Academic and Life Skills Classrooms. Classrooms #5 and #7 are the Medical Laboratory Classrooms. Classroom is the Pharmacy Laboratory Classroom. The facility also has a Placement Area to assist with the Job Search and a Media Center to provide students with reference materials and audio-visual information to assist in the training process. The student break room is available for use during break-times and lunches. The Center provides vending machines, a refrigerator, and microwaves for use by students and staff during breaks and lunches. Two Women's Restrooms and one Men's Restroom are provided for student use. A unisex Staff Restroom is provided for staff use.

Northwest Educational Center's main Campus Beauty Program consists of a 2850 square foot facility with a separate classroom for theory lectures and a lab/clinic area for practical skills and serving public customers.

The facility at Northwest Educational Center meets handicap accessible requirements for the physically challenged or the wheelchair bound.

The Branch for Barber and Cosmetology, 7560 sq. feet, is located in the northwest section of Houston between Highway 290 and West Little York Rd. The Branch provides instructional programs in Houston and surrounding areas. The Center is easily accessible from a number of major roads including Highway 290, Interstate 10, Grand Parkway 99. The facility provides convenient student

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parking and easy access to the Metro Bus. The mailing address for this Extension Branch is 6521 Hwy 6 N, Houston, TX 77084. The telephone number is (346) 377-6446 and the fax number is (281) 861-6446.

The Extension Branch for Construction Technology is located at 6001 W 34<sup>th</sup> St., Houston, TX 77092, approximately a half mile from the Main Campus, serving the same demographic area as the Main Campus.

**WEB SITE:** The address for Northwest Educational Centers website is [www.nwec.edu](http://www.nwec.edu).

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require the Financial Aid Office to monitor the academic progress of all students seeking to earn a degree or certificate. This monitoring process is called Satisfactory Academic Progress (SAP). Satisfactory Academic Progress is required of ALL financial aid applicants at Northwest Educational Center, including those applicants who have not previously participated in federal aid programs. It is the student's responsibility to monitor academic progress. Although the Financial Aid Office attempts to send students correspondence informing them of their status, students who do not meet the standards will be ineligible for financial aid even if they do not receive correspondence.

**This policy applies to all new, transfer, continuing and returning students.** Academic progress is evaluated using both qualitative and quantitative requirements:

### **PROGRAM CLASSIFICATIONS:**

Northwest Educational Center currently offers long-term training. For purposes of this catalog, LONG TERM TRAINING means any 900- 1500 hour program.

### **PROGRAM LENGTHS:**

**Medical Assistant Program (900 hr):** The 900-hour Medical Assistant Program is offered during the Day and Evening hours. The Medical Assistant Program consists of 720 clock hours of on-campus training and IBO clock hours of externship training. For day classes, students attend 25 - 26 weeks of on-campus training and 4-.6 weeks of externship training. Day students attend class for 6 hours per day, Monday - Friday during the on-campus portion. Day class times are 9:00 AM - 3:30 PM. A thirty-minute lunch break is provided. Evening students attend class for 45 - 46 weeks of on-campus training. The length of the externship training for evening students is determined by the student's availability and the site's hours of operation. Evening students attend class for 4 hours per evening, Monday - Thursday. Evening class times are 6:00 PM - 10:00 PM. Externship training hours vary.

**Pharmacy Technician Program (900 hr):** The 900-hour Pharmacy Technician Program is offered during the Day and Evening hours. The Pharmacy Technician Program consists of 720 clock hours of on-campus training and IBO clock hours of externship training. For day classes, students attend 25 - 26 weeks of on-campus training and 4 - 6 weeks of externship training. Day students attend class for 6 hours per day, Monday - Friday during the on-campus portion. Day class times are 9:00 AM - 3:30 PM. A thirty-minute lunch break is provided. Evening students attend class for 45 - 46 weeks of on-campus training. The length of the externship training for evening students is determined by the student's availability and the site's hours of operation. Evening students attend class for 4 hours per evening, Monday - Thursday. Evening class times are 6:00 PM - 10:00 PM. Externship training hours vary.

**Cosmetology Operator Program (1000 hr):** The 1000-hour Cosmetology Program is offered during the Day and Evening hours. The 1000-hour Cosmetology Operator Program consists of 1000 clock hours of on-campus training. Day class times are 9:00 AM - 3:30 PM. Evening students attend class for 4 hours per evening, 6:00 PM – 10:00 pm Monday - Friday. Evening students also attend Saturdays from 9:00 PM- 3:30PM.

**Class A Barber Program (1000 hr):** The 1000-hour Barber Program is offered during the Day and Evening hours. The 1000-hour Class A Barber Program consists of 1000 clock hours of on-campus training. Day class times are 9:00 AM - 3:30 PM. Evening students attend class for 4 hours per evening, 6:00 PM – 10:00 pm Monday - Friday.

**Construction Technology Program (1500 hr):** The 1500 hour Construction Technology Program is offered during the day and is a hybrid based program. Class hours are 9:00 AM to 3:30 PM, Monday - Friday. Extern training hours vary.

#### **GRADING PERIOD:**

**Medical Assistant Program (900 hr):** Northwest Educational Center defines a grading period as 8 weeks or 240 clock hours for the day session and 5 weeks or 80 clock hours for the evening session for the Medical Assistant Program. Progress reports are issued at the end of each grading period for all long-term programs.

**Pharmacy Technician Program (900 hr):** Northwest Educational Center defines a grading period as 8 weeks or 240 clock hours for the day session and 5 weeks OF 80 clock hours for the evening session for the Pharmacy Technician Program. Progress reports are issued at the end of each grading period for all long-term programs.

**Cosmetology Operator Program (1000 hr):** The Academic Ledgers are the “Report Cards” of the program. The Instructor or Counselor is responsible for conducting an individual counseling session of 8 weeks or 240 clock hours for the day session and 5 weeks or 80 clock hours for the evening session.

**Class A Barber Program (1000 hr):** The Academic Ledgers are the “Report Cards” of the program. The Instructor or Counselor is responsible for conducting an individual counseling session of 8 weeks or 240 clock hours for the day session and 5 weeks or 80 clock hours for the evening session.

**Construction Technology Program (1500 hr):** The Academic ledgers are the “Report Cards” of the program. The Instructor or Counselor is responsible for conducting an individual counseling session of 8 weeks or 240 clock hours.

#### **GRADE POINT AVERAGE REQUIREMENT:**

(QUALITATIVE) Students must maintain an acceptable cumulative grade point average (GPA) to maintain good academic standing. If a student’s GPA falls below the minimum requirement at the end of a grading period, the student will be placed on SAP probation for the following grading period.

#### **COMPLETION RATE REQUIREMENT:**

(QUANTITATIVE) At the completion of the first two evaluation periods students must successfully achieve a passing grade in half (1/2) of courses attempted. From the third evaluation period until completion of the program students must achieve a passing grade in two thirds (2/3) of all courses attempted. Failure to successfully complete this minimum percentage at any evaluation point will result in the student being placed on SAP probation for the following grading period.

#### **MAXIMUM TIME FRAME:**

All program requirements must be completed within a maximum allowable time frame. In no case will the maximum allowable time frame for program completion exceed one and a half times (150%) the normal length of the program in which they enrolled. For clock hour programs a student must complete the program within one and a half times the program length in weeks. For clock hour programs a student must complete the program within one and a half times the program length in

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clock hours. In order to complete the program within the maximum allowable time frame, students must maintain a satisfactory rate of progress. Note that all transfer credits accepted by NWECC will count toward a student's quantitative rate of academic progress. The rate of progress will be reviewed at the end of each grading period and students who are determined to be unable to complete the program within the maximum time frame will be terminated.

**SAP EVALUATION PERIOD:**

Academic progress is evaluated at the end of each grading period.

**SAP PROBATION\*\***

The result for a student who fails to maintain SAP at the end of a SAP evaluation period (Grading Period) will be placed on SAP probation.

**SAP DISMISSAL**

The result for a student on SAP probation who has failed to achieve SAP at the end of the probationary SAP evaluation Period. \*\* SAP probation for programs classified as modular and/or clock hour are in no way related to the Department of Education's financial aid warning or financial aid probation statuses since our policy is more stringent than the Department of Education's.

**SAP EVALUATION PROCESS FOR PROGRAMS CLASSIFIED AS MODULAR AND/OR CLOCK HOUR.**

The education center weights grades in proper proportion to the number of clocked hours earned. The weighted grade point averages are used in calculating the GPA and determining SAP. Grading period grade point averages and clocked hours are determined at the end of each grading period. If a student fails to successfully complete the minimum percentage of all credits attempted or maintain an acceptable GPA, the student will be placed on SAP probation for the following grading period. A student on SAP probation remains eligible for Title IV Federal Student Financial Assistance during the probationary grading period. Students placed on SAP probation are notified in writing and given a copy of the probationary form. The SAP probation form will outline what is required of the student in terms of academic progress for the probationary period in order to be removed from SAP probation. Students also receive a copy of their grade report, and a schedule of course availability for repeat courses is discussed with the student. A student must repeat and successfully complete all prerequisite courses before advancing. If at the end of the SAP probationary period, the student has brought his/her cumulative GPA to 2.0 or above and has successfully completed two thirds (2/3) of all clocked hours attempted, the student will be removed from SAP probation. If a student's cumulative GPA at the completion of the probationary grading period is below 2.0, or the student fails to successfully complete two thirds (2/3) of all the clocked hours attempted, he/she will be terminated from the education center (SAP Dismissal).

**SAP EVALUATION FOR ALL PROGRAMS FOR THE PURPOSE OF DETERMINING CONTINUED STUDENT ELIGIBILITY FOR FEDERAL STUDENT FINANCIAL ASSISTANCE PROGRAMS (TITLE IV PROGRAMS)**

To determine students' continued eligibility for any Federal Student Assistance programs, academic progress is evaluated beyond the end of each payment period for all programs except semester, clock hour programs. The SAP evaluation must come at a time beyond the end of the payment period, as there is no clear academic cutoff that coincides with a payment period for the modular clock hour



programs or the semester clock hour program. The end of a payment period either falls mid module or mid semester. The academic calendar structure of the modular clock hour programs and the semester clock hour program necessitates that SAP evaluation be conducted beyond the end of each payment period, at the end of the module or semester in which the respective payment period ended.

### **SAP EVALUATION DURING EXTERNSHIP FOR PROGRAMS WITH A TERMINAL EXTERNSHIP**

To successfully complete a program of study the externship course must be successfully completed, and the student must achieve a general rating of Fair or better for the externship course. If the student achieves a general rating that is less than fair the student will be placed on SAP externship probation. The student will be required to attend remediation in all areas where a lack of clinical competency is identified. The student will be responsible for the cost of the repeated course and will be required to repeat the entire externship course. A student on SAP externship probation, while the initial repeat of externship will be considered to be making SAP and will maintain any eligibility for Title IV Federal Student Financial Assistance. At the completion of the repeated externship grading period a student who fails to successfully complete the externship will be terminated from the education center (SAP Externship Dismissal). The student may be accepted for re-entry by petitioning the Executive Director but will have to wait for a minimum of one grading period before they can re-enter. Students re-entering to repeat a failed externship course due to SAP externship dismissal will be required to repeat the entire externship course and are responsible for the cost of the repeated externship course. Students will not be eligible for Title IV Federal Student Financial Assistance after re-entering from SAP externship dismissal.

### **NOTIFICATION OF TERMINATION TO STUDENT NOT MAKING SATISFACTORY ACADEMIC PROGRESS**

If it is determined that a student is not making SAP and must be terminated, the student will be notified by his/her instructor, Executive Director, Operations Manager, Student Services Director, or the Case Manager (if the student was on externship when the determination of unsatisfactory academic progress was made).

### **STUDENT RIGHT TO APPEAL THE DETERMINATION OF UNSATISFACTORY ACADEMIC PROGRESS**

If a student wishes to appeal the determination of unsatisfactory academic progress, he/she must petition the Executive Director, Operations Manager, Student Services Director, or the Case Manager in writing within five days of the notification to the student of unsatisfactory academic progress. The written request for appeal must state the reason for the appeal and must be well documented. Such documentation might include such items as a doctor's statement, accident report, police report, or death certificate. Once the request for appeal and supporting documentation has been received, they will be reviewed by the Appeal Committee. The student will be informed of their decision within seven calendar days of receipt of the request for appeal. The decision arrived at by the above-mentioned school personnel is final. A student who successfully appeals their unsatisfactory academic progress termination will be able to resume their education after sitting out one grading period. On return the student will be placed on SAP appeal probation for their initial grading period. The student will not be eligible for Title IV Federal Student Financial Assistance during this probationary grading period, with the exception of students in semester, clock hour classified programs who will remain eligible for Title IV Federal Student Financial Assistance during the probationary grading period also known as the financial aid probationary period. If the student

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maintains SAP throughout the initial grading period, he/she will be removed from SAP probation and financial aid probation and will become or remain eligible to apply for Title IV Federal Student Financial Assistance. If, however the student does not maintain SAP throughout the initial grading period, he/she will be terminated by the education center.

**RE-ENTERING STUDENTS:** Any student re-entering the education center after being terminated for unsatisfactory academic progress (SAP Dismissal) or having unsatisfactory academic progress at termination/withdrawal from the education center, will be placed on SAP re-entry probation for the initial re-entry grading period. The student will not be eligible for Title IV Federal Student Financial Assistance during this probationary grading period. If the student attains satisfactory academic progress by the end of the initial grading period, he/she will be removed from academic probation and will become eligible to apply for Title IV Federal Student Financial Assistance. If however the student does not attain SAP at the end of the initial re-entry grading period, he/she will be terminated by the education center.

**INCOMPLETE GRADE** An incomplete grade will not be counted in determining SAP. However, students who receive an incomplete on a progress report have two weeks to complete the material and receive a grade for that subject. Students who do not receive a grade within the two-week period will receive an Incomplete for that subject and will have to retake the class again to achieve a satisfactory grade. Students may not graduate with an Incomplete Grade in any subject area.

**MAKE-UP WORK:**

Northwest Educational Center will allow students to make-up work when the following requirements are met. No more than 5% of the total clock hours for a program may be made up. All make-up work must be completed within two weeks of the end of the grading period during which the absence occurred. All make up work must be supervised by an instructor approved for the subject being made up.

All make up work must be documented as being completed including recording the date, time, duration of the make-up session, and the name of the supervising instructor. The make-up records must also be signed and dated by the student acknowledging the make-up session. All students completing make-up work must demonstrate the same level of knowledge and competence expected of a student who attended the scheduled class session.

**WITHDRAWAL:**

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12 month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

**REPEATED COURSE GRADES** A student must complete and pass all required core course work with a grade of "C" or better and a "D" or better for all degree program general education courses, for completion of a program. Students will be required to repeat each unsuccessfully completed course (grade of I, W, D (core), and F) within the program prior to beginning externship. Online students failing a class for the first time may be rescheduled back into that class during the first week of the new module. Students are responsible for the cost of all repeat courses, except as otherwise indicated by school policy. Students will be allowed one repeat of an unsuccessfully completed

course without an appeal. A student who requests additional attempts to successfully complete a course must appeal in writing to the Executive Director and may receive approval based on the circumstances in the appeal. The failing grades for the course as well as the repeat grade will be recorded in the permanent student record. The higher grade will replace the lower grade when calculating the student's GPA. However, both course attempts will count toward a student's quantitative measure of academic progress.

## ADMISSIONS INFORMATION

### **ADMISSIONS POLICIES:**

Northwest Educational Center's students are admitted, trained, and referred for employment without regard to race, color, creed, sex, age, or national origin.

### **REGISTRATION DATES:**

Northwest Educational Center's classes begin on various schedules for each course depending on the demand for the class. Therefore, it is necessary to see a representative for exact class start dates. Registrations are accepted prior to the anticipated start of classes.

### **ADMISSIONS INTERVIEW:**

The Center's representative conducts a personal interview with each prospective applicant before any decision is made to enroll the applicant. During the interview, the representative discusses the Centers programs in relation to the applicant's career preferences, training needs, and individual motivations.

Each application, along with other information, is reviewed by the School Director. If the application is rejected, the applicant is notified immediately, and all fees paid are refunded.

### **ADMISSIONS REQUIREMENTS:**

Entry requirements for eligible students interested in attending classes at Northwest Educational Center are as follows:

- General Requirements for Medical and Pharmacy Programs: All applicants must be beyond the age of compulsory education. All applicants must be a minimum of 17 years of age.
- General Requirements for Beauty Programs: All applicants must be 16 years of age or older. (17 prior to licensure)
- Medical Assistant Program (900 hr): All applicants to this program must have a high school diploma or a GED. All applicants must also score a minimum of 15 on the Wonderlic Scholastic Level Exam (T71 or T51).

- Pharmacy Technician Program (900 hr): All applicants to this program must have a high school diploma or a GED. All applicants must also score a minimum of 15 on the Wonderlic Scholastic Level Exam (T710 or T51). All applicants to this program must undergo a criminal background check which includes submitting fingerprints. All enrollees are required to register with the Texas State Board of Pharmacy as a pharmacy technician trainee. Currently, the fee for registration as a pharmacy technician trainee is \$53.00 and the fee for fingerprint imaging is \$44.20. Within two years, enrollees are required to register as a pharmacy technician. Graduates must take and pass the Pharmacy Technician Certification Board's National Certification Examination to register as a pharmacy technician. The fee for the National Certification Examination is \$129.00 and the fee to register for 2 years as a pharmacy technician is \$83.00. These fees are not included in the cost of the program. Students are responsible for payment of all these fees. The fees are set by Texas State Board of Pharmacy and can change at any time.
- Cosmetology Operator Program (1000 hr): All applicants to this program must have a high school diploma or a GED. There is a state required exam fee payable to the third party company PSI, written exam fee \$62.00 and practical exam fee \$69.00. Once these exams have been passed there is a state licensure fee payable to TDLR of \$50. These fees are not included in the cost of the program. Students are responsible for payment of all these fees. The fees are set by the Texas Department of Licensure and Regulations and can change at any time.
- Class A Barber Program (1000 hr): All applicants to this program must have a high school diploma or a GED. There is a state required exam fee payable to the third party company PSI, written exam fee \$62.00 and practical exam fee \$69.00. Once these exams have been passed there is a state licensure fee payable to TDLR of \$50. These fees are not included in the cost of the program. Students are responsible for payment of all these fees. The fees are set by the Texas Department of Licensure and Regulations and can change at any time.
- Construction Technology Program (1500 hr): All applicants to this program must have a high school diploma or GED. All applicants must also score a minimum of 15 on the Wonderlic Scholastic Level Exam (T710 or T51).

**ABILITY TO BENEFIT:**

Ability to benefit from the program is determined by achieving a passing score on an entrance examination. Students who do not have a high school diploma or a GED are required to show ability to benefit from the program by passing an entrance exam.

**ENTRANCE EXAMINATION:**

Northwest Educational Center currently tests students with the Wonderlic Scholastic Level Exam (T71 or T51).

Medical Assistant Program (900 hr): Students must have a High School Diploma or Equivalent and pass the required entrance exam. The Wonderlic Examination Scholastic Level Exam (T71 or T51) is used for entrance into the Medical Assistant Program. This is a 50-question test with a time limit of 12 minutes. To be considered to have passed, students must achieve a minimum score on this examination of 15. A student who fails to achieve a minimum score of 15 on the Wonderlic Examination is allowed another opportunity to test. The applicant may take a second test on the same day provided a different version of the test is used.

Pharmacy Technician Program (900 hr): Students must have a High School Diploma or Equivalent and pass the required entrance exam. The Wonderlic Examination Scholastic Level Exam (T71 or T51) is used for entrance into the Pharmacy Technician Program. This is a 50-question test with a time limit of 12 minutes. To be considered to have passed, students must achieve a minimum score on this examination of 15. A student who fails to achieve a minimum score of 15 on the Wonderlic Examination is allowed another opportunity to test. The applicant may take a second test on the same day provided a different version of the test is used.

Construction Technology Program (1500hr): Students must have a High School Diploma or Equivalent and pass the required entrance exam. The Wonderlic Examination Scholastic Level Exam (T71 or T51) is used for entrance into the Pharmacy Technician Program. This is a 50-question test with a time limit of 12 minutes. To be considered to have passed, students must achieve a minimum score on this examination of 15. A student who fails to achieve a minimum score of 15 on the Wonderlic Examination is allowed another opportunity to test. The applicant may take a second test on the same day provided a different version of the test is used.

## ACADEMIC INFORMATION

### **PROGRAM DEFINITIONS:**

Northwest Educational Center currently offers long-term training. For purposes of this catalog, LONG TERM TRAINING means any 900- 1000-hour program.

### **PROGRAM LENGTHS:**

**Medical Assistant Program (900 hr):** The 900-hour Medical Assistant Program is offered during the Day and Evening hours. The Medical Assistant Program consists of 720 clock hours of on-campus training and 120 clock hours of externship training. For day classes, students attend 25 - 26 weeks of on-campus training and 4-6 weeks of externship training. Day students attend class for 6 hours per day, Monday - Friday during the on-campus portion. Day class times are 9:00 AM - 3:30 PM. A thirty-minute lunch break is provided. Evening students attend class for 45 - 46 weeks of on-campus training. The length of the externship training for evening students is determined by the student's availability and the site's hours of operation. Evening students attend class for 4 hours per evening, Monday - Thursday. Evening class times are 6:00 PM - 10:00 PM. Externship training hours vary.

**Pharmacy Technician Program (900 hr):** The 900-hour Pharmacy Technician Program is offered during the Day and Evening hours. The Pharmacy Technician Program consists of 720 clock hours of on-campus training and 120 clock hours of externship training. For day classes, students attend 25 - 26 weeks of on-campus training and 4 - 6 weeks of externship training. Day students attend class for 6 hours per day, Monday - Friday during the on-campus portion. Day class times are 9:00 AM - 3:30 PM. A thirty-minute lunch break is provided. Evening students attend class for 45 - 46 weeks of on-campus training. The length of the externship training for evening students is determined by the student's availability and the site's hours of operation. Evening students attend class for 4 hours per evening, Monday - Thursday. Evening class times are 6:00 PM - 10:00 PM. Externship training hours vary.

**Cosmetology Operator Program (1000 hr):** The 1000 hour Cosmetology Operator Program is offered during the day and Evening hours at the Main Campus and Day hours only at the Branch Campus. Students attend 6 hours per day for day classes and 5 hours per day in the evening. With the flexibility in the Beauty scope programs, students may attend both day and evening classes. Day classes are Monday - Friday from 9:00 - 3:30 and evening classes Monday - Thursday 5:00PM-10:00PM. A thirty minute break is provided.

**Class A Barber Program (1000 hr):** The 1000 hour Class A Barber Program is offered during the day and Evening hours at the Main Campus and Day hours only at the Branch Campus. Students attend 6 hours per day for day classes and 5 hours per day in the evening. With the flexibility in the Beauty scope programs, students may attend both day and evening classes. Day classes are Monday - Friday from 9:00 - 3:30 and evening classes Monday - Thursday 5:00PM-10:00PM. A thirty minute break is provided.

**Construction Technology (1500 hr):** The 1500 hour Construction Technology Program is offered during day hours only at the Branch Campus. The Construction Technology program consists of 1330 clock hours of on-campus training and 170 hours of externship training. Students attend class for 6 hours per day, Monday - Friday during the on-campus portion. Class times are 9:00AM -3:30PM. The length of the externship training for evening students is determined by the student's availability and the site's hours of operation.

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## **SATISFACTORY PROGRESS**

Northwest Educational Center defines a student as having satisfactory progress when the student maintains a cumulative attendance level or at least 67% or higher of the scheduled hours indicated on the enrollment agreement at the end of each evaluated period. Academically, students must maintain a cumulative grade average of 70% or higher at the end of each evaluated period to be defined as having satisfactory progress. Students must complete the program of enrollment within 150% of the published length of the designated program.

## **ATTENDANCE POLICY:**

Attendance is recorded on an hourly basis for all classes conducted at Northwest Educational Center. School holidays and approved Leave of Absences are not considered as days of absence.

## **ATTENDANCE RECORDKEEPING SYSTEM:**

Northwest Educational Center requires that all students use the Student Sign-in Attendance Sheet to record their attendance. Attendance is recorded based on the number of hours attended per session. The Center records attendance in quarter hour increments.

## **ATTENDANCE REQUIREMENTS/PROBATION:**

**900 Hour Programs:** All students enrolled in the Medical Assistant Program (900 hr.) and the Pharmacy Technician Program (900 hr.) must maintain 67% attendance to remain in school. Students who are absent more than 20% of the total course hours will be terminated from school. Students absent for 10 consecutive class days will be terminated.

**1000 Hour Programs:** All students enrolled in the Beauty Programs (1000 hr.) must maintain 67% attendance to remain in school. Students who are absent more than 20% of the total course hours will be terminated from school. Students absent for 10 consecutive class days will be terminated.

**1500 Hour Programs:** All students enrolled in the Construction Technology Program (1500 hr.) must maintain 67% attendance to remain in school. Students who are absent more than 20% of the total course hours will be terminated from school. Students absent for 10 consecutive class days will be terminated.

Any student who has been dropped for unsatisfactory attendance may not re-enter before the start of the next grading period.

## **MAXIMUM TIME TO COMPLETE:**

Northwest Educational Center requires that all students complete their course of study within a maximum of 1.5 times the normal class length.

## **GRADING PERIOD:**

**Medical Assistant Program (900 hr):** Northwest Educational Center defines a grading period as 8 weeks or 240 clock hours for the day session and 5 weeks or 80 clock hours for the evening session

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for the Medical Assistant Program. Progress reports are issued at the end of each grading period for all long-term programs.

**Pharmacy Technician Program (900 hr):** Northwest Educational Center defines a grading period as 8 weeks or 240 clock hours for the day session and 5 weeks or 80 clock hours for the evening session for the Pharmacy Technician Program. Progress reports are issued at the end of each grading period for all long-term programs.

**Cosmetology Operator Program (1000 hr):** Northwest Educational Center defines a grading period as 8 weeks or 240 clock hours for the day session and 5 weeks or 80 clock hours for the evening session. Academic ledgers are issued at the end of each grading period for all long-term programs.

**Class A Barber Program (1000 hr):** Northwest Educational Center defines a grading period as 8 weeks or 240 clock hours for the day session and 5 weeks or 80 clock hours for the evening session. Academic ledgers are issued at the end of each grading period for all long-term programs.

**Construction Technology Program (1500 hr):** Northwest Educational Center defines a grading period as 8 weeks or 240 clock hours.. Academic ledgers are issued at the end of each grading period for all long-term programs.

#### **GRADING SYSTEM MEDICAL ASSISTANTS/PHARMACY TECHNICIAN:**

Students will be graded on a standard 100% scale. Letter grades are a measure of satisfactory performance and will be assigned as follows:

- A: 90 - 100 Outstanding
- B: 80 - 89 Superior
- C: 70 - 79 Satisfactory
- D: 60- 69 Failing

#### **GRADING SYSTEM COSMETOLOGY OPERATOR/CLASS A BARBER/CONSTRUCTION TECHNOLOGY:**

The numerical grading system is used for theory written work. A score of 69% or less is considered failing. The system indicated below of 4, 3, 2, 1, or 0 is used for the posting of practical grades.

Excellent	4.0 (90-100)
Good	3.0 (80-89)
Satisfactory	2.0 (75-79)
Passing	1.0 (70-74)
Failing	0 (0-69)

#### **PRACTICAL GRADING POLICY**

Students are graded on their practical work as satisfactory or unsatisfactory. Evaluation of a student's practical work is based on 5 standards.

1. Technique
2. Use of work time
3. Quality of work
4. Sanitation followed



5. Patron protection

Based on a perfect score of 100, each of these 5 standards is worth 20 points. A score of 70-100 is considered satisfactory while a score of 0-69 is considered unsatisfactory. The grading system above is used to post the grades accordingly of 4, 3, 2, 1, or 0.

## **TESTING POLICY AND ADVANCEMENT BARBER AND COSMETOLOGY**

All programs are broken down into three levels or phases. Before a student can advance from one level to the next, he/she must complete the hour requirements, the practical assignments, and pass the required level quiz. These phases are as follows:

### Phase One – Junior Student

Students begin the program as a Junior Student. In order to advance from Junior Student to Senior Student, the following requirements must be met:

1. 10% of total contract hours
2. Complete required practical assignments
3. Gain a basic level comprehension on all skills taught
4. Attend regular scheduled theory classes

Once a student has met the above requirements, the student then advances to the next phase as a Senior Student where he/she will be allowed to work in the clinic/lab area with public clients. Students may not be compensated for services performed; however tips are allowed.

### Phase Two – Senior Student

In order to maintain educational excellence within the school, the students are required to participate in an actual work environment. This means that each Senior Student is required to conduct themselves as professionals as they would in a public salon as an employee. Senior Students are to complete scheduled assignments daily either on mannequins, each other, or on public clients. Senior Students must attend regularly scheduled theory classes. In order to advance to the next phase, the following requirements must be met:

1. 80% of total program hours must be complete
2. Complete a minimum of 80% of the TDLR required practical tasks
3. Complete all theory assignments from textbooks
4. Attend all scheduled theory classes

Once a student has met these requirements, the student then advances to the final phase of training, state board preparation classes, also known as “mini-boards”. TDLR allows students in the Cosmetology Programs to sit for their examinations after completing 1000 hours as well their entire textbook theory assignments. If the student does not complete the theory assignments before they take the examination, the graduation requirements will not be met and the student will not be able to take the practical portion when hours are complete until all theory assignments are completed.

### Phase Three – Mini-Boards

In order to ensure that all students have the confidence and capability of passing the state board examinations, students are required to participate in mini-board classes once per week for the

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remaining 20% of hours. Mini-Boards are scheduled on Monday from 1:00PM-5:00PM and again from 6:00PM-9:00PM. During the remaining days of the week, the students are to continue with their daily assignments either assigned based on their weaknesses shown on the mini-board exam or on daily clientele. The schedule follows:

1. 1<sup>st</sup> Week: Prepare bags
2. 2<sup>nd</sup> Week: Observation and note taking of other classmates during exams
3. 3<sup>rd</sup> through Final Week: Full mini-board exam in accordance with the PSI guidelines as provided at [www.psiexams.com](http://www.psiexams.com).

Students are to be in mini-boards each week for the duration of their hours. Only pre-requested absences will be accepted. Unexcused absences will result in written citations. Student must pass a minimum of 6 mini-boards to fulfill the requirements for graduation.

When all three phases of the program have been completed, the student will be issued a diploma from Northwest Educational Center signed by the Director and Instructor(s) and will be certified through TDLR as to have met the examination requirements and be able to schedule with PSI.

#### **ACADEMIC STANDARDS:**

**Long Term Classes:** Northwest Educational Center tests students at a minimum of every two-week period. At the end of each grading period, progress reports are issued for classes taken during that grading period. Progress reports reflect the averaged grade for each subject as well as an overall average for the grading period. At the end of the program, a final transcript will be issued. The final transcript will provide the averaged grade for each subject area, an overall grade for the program, and the total hours attended. Students must receive a passing grade in each subject to receive a Certificate of Completion.

#### **ACADEMIC REQUIREMENTS/PROBATION:**

**Long Term Classes:** Students who receive a failing subject grade on a progress report will be placed on academic probation for the next grading period. Students will be counseled concerning the specific terms of the probation and the length of time of the probation period. Students who do not achieve satisfactory progress at the end of the probation period, will be terminated. If a student on probation achieves satisfactory progress for the next grading period but has not achieved overall satisfactory progress, the probation period may be extended for one additional grading period. If the student fails to achieve satisfactory progress at the end of the two successive periods, the student will be terminated.

Students terminated for unsatisfactory progress may re-enter into school after a minimum of one grading period. A student who returns after being terminated for unsatisfactory progress will be placed on probation for the next grading period. Counseling will be performed to discuss the terms of this probation period. If a student does not maintain satisfactory progress, the student will be terminated.

#### **INCOMPLETE GRADES:**

Students who receive an incomplete on a progress report have two weeks to complete the material and receive a grade for that subject. Students who do not receive a grade within the two-week period

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will receive an Incomplete for that subject and will have to retake the class again to achieve a satisfactory grade. Students may not graduate with an Incomplete Grade in any subject area.

**MAKE-UP WORK:**

Northwest Educational Center will allow students to make-up work when the following requirements are met. No more than 5% of the total clock hours for a program may be made up. All make-up work must be completed within two weeks of the end of the grading period during which the absence occurred. All make up work must be supervised by an instructor approved for the subject being made up.

All make up work must be documented as being completed including recording the date, time, duration of the make-up session, and the name of the supervising instructor. The make-up records must also be signed and dated by the student acknowledging the make-up session. All students completing make-up work must demonstrate the same level of knowledge and competence expected of a student who attended the scheduled class session.

**LEAVE OF ABSENCE:**

In a 12-month calendar period, a student may have no more than two leaves of absences. For long term programs, students may be on a leave of absence for a total of 60 calendar days. Students requesting a leave must complete and sign the Leave of Absence Request Form which indicates the reason for the leave of absence and the specific dates of the leave of absence. Request Forms are submitted to the director for approval. If a student fails to return from a scheduled leave, the student will automatically be terminated.

**PREVIOUS EDUCATION OR TRAINING CREDIT:**

Credit will be given to any student who has had previous education or training that is covered in the curriculum. Students who wish to apply for credit should notify the School Director prior to class start date.

**TUTORIALS AND LABORATORY PRACTICE:**

Northwest Educational Center offers tutoring and laboratory practice sessions in the afternoons to all current and previous students. Students are encouraged to utilize the tutoring and laboratory sessions to enhance their learning abilities and to practice the skills learned during class.

**CERTIFICATES OF COMPLETION:**

Students who successfully complete a program or seminar at Northwest Educational Center will receive a Certificate of Completion.

**WITHDRAWALS/TERMINATIONS:**

Students who wish to withdraw from school should contact the School's Director immediately. The Center will terminate a student's enrollment for failure to meet probation standards, excessive absenteeism, or disruptive behavior.

**RE-ADMISSION POLICY:**

Any student who has been dropped for disruptive behavior will not be re-admitted to school. Any student who has been dropped for unsatisfactory progress may be re-admitted to school after one

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grading period. Any student who withdraws for reasons other than disruptive behavior or unsatisfactory progress will be re-admitted after evaluation by the School's Director.

**TRANSFER POLICY:**

Due to the restrictions of the long-term funding sources, students are not allowed to transfer either between programs or to or from another institution. Credit can be given in certain circumstances for prior education. See the Center for additional information.

**CLASS SCHEDULES:**

**900 HOUR PROGRAMS – MEDICAL ASSISTANT AND PHARMACY TECHNICIAN:**

**Day Class Schedule – Early Lunch:**

9:00 AM – 3:30 PM	Break	10:25 AM – 10:35 AM
	*Early Lunch	11:00 AM – 11:30 AM
	Break	12:55 PM – 1:05 PM

**Day Class Schedule – Late Lunch:**

9:00 AM – 3:30 PM	Break	10:25 AM – 10:35 AM
	Break	10:55 AM – 11:05 AM
	*Late Lunch	12:35 PM – 1:05 PM

**Evening Class Schedule:**

6:00 PM – 10:00 PM	Break	7:10 PM – 7:20 PM
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\* Students will be assigned one of the lunch times listed above per grading period.

**1000 HOUR PROGRAMS – CLASS A BARBER AND COSMETOLOGY:**

**Day Class Schedule – Late Lunch:**

9:00 AM – 3:30 PM	Lunch	30 MIN
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**Evening Class Schedule:**

6:00 PM – 10:00 PM

\* Students will be assigned one of the lunch times listed above per grading period.

**Day Class Schedule – Late Lunch:**

9:00 AM – 3:30 PM                      Lunch                      30 MIN

## **STUDENT SERVICES**

### **EQUIPMENT:**

Northwest Educational Center uses modern, up to date equipment in all programs. These include up to date computers and software and modern medical and pharmacy equipment. The Center uses IBM compatible computers with Classroom #4 having access to the Internet for teaching e-mail and web-based training. The Medical Laboratory uses medical equipment and supplies commonly found in a medical facility. The Pharmacy Laboratory uses pharmacy equipment and supplies commonly found in a pharmacy. The Barber and Cosmetology programs uses salon equipment and supplies. The Construction Technology Program uses construction field equipment and tools.

### **SCHOOL HOLIDAYS:**

The following holidays will be observed by Northwest Educational Center.

New Year Day	Good Friday
Memorial Day	Independence Day
Labor Day	Thanksgiving Day +1
Christmas Day	

### **LICENSING OF PROFESSION:**

The Medical Assistant occupation does not require licensing for employment as a medical assistant. However, Northwest Educational Center does provide medical assistant graduates with the opportunity to take the examination to become a Nationally Certified Medical Assistant. There is a \$90.00 fee for this exam within the first 90 days after graduation. Northwest Educational Center's pharmacy technician program requires graduates to take and pass the Pharmacy Technician Certification Board's National Certification Examination in order to register and work as a pharmacy technician upon expiration of the 2-year Pharmacy Technician in Training period. The fees associated with the national examinations are not included in the cost of the programs and are the responsibility of the student. The Barber and Cosmetology Programs require licensure through the Texas Department of Licensing and Regulations. The Construction Technology program does not require licensing for employment.

### **PLACEMENT ASSISTANCE:**

While no school can guarantee placement of its students, the staff at Northwest Educational Center works closely to assist all students in securing employment in their chosen field. Job placement for most students is a crucial phase in their training experience. Our experienced staff are available and ready to assist students in their job search. Northwest Educational Center maintains an area where students can use the computer equipment, internet, fax machine, and telephone lines to

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search for employment, Northwest Educational Center also maintains a network of contacts with local employers to enhance awareness of job openings.

Northwest Educational Center encourages all students to complete their training program and stresses that job placement is dependent on current skill levels. However, Northwest Educational Center will provide job search assistance based on current skills to alt students, withdrawals as well as graduates.

**CONDUCT POLICY:**

The school reserves the right to dismiss any student whose conduct is detrimental to the best interest of the school or other students.

Drugs, alcohol, and weapons are prohibited from the school, all extern sites, and all school related functions. Any student in possession of or under the influence of drugs or alcohol during school or school related activities will -be terminated from school. Any student in possession of a weapon during school or school related activities will be terminated from school.

SAMHSA’s National Helpline, 1-800-662-HELP (4357), (also known as the Treatment Referral Routing Service) or TTY: 1-800-487-4889 is a confidential, free, 24-hour-a-day, 365-day-a-year, information service, in English and Spanish, for individuals and family members facing mental and/or substance use disorders. This service provides referrals to local treatment facilities, support groups, and community-based organizations. Callers can also order free publications and other information.

The school maintains a campus free policy on religious, political, and sexual matters. Students should not display or distribute religious, political, or sexual materials on the campus. Students should not download or access sexually explicit web sites nor engage in chat rooms which have a sexual theme while on the school's campus.

Students terminated for any form of disruptive behavior will not be allowed to re-enter into school.

**SUSPENSIONS:**

Northwest Educational Center reserves the right to suspend students who demonstrate behavior which is in violation of the school's policies but is not severe enough to warrant termination from school. Suspensions can range from 1 day to 4 school weeks. Students will be informed of the . length of their suspension and the reason for the suspension at the time of the suspension.

**GRIEVANCE PROCEDURE:**

Northwest Educational Center continually strives to provide the best educational experience to all students. However, if a student has a grievance with the school or its staff, the School Counselor should be notified. If after notifying the counselor, the grievance is not resolved, the student should notify the School Director in writing of the grievance. If the matter is not resolved, the student should continue the grievance process by notifying Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 East 15th Street, Austin, Texas 78778-00011 (512) 936-3100, [www.texasworkforce.org/career schools](http://www.texasworkforce.org/career%20schools) OR TDLR COMPLAINTS P.O. Box 12157 Austin, Texas 78711 (512) 463-6599

[www.license.state.tx.us](http://www.license.state.tx.us)

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If the matter is still not resolved, the long-term student should contact the Council on Occupational Education, 7840 Roswell Road Building 300 suite 325, Atlanta, GA 30350, (770) 396-3898.

### **DISCIPLINARY POLICY**

If a student fails to comply with the Rules and Regulations of the school, the following will apply:

1<sup>st</sup> Offense = Verbal Citation

2<sup>nd</sup> Offense = Written Citation

3<sup>rd</sup> Offense = Written Citation with Suspension

4<sup>th</sup> Offense = Permanent Dismissal

Northwest Educational Center reserves the right to dismiss or suspend a student if the severity of the offense warrants such action.

### **GROUND FOR TERMINATION**

- ★ Excessive absenteeism and tardiness
- ★ Improper behavior or treatment towards a patron, staff member, or fellow student
- ★ Possessing, using, or being under the influence of alcohol or illegal drugs or abuse of prescription drugs on campus
- ★ Refusal to take instruction or directive from a staff member
- ★ Refusing to service a customer for any reason
- ★ Cheating or stealing from the school, patron, students, or staff
- ★ Unsatisfactory progress in training
- ★ Non-payment of monies due to Northwest Educational Center
- ★ Clocking in or out of fellow students
- ★ Refusal of sanitation duties
- ★ Repeated Rules and Regulations abuse
- ★ Charging a patron for personal gain. This is considered theft.

### **APPEAL**

A student may appeal a negative progress determination. The appeal must be done in writing to the Director. The written appeal must include: the reason for the appeal, the circumstances to warrant consideration, and specific methods that will correct the deficiency. The Director will consider the circumstances and determine whether the student may remain enrolled. The student must make satisfactory progress in the next evaluation period. The appeal must be filed within 10 days of the offense.

### **TERMS OF RE-ENTRY**

A student who withdraws from Northwest Educational Center and wishes to re-enroll must first be accepted for re-entry by the Director. Students who wish to re-enter are required to pay a \$250.00 re-admittance fee.

Any outstanding fees from the withdrawal for the previous attendance must be paid in order to have those hours released. A new student file must be completed in its entirety and the original file will be

closed out as a drop. Once a student re-enters, the drop will not be reported on the annual completion, placement, and licensure rate.

### **RE-ENTRY OF STUDENT AFTER 50% WITHDRAWAL OR TERMINATION**

If a student voluntarily withdraws or is terminated after 50% of the course at a private beauty culture school, the school shall allow the student to re-enter at any time within 48 months following the date of withdrawal or termination providing the student has not been dismissed for violated of the Rules and Regulations or for a conduct issue.

### **TRANSFER HOURS OF INSTRUCTION**

A student of a beauty culture school or a vocational cosmetology program in a public school may transfer completed hours of instruction to a private beauty culture school or vocational cosmetology program. In order for the hours of instruction to be transferred, a transcript showing the completed course and number of hours certified by the school in which the instruction was given must be retrieved from TDLR via SHEARS online. Northwest Educational Center will then decided based on timeframe of previous hours, how many hours will be accepted for transfer, if any.

### **CREDIT FOR TRAINING**

Any student wishing to transfer to Northwest Educational Center's Beauty Program that has previously attended another beauty culture school may do so by meeting all admissions requirements. Once a student completed a new TDLR enrollment form, and it is submitted, TDLR will notify the school either through online communications (SHEARS) or by mail of the student's previous hours. Students' hours are also available online if the student provides his/her social security number or permit number from the previous school. This permit number does not change from school to school.

Only hours that are paid in full will be released through TDLR and available for examination and licensure. Students may enter with zero hours until their hours are released. Once these hours are released and available, a revision to the students' enrollment agreement will be made and signed by both the student and Northwest Educational Center's staff. Northwest Educational Center will then decided based on timeframe of previous hours, how many hours will be accepted for transfer, if any.

Transfer students will pay a tuition fee of \$8.00 per hour of instruction. Kits and books are not included in this cost and may be purchased through Northwest Educational Center or outside vendors.

### **TRANSFER BETWEEN PROGRAMS**

Northwest Educational Center does not allow students to transfer between programs within the school. In some cases, credit for previous education can be given to students. See the school for additional information.

### **TRANSFER BETWEEN CAMPUSES**

Any student wishing to transfer between campuses offering the same program may put a request in writing to the Executive Director. Once approval is granted, student will have to complete a new admissions file to the new campus and credit for previous training will be granted. The Center reserves the right to refuse the transfer based on the student's conduct or academic records.

### **TRACKING OF STUDENT HOURS**



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Northwest Educational Center utilizes a time clock to track the attendance of students enrolled in the beauty and construction technology programs. All students will be issued an individual time card. Each student is required to clock in upon arrival and to clock out upon departure from the building. No one is permitted by law to clock in another person's card. All hours will be tracked and recorded by Northwest Educational Center. Students must also sign in for theory on a separate sign-in sheet.

Beauty program hours will be reported monthly to TDLR via SHEARS online. Students are required to keep a daily log of hours in their student notebook, which will be reviewed once per month. TDLR will e-mail hours reported to the e-mail address provided on a student's permit application. If no e-mail address is provided, students may request office personnel to provide total hours to date. Construction Technology program student time cards will be maintained in the student file.

### **PHYSICAL DEMANDS OF THE PROFESSION**

The cosmetology, barber, construction technology and related fields are very physically demanding. Precautions must be taken at all times to prevent injuries. Reports of carpal syndrome are a serious condition that could occur if care is not taken. Back pain and sore legs are also a result of the long hours of standing in one area. Beauty program students chairs should be lowered to a safe level, feet should be kept shoulder width apart, and your weight balanced at all times. A pad under the working area is highly suggested in any salon or beauty culture school. Construction Technology work with many tools that could cause injury. Safety glasses, hard-hat, steal-toe boots and gloves are highly recommended at all times by Northwest Educational Center and at time and areas. **REQUIRED.**

### **SAFETY REQUIREMENTS FOR THE PROFESSION**

Northwest Educational Center meets applicable fire, building, health, ventilation, heating, and safety requirements. In particular:

- ★ Drinking water is available
- ★ Lavatories with hot and cold running water are maintained in sanitary condition
- ★ Fire extinguishers are conveniently located and maintained in operable condition
- ★ Electrical service is adequate to serve Northwest Educational Center's needs and emergency evacuation plans are posted and known to staff and students

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of the student education records. Students have specific, protected rights regarding release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that both students and staff have a general knowledge of FERPA guidelines.

FRPA guidelines give students the following right regarding educational records:

- ★ The right to access educational records kept by Northwest Educational Center.
- ★ The right to demand educational records be disclosed only with student consent.
- ★ The right to amend educational records.
- ★ The right to file complaints against Northwest Educational center for disclosing educational records in violation of FERPA Access to Educational Records.

Schools are required by FERPA guidelines to:

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- ★ Provide students with an opportunity to inspect and review their educational records within 45 days of receipt of request.
- ★ Provide students with copies of educational records or otherwise make the records available to the student if the student, for instance, lives outside of commuting distance to Northwest Educational Center.
- ★ Retract the names and other personally identifiable information about other students that may be included in the student file.

Schools are NOT required by FERPA guidelines to:

- ★ Create or maintain educational records.
- ★ Provide student with calendars, notices, or other information which does not generally contain information directly related to the student.
- ★ Respond to questions about the student.

### ITEMS LEFT ON CAMPUS

Any item that is left on campus for more than 30 days after the student leaves their program of study, whether through withdrawal or graduation, will automatically become the property of Northwest Educational Center.

Students are required to have their locker clearly marked on the outside with their name. Students are also required to use a padlock to secure the items inside the locker. Any locker of a withdrawn or graduated student will be opened by Northwest Educational Center staff after 30 days without consent of the student and the property inside will become the property of Northwest Educational Center.

## FINANCIAL INFORMATION

### FINANCIAL AID:

Northwest Educational Center offers Title IV Financial Aid in the form of Pell Grants to students who qualify. To be eligible, students must be enrolled in the Medical Assistant Program (900 hr) or the Pharmacy Technician Program (900 hr), Cosmetology (1000 hr) or Class A Barber (1000 hr) and meet the income guidelines and other requirements. Northwest Educational Center also offers tuition assistance through other local and state funding sources. Northwest Educational Center decided not to utilize or actively participate in the Federal Loan Program and only accepts Federal Funding in the form of Pell Grants and SEOG Grants. Contact the Center for additional information on applying for Financial Aid or tuition assistance. Only students enrolled in the Main Campus are eligible to use financial aid. Currently both Branch Campuses are not participating in Title IV funding.

### TUITION AND FEES:

Tuition and fees for classes offered by Northwest Educational Center are as follows:

#### **MEDICAL ASSISTANT PROGRAM (900 HR):**

Administrative Fee .....\$100.00  
Tuition .....\$10,500.00  
**Total Charges .....\$10,600.00**

#### **PHARMACY TECHNICIAN PROGRAM (900 HR):**

Administrative Fee .....\$100.00

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Tuition .....	\$10,500.00
<b>Total Charges .....</b>	<b>\$10,600.00</b>

**COSMETOLOGY OPERATOR PROGRAM (1000 HR):**

Administrative Fee .....	\$250.00
Tuition .....	\$17,625.00
<b>Total Charges .....</b>	<b>\$17,875.00</b>

**CLASS A BARBER PROGRAM (1000 HR):**

Administrative Fee .....	\$250.00
Tuition .....	\$17,625.00
<b>Total Charges .....</b>	<b>\$17,875.00</b>

**CONSTRUCTION TECHNOLOGY PROGRAM (1500HR):**

Administrative Fee.....	\$250.00
Tuition.....	\$17,500.00
<b>Total Charges .....</b>	<b>\$17,750.00</b>

The fee to register as a Pharmacy Technician Trainee is \$53.00 and the fee for fingerprint imaging is \$44.20, The fee for the Pharmacy Technician National Certification Examination is \$129.00 and the fee to register as a Pharmacy Technician for 2 years is \$83.00. These fees are not included in the cost of the program and students are responsible for payment of these fees.

Barber and Cosmetology graduates have a fee of \$55 for state written examination and \$76 for the practical examination. This fee is paid directly to PSI the third party testing agency for TDLR. After passing both of the state examinations, the student must then pay to TDLR the state licensure fee of \$50. These fees are not included in the cost of the program and students are responsible for payment of these fees.

**CANCELLATION POLICY:**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100.00 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

**REFUND POLICY:**

- 1) Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
- 2) The effective date of termination for refund purposes will be the earliest of the following: (a) The last day of attendance, if the student is terminated by the school; (b) The date of receipt of written notice from the student; or (c) Ten school days following the last date of attendance.
- 3) If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hours. cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.

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- 4) If the student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total numbers of hours in the portion of the program for which the student has been charged on the effective date of termination. More simply, the refund is based on the precise number of course hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.
- 5) Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
- 6) A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12 month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
- 7) A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) An enrollee is not accepted by the school;
  - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8) REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE:

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- 1) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.

- 2) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- 3) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - a) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - b) demonstrated sufficient mastery of the program material to receive credit for completing the program.
- 9) The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

#### **REFUND POLICY FOR TITLE IV PELL GRANT RECIPIENTS:**

If a student receives Title IV Federal Aid in the form of a Pell Grant, both a Federal and a State Refund Calculation must be completed. The Center will calculate a refund amount based on Federal guidelines. The Center will then calculate a refund amount based on State guidelines.

The Center will compare the two refund amounts and will refund the largest of the two calculations. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

#### **SCHOLARSHIPS:**

Northwest Educational Center offers a number of scholarships to students. Eligibility requirements and application information for these scholarships are available through the administrative office.

#### **INFORMATION TECHNOLOGY**

Northwest Educational Center requires the students to attend an orientation prior to starting classes. The orientation includes information technology required to complete their educational program. The Center makes use of a wide range of IT resources to help students achieve their educational goals. Northwest Educational Center provides convenient access to tools that help manage coursework, financial aid, and registration. Northwest Educational Center also supports desktop computing, printing, as well as network connectivity. The institution provides access to high-speed computer classrooms, wireless network, and other services on campus. If students need help with any technology problems or needs they are to see an administrator, faculty or instructor for assistance.

The appropriate use of information technology resources includes the authorized use by students directly related to completion of class assignments or other educational pursuits required by Northwest Educational Center. Employees of the Center are authorized to use the technology

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resources if directly related to instruction, research, and other school business in the course and scope of their assigned duties.

The Center provides hardware and software as required for employees' particular job functions, to be used only for official school business. The Center has the sole right to the software and data used and/or stored on such computer equipment. Employees have no claim to such hardware, software or data. Upon termination of employment the Center has no obligation to provide the former employee with copies of any software or data stored on the Center's computer equipment or systems. No unauthorized software may be loaded on the Center's computer equipment and no unauthorized computer equipment may be used at Northwest Educational Center facilities.

The Center reserves the right to implement appropriate security measures, including denying access to information technology resources to anyone who, in the opinion of the school, has misused these resources or does not require access to certain information and/or systems based on the individual's duties, as necessary to preserve and maintain system and data integrity. All data transmitted over the Center's networks and systems is subject to trace or capture. Confirmation of unauthorized or fraudulent use of information technology resources may result in disciplinary action, including a student's termination, an employee's termination of employment, criminal charges and/or legal action.

**INSTRUCTIONAL RESPONSE POLICY:**

Instructors are required to respond by email to students' requests in a timely manner of no more than 24 hours within published operational hours.

# FACULTY AND STAFF

## THE FIRST EDUCATORS, INC.

President Steve Mares

### MAIN CAMPUS

Executive Director	Gaylene Green	Licensed Cosmetologist Licensed Cosmetology Instructor 32 Years in Industry/School Owner
Counselor/Assistant to the Director	Gloria Faultry	Bachelor's, University of Phoenix
Director of Financial Aid	Luke Jones	Associates Lone Star College
Director of Cosmetology/Barber	Marisa Fretwell	Licensed Barber Instructor, TDLR

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Director of Medical Programs	Ivette Santiago	Associates in Pharmacy Technology Lone Star College  Bachelors TSU  Masters PVAMU
Director of Admissions	Crystal Peres	Licensed Cosmetology Instructor TDLR
Placement Coordinator	Josephine Youngblood	
Registrar	Vereniece Santiago	Associates Art Institute of Houston
Admissions	Jasmin Padron Silva	
Outreach Coordinator	Anthony Sanchez	
Finance Office	Jhinson Toledo	Licensed Barber Instructor, TDLR
Instructor	Dudley Whittaker	Licensed Barber Instructor, TDLR
Instructor	Sabrina Germany	Licensed Cosmetology Instructor, TDLR
Instructor	Kelly Moncion	Licensed Cosmetology Instructor, TDLR
Instructor	Erick Prevost	Bachelor's,' Texas Southern Certified Pharmacy Tech
Instructor	Samantha Juarez	Certified Medical Assistant

**SPECIFIC AREAS OF INSTRUCTION:**

Provided below are specific areas of instruction for teachers at the Center.

**IVETTE SANTIAGO:**

Anatomy & Physiology (ANP90), (AIP30),  
(A2P30)  
Medical Terminology (MET60), (MT30), (M2T30)  
Medical Law & Ethics (MLE30)  
Psychology / Human Relations (PHT30)  
Medical Office Procedures I Management  
(MOP90)  
Medical Lab Procedures (MLP90)  
Pharmacology (PHM60), (P1M60), (P2M60),  
(P3M60), (P4M60)  
Pharmacology Lab (P1L60), (P2L60), (P3L30)

Job Readiness (JOB30)  
Medical Billing and Coding (MBC60)  
Computer Basics (WIN15)  
Word Processing for Windows (WRD15)  
Spreadsheets for Windows (EX15), (SPR15)  
Database for Windows (ACC15)  
Desktop Publishing/Graphics/Presentation  
(PWR15)  
Typing/Keyboarding (TYP30), (TYP24)  
Keyboarding/Computer Applications (KCA90)

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SAMANTHA JUAREZ:

Anatomy & Physiology (ANP90), (AIP30),  
(A2P30)  
Medical Terminology (MET60), (M1T30),  
(M2T30)  
Medical Law & Ethics (MLE30)  
Psychology / Human Relations (PHT30)  
Medical Office Procedures I Management (MOP90)  
Pharmacology (PHM60), (P1M60),(P2M60),  
(P3M60), (P4M60) .  
Pharmacology Lab (P1L60), (P2L60),  
(P3L30)  
Medical Billing and Coding (MBC60)  
Medical Clinical Procedures (MCP90)  
Medical Lab Procedures (MLP90)  
Medical Office Procedures I Management  
(MOP90)

ERICK PREVOST:

Computer Basics (WIN15)  
Word Processing for Windows (WRD15)  
Spreadsheets for Windows (EX15), (SPR15)  
Database for Windows (ACC15) .  
Desktop Publishing/Graphics/Presentation  
(PWR15)  
Typing/Keyboarding (TYP30), (TYP24)  
Keyboarding/Computer Applications (KCA90)  
Medical Office Procedures / Management (MOP90)  
Job Readiness (JOB30)  
Pharmacology (PHM60), (P1M60),(P2M60),  
(P3M60),  
(P4M60)  
Pharmacy Calculations (P1C60), (P2C60)  
Pharmacology Lab (P1L60), (P2L60), (P3L30)

ERIC LAZAREL:

Medical Office Procedures/ Management (MOP90)  
Pharmacology (P4M60)  
Pharmacy Calculations (P1C60, P2C60)  
Job Readiness (JOB30)  
Typing/Keyboarding (TYP30), (TYP24)  
Keyboarding/Computer Applications  
(KCA90)  
10-Key Calculators (KEY24)  
Computer Basics (WIN15)



### BRANCH CAMPUS – BARBER AND COSMETOLOGY

Campus Director	Tania Rios	Licensed Cosmetology Instructor - TDLR
Instructor	Jacqueline Guevara	Licensed Cosmetology Instructor - TDLR
Admissions	Karla Hernandez	Licensed Cosmetology Instructor – TDLR
Instructor	Damian Molina	Licensed Barber Instructor - TDLR

### BRANCH CAMPUS – CONSTRUCTION TECHNOLOGY

Campus Director	Melissa Rambin	Bachelors- Schreiner University Licensed Cosmetology Instructor - TDLR
Admissions	Jeanette Suruy	
Instructor	Steve Mares	Associates San Jacinto College

## PROGRAMS OF INSTRUCTION MEDICAL ASSISTANT PROGRAM

DAY: On Site Training – 25 -26 weeks, 6 hours per day, Monday – Friday  
 EVENING: On Site Training – 45 -46 weeks, 4 hours per day, Monday – Thursday  
 DAY AND EVENING: Externship – 180 hours – Schedules vary

**REGISTRATION FEE:** \$100.00

**TUITION:** \$10,500.00

**MISSION:** This program’s mission is to train students in the medical and office skills necessary to assist physicians and medical personnel by performing both administrative and clinical procedures as a medical assistant.

**PREREQUISITES:** High School Diploma or GED and score a minimum of 15 on the Scholastic Level Exam.

**OBJECTIVE:** Type 35 or more WPM, have general office skills, be familiar with medical terminology and medical procedures, and be able to perform lab and medical procedures.

**CAREER:** Medical Assistant, Medical Office Administration, Billing and Coding Clerk, Medical and Insurance Claims/Collections, Patient Admitting Assistant, Patient Relations Representative.

**WORK SETTINGS:** Doctor’s Offices, Medical Clinics, Hospitals, Insurance Companies, and any medical related facility.

**DESCRIPTION:** Classes focus on learning to perform both medical office and clinical/laboratory procedures. This program teaches skills in anatomy and physiology, medical terminology, medical law and ethics, pharmacology, medical office procedures, medical billing and coding, and clinical and laboratory procedures. Instruction includes patient preparation and physician assistance with exam functions including taking vital signs, giving injections, performing venipuncture, and providing assistance with medical tests

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and procedures. Instruction also includes medical office procedures and management and computer applications including patient billing software. Upon completion of the on-campus training portion, students will perform an externship where they apply and practice skills in an actual medical facility.

**MEDICAL ASSISTANT PROGRAM COURSE OUTLINE**

COURSE NAME	COURSE NUMBER	ONLINE HOURS	LAB/ EXTERN HOURS	TOTAL HOURS
Anatomy and Physiology	ANP90	90	0	90
Medical Terminology	MET60	60	0	60
Medical Law & Ethics	MLE30	30	0	30
Psychology/Human Relations	PHT30	30	0	30
Keyboarding/Computer Applications	KCA90	60	30	90
Medical Billing and Coding	MBC60	30	30	60
Medical Office Procedures/Management	MOP90	90	0	90
Pharmacology	PHM60	0	60	60
Job Readiness	JOB30	30	0	30
Medical Clinical Procedures	MCP90	0	90	90
Medical Lab Procedures	MLP90	0	90	90
Externship	EXT180		180	
<b>TOTAL</b>		<b>420</b>	<b>480</b>	<b>900</b>

**COURSES FOR THE MEDICAL ASSISTANT PROGRAM**

**COURSE NAME** COURSE # COURSE LENGTH  
**ANATOMY AND PHYSIOLOGY** ANP90 90 ONLINE HRS: 0 LAB HRS

The objective of this course is to provide students with instruction on the structures and functions of the human body. Students will learn how to identify and understand the many complex systems within the human body including the skeletal system, muscular system, circulatory system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system. Upon completion of this course, students will have the ability to identify each system, describe its function, and apply this knowledge in a healthcare profession. Prerequisite: None.

**MEDICAL TERMINOLOGY** MET60 60 ONLINE HRS: 0 LAB HRS

The objective of this course is to provide students with instruction on the component parts of medical terms including prefixes, suffixes, and word roots. Students will learn about the formation, analysis, abbreviations, and reconstruction of terminology as it relates to medical terms. Students will learn operative, diagnostic, therapeutic, and symptomatic terminology of all body systems, as well as endoscopic and surgical terminology. Upon completion of this course, students will have the ability to spell, abbreviate, pronounce, and define medical terms and apply this knowledge in a healthcare profession. Prerequisite: None.

**MEDICAL LAW AND ETHICS** MLE30 30 ONLINE HRS: 0 LAB HRS

The objective of this course is to provide students with instruction on the concepts of medical law and ethics for health care practitioners. Students will learn about ethical decisions, medical and ethical issues, and legal terminology as it pertains to a medical practice. Students will also learn about civil and criminal law,

licensing, malpractice, and informed consent. Upon completion of this course, students will have the ability to identify and apply ethical practices, confidentiality rules, risk management rules, and medical jurisprudence and apply this knowledge in a healthcare profession. Prerequisite: None.

**PSYCHOLOGY/ HUMAN RELATIONS** PHT30 30 ONLINE HRS: 0 LAB HRS

The objective of this course is to provide students with instruction on the principles of psychology as it relates to relationships, communications, and dealing with patients in a health care facility. Students will learn about attitudes, values, conflict management, stress management, and organizational structures. Students will learn about the hereditary, cultural, and environmental influences on behavior standards. Upon completion of this course, students will have the ability to deal with difficult patients, to care for patients with terminal illnesses and special needs, and to understand the developmental stages of the life cycle. Prerequisite: None.

**KEYBOARDING/COMPUTER APPLICATIONS** KCA90 60 ONLINE HRS: 30 LAB HRS

The objective of this course is to provide students with instruction on keyboarding and computerized systems as they relate to the medical office setting. Students will learn and practice keyboarding and keyboarding techniques using self-paced tutorials. Students will learn and practice how to key documents in the word processing software. Students will also learn and practice transcribing medical correspondence and medical reports. Upon completion of this course, students will have the ability to type 35 WPM or more and create and format documents in word processing software. Prerequisite: None.

**COURSE NAME** COURSE # COURSE LENGTH

**MEDICAL BILLING AND CODING** MBC60 30 ONLINE HRS: 0 LAB HRS

The objective of this course is to provide students with instruction on basic medical billing and coding and on the use of the Medisoft patient billing software. Students will learn how to use IDC-9-CM Coding and CPT Coding. Students learn how to follow the recent HIPAA standards for privacy, security, transactions, and code sets. Students will also learn how to use the Medisoft software to handle patient information and billing. Students will learn how to enter patient information, schedule appointments, enter charge and payment transactions, and handle collections. Upon completion of this course, students will have the ability to use Medisoft software to handle patient accounts, schedules, and medical billing and coding. Prerequisite: None.

**MEDICAL OFFICE PROCEDURES/MANAGEMENT** MOP90 90 ONLINE HRS: 0 LAB HRS

The objective of this course is to provide students with instruction on basic medical office skills and management. Students will learn telephone techniques, mail handling, travel arrangements, correspondence, and records management. Students will learn to maintain and operate physical facility, inventory and order supplies, and maintain insurance and governing regulations. Upon completion of this course, students will have the ability to efficiently operate a medical office including the implementation and handling of accounts, purchasing, payroll, and office procedures and policies. Prerequisite: None.

**PHARMACOLOGY** PHM60 3 ONLINE HRS: 60 LAB HRS

The objective of this course is to provide students with instruction on the administration of medicine. Students will learn how drugs are classified, how to calculate dosages, and how to administer various types of drugs. Students will learn the government regulations which govern prescribing, dispensing, and administering drugs. Students will learn about medication disposal and how to respond to emergencies and poisonings. Upon completion of the course, students will have the ability to cite guidelines for medication

administration, identify commonly prescribed medications, calculate dosages, and recognize adverse reactions to Medications. Prerequisite: None..

**JOB READINESS**

**JOB30 30 ONLINE HRS: 0 LAB HRS**

The objective of this course is to provide preparation and techniques for success in the Job Search Activity. The class includes emphasis on preparing students for employment through lectures on professional wardrobe, interview etiquette, and resume writing. Instruction focuses on training students how to look for employment, how to deal with rejections, and how to prepare for interviews. Upon completion of this class, students will have a completed resume and cover letter and will be prepared for the job search-activity. Prerequisite: None.

**MEDICAL CLINICAL PROCEDURES**

**MCP90 0 ONLINE HRS: 90 LAB HRS**

The objective of this course is to provide students with instruction on basic clinical procedures used in the medical assisting field. Students will learn to perform skills including taking vital signs, collecting and processing lab specimens, preparing patients for examinations, and assisting with examinations and office surgeries. Students will learn first aid, CPR, and how to use the electrocardiogram. Students will also learn about physical therapy, radiography, and aseptic techniques. Upon completion of this course, students will have the ability to perform basic clinical skills and procedures while maintaining safety and infection control policies. Prerequisites: None.

**COURSE NAME**

**COURSE #**

**COURSE LENGTH**

**MEDICAL LAB PROCEDURES**

**MLP90 0 ONLINE HRS: 90 LAB HRS**

The objective of this course is to provide students with instruction on the clinical laboratory procedures used in the medical assisting field. Students will learn hematology including punctures, testing, and safety procedures. Students will learn urinalysis including gram stains. Students will learn chemistry testing, immunology testing, microbiology testing, and respiratory testing. Upon completion of this course, students will have the ability to perform specimen collecting and testing while maintaining safety measures. Prerequisites: None.

**EXTERNSHIP**

**EXT 180 HOURS: 180 EXTERNSHIP**

The objective of this course is to provide students with practical application of the knowledge and skills earned in the on-campus portion of the Medical Assisting program, Students are assigned to a specific clinical site for supervised practice of their abilities in the medical assisting field. Prerequisites: ANP6(), MET60, MLE30, PHT30, KCA90, MBC601 MOP90, PHM60, MCP90, MLP90, JOB30.

**PHARMACY TECHNICIAN PROGRAM**

DAY: On Site Training - 25 - 26 weeks, 6 hours per day, Monday - Friday  
EVENING: On Site Training - 45 - 46 weeks, 4 hours per day, Monday - Thursday  
DAY AND EVENING: Externship - 180 hours - Schedules vary

**REGISTRATION FEE:** \$100.00

**TUTION:** \$10,500.00

**MISSION:** This program's mission is to train students in the skills and knowledge necessary to perform work as a Pharmacy Technician.

**PREREQUISITES:** High School Diploma or GED and score a minimum of 15 on the Scholastic Level Exam. Enrollees must undergo a criminal background check including fingerprint imaging.

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**STATE BOARD REGISTRATION AND EXAMINATION:** Enrollees in this program are required to register with the Texas State Board of Pharmacy as a pharmacy technician trainee. Currently, the fee for registration as a trainee is \$53.00 and the fee for fingerprint imaging is \$44.20. Within two years, students have to register as a pharmacy technician. This includes taking and passing the Pharmacy Technician Certification Board's National Certification Examination. The fee for the National Certification Exam is \$129.00 and the fee to register as a Pharmacy Technician for 2 years is \$83.00. These fees are not included in the cost of the program and payment of these fees is the responsibility of the student.

**OBJECTIVE:** Be familiar with the principles of pharmacology and pharmaceuticals; be familiar with medical terminology, anatomy and physiology, and medical law; be able to prepare and provide medications to patients, be able to calculate dosages, and be able to perform business operations in a pharmacy. **CAREER:** Pharmacy Technician, Pharmacy Aide

**WORK SETTINGS:** Pharmacies, Hospitals, Medical Clinics, Doctors' Offices, and any pharmacy environment

**DESCRIPTION:** -This program trains students, under the supervision of a pharmacist, to prepare medications, provide medications and related assistance to patients, and manage pharmacy clinical and business operations as a pharmacy technician. This program teaches skills in the principles of pharmacology and pharmaceuticals, drug identification, dosage calculations, safety procedures, and drug laws and regulations. Instruction includes prescription interpretation, prescription preparation, and delivery to patient. Instruction includes anatomy and physiology, medical and pharmaceutical terminology, and pharmacy laboratory procedures. Instruction also includes patient communication and education, record-keeping, and pharmacy business operations. Upon completion of the on-campus training portion, students will perform an externship where they apply and practice Skills in an actual pharmacy facility.

COURSE NAME	COURSE NUMBER	ONLINE HOURS	LAB/ EXTERN HOURS	TOTAL HOURS
Pharmacology I	P1M60	30	30	60
Pharmacology II	P2M60	60	0	60
Pharmacology III	P3M60	30	30	60
Pharmacology IV	P4M60	30	30	60
Anatomy and Physiology I	A1P30	30	0	30
Anatomy and Physiology II	A2P30	30	0	30
Medical Terminology I	M1T30	30	0	30
Medical Terminology II	M2T30	30	0	30
Pharmacy Calculations I	P1C60	0	60	60
Pharmacy Calculations II	P2C60	0	60	60
Pharmacology Lab Procedures I	P1L60	60	0	60
Pharmacology Lab Procedures II	P2L60	0	60	60
Pharmacology Lab Procedures III	P3L30	0	30	30
Medical Law & Ethics	ML330	30	0	30
Job Readiness	JOB30	30	0	30
Typing/Keyboarding	TYP30	30	0	30
Externship	PXT180		180	
<b>TOTAL</b>		<b>420</b>	<b>480</b>	<b>900</b>

**COURSES FOR THE PHARMACY TECHNICIAN PROGRAM**

<b>COURSE NAME</b>	<b>COURSE #</b>	<b>COURSE LENGTH</b>
<b>PHARMACOLOGY I</b> HRS The objective of this course is to provide students with an introduction to pharmacology. Students will learn the history of pharmacology and the roles and responsibilities of a Pharmacy Technician. Students will learn the components of a prescription including common abbreviations and common dosages. Students will learn about anti-infectives and know the effects and administrations routes of major antibiotics. Upon completion of this course, students will have the ability to state the roles, responsibilities, and limitations of a Pharmacy Technician, identify components of a prescription, and identify major types of antibiotics by drug class. Prerequisite: None.	PI M60	30 ONLINE HRS: 30 LAB
<b>PHARMACOLOGY II</b> .The objective of this course is to provide students with instruction on the use and side effects of prescription and nonprescription medications commonly used to treat diseases affecting the nervous system and the respiratory system. Students will learn the therapeutic and adverse effects of medications and alternative therapies used to treat disorders of these systems. Students will learn the brand and generic name, standard pronunciation, dosage forms, and routes of administration for these medications. Students will learn abbreviations for terms associated with the use of this medication therapy. Upon completion of this course, students will have the ability to explain the use and side effects of medications commonly used to treat diseases of the nervous and respiratory systems and to state doses of medications commonly used to treat these diseases. Prerequisite: None.	P2M60	60 ONLINE HRS: 0 LAB HRS
<b>PHARMACOLOGY III</b> The objective of this course is to provide students with instruction on the use and side effects of prescription and nonprescription medications commonly used to treat diseases affecting the gastrointestinal system, the urinary system, and the cardiovascular system. Students will learn the therapeutic and adverse effects of medications and alternative therapies used to treat disorders of these systems. Students will learn the brand and generic name, standard pronunciation, dosage forms, and routes of administration for these medications. Students will learn abbreviations for terms associated with the use of this medication therapy. Upon completion of this course, students will have the ability to explain the use and side effects of medications commonly used to treat diseases of the gastrointestinal, urinary, and cardiovascular systems and to state doses of medications commonly used to treat these diseases. Prerequisite: None.	P3M60	30 ONLINE HRS: 30 LAB HRS
<b>PHARMACOLOGY V</b> The objective of this course is to provide students with instruction on the use and side effects of prescription and nonprescription medications commonly used to treat diseases affecting the dermatologic system, the reproductive system, and the immune system. Students will learn the therapeutic and adverse effects of medications and alternative therapies used to treat disorders of these systems. Students will learn the brand and generic name, standard pronunciation, dosage forms, and routes of administration for these medications. Students will learn abbreviations for terms associated with the use of this medication therapy. Upon completion of this course, students will have the ability to explain the use and side effects of medications commonly used to treat diseases of the dermatologic, reproductive, and immune systems and to state doses of medications commonly used to treat these diseases. Prerequisite: None.	P4M60	30 ONLINE HRS: 30 LAB HRS

**ANATOMY AND PHYSIOLOGY I**

A1P30

30 ONLINE HRS: 0 LAB HRS

The objective of this course is to students with instruction on the structures and functions of the human body. Students will learn how to identify and label the integumentary, skeletal, muscular, cardiovascular, blood/lymph, and respiratory systems. Students will learn to identify, define, and spell .diseases and treatment teams relating to these systems. Upon completion of this course, students will have the ability to identify each system, describe its function, and state common diseases and their treatments. Prerequisite: None.

**ANATOMY AND PHYSIOLOGY II**

A2P30

30 ONLINE HRS: 0 LAB HRS

The objective of this course is to provide students with instruction on the structures and functions of the human body. Students will learn how to identify and label the digestive, urinary, endocrine, reproductive, nervous, and sensory systems. Students will learn to identify, define, and spell diseases and treatment terms relating to these systems. Upon completion of this course, students will have the ability to identify each system, describe its function, and state common diseases and their treatments. Prerequisite: None.

**MEDICAL TERMINOLOGY**

MIT30

30 HOURS: 30 LECTURE / 0 LAB

The objective of this course is to provide students with-instruction on the component parts of medical terms including prefixes, suffixes, and word roots. Students will learn about the formation, analysis, abbreviations, and reconstruction of terminology as it relates to medical terms. Students will lean operative, diagnostic, therapeutic, and symptomatic terminology for the integumentary, skeletal, muscular, cardiovascular, blood/lymph, and respiratory systems. Upon completion of this course, students will have the ability to spell, abbreviate, pronounce, and define medical terms that relate to these body systems. Prerequisite: None.

**MEDICAL TERMINOLOGY II** M2T30

30 ONLINE HRS: 0 LAB HRS

The objective of this course is to provide students with instruction on the component parts of medical terms including prefixes, suffixes, and word roots. Students will learn about the formation, analysis, abbreviations, and reconstruction of terminology as it relates to medical terms. Students will learn operative, diagnostic, therapeutic, and symptomatic terminology for the digestive, urinary, endocrine, reproductive, nervous, and sensory systems. Upon completion of this course, students will have the ability to spell, abbreviate, pronounce, and define medical terms that relate to these body systems. Prerequisite: None.

**PHARMACY CALCULATIONS** IP1C60

0 ONLINE HRS: 60 LAB HRS

The objective of this course is to provide students with an introduction to Pharmacy Calculations. Students will learn how to perform mathematical calculations using fractions, decimals, metric measurements, and household measurements. Students will learn how to dispense pediatric and customized doges of medication. Students will learn how to read prescription orders, interpret authentic pharmacy documents, and communicate technical information correctly. Upon completion of this course, . students will have the ability to perform math calculations used in preparing and dispensing medication and will be able to read and understand the components of a prescription. Prerequisite: None.

**PHARMACY CALCULATIONS**

P2C60

0 ONLINE HRS: 60 LAB HRS

The objective of this course is to students with instruction on Pharmacy Calculations. Students will learn how to prepare and dispense both injectable and intravenous medications. Students will learn how to prepare and dispense compounded medications. Students will also learn the business side of pharmacy math including inventory and profits and losses. upon completion of this course, students will have the ability to prepare and dispense injectable, intravenous, and compounded medication. Students will also have the ability to take inventory, calculate profits and losses, and apply business practices within the pharmacy. Prerequisite: None.

**PHARMACY LAB PROCEDURES I**

P1L60

60 ONLINE HRS: 0 LAB HRS

The objective of this course is to provide students with instruction on pharmacology laboratory procedures. Students will learn the roles, education, and licensing requirements of a pharmacy technician. Students will learn the laws, regulations, and standards for pharmacy practice. Students will learn the classes of drugs, dose forms, delivery systems, and routes of administration. Upon completion of this course, students will have the ability to state the licensing requirements and laws and regulations which govern pharmacy technicians. Students will also have the ability to select the proper dose and route of administration for delivery of medication. Prerequisite: None.

**PHARMACY LAB PROCEDURES II**

P21L60

0 ONLINE HRS: 60 LAB HRS

The objective of this course is to provide students with instruction on preparation and dispensing of medications within the pharmacy. Students will learn how to receive and review prescriptions, prepare medication, select container, prepare label, and deliver to patient. Students will learn how to perform business math in the daily operations of a pharmacy. Students will proper infection control practices and proper handling of hazardous agents. upon completion of this course, students will have the ability to handle all aspects of prescription processing. Students will have the ability to take inventory, calculate medication pricing, and complete billing paperwork for drug claims. Prerequisite: None.

**PHARMACY LAB PROCEDURES III**

P3L30

0 ONLINE HRS: 30 LAB HRS

The objective of this course is to provide students with instruction on the complete process for handling prescriptions including safety issues, medication errors, and confidentiality. Students will learn and practice how to handle all steps involved in processing a prescription. Students will learn how to prevent and report medication errors and adverse reactions. Students will learn how to exhibit professionalism with both co-workers and customers. Upon completion of the course, students will have the ability to properly handle all areas related to filling a prescription. Prerequisite: None.

**MEDICAL LAW AND ETHICS**

MLE30

30 ONLINE HRS: 0 LAB HRS

The objective of this course is to provide students with instruction on the concepts of medical law and ethics for health care practitioners. Students will learn about ethical decisions, medical and ethical issues, and legal terminology as it pertains to a medical practice. Students will also learn about civil and criminal law, licensing; malpractice, and informed consent. Upon completion of this course, students will have the ability to identify and apply ethical practices, confidentiality rules, risk management rules, and medical jurisprudence and apply this knowledge in a healthcare profession. Prerequisite: None.

**JOB READINESS**

JOB30

30 ONLINE HRS: 0 LAB HRS

The objective of this course is to preparation and techniques for success in the Job Search Activity. The class includes emphasis on preparing Students for employment through lectures on professional wardrobe, interview etiquette, and resume writing. Instruction focuses on training students how to look for employment, how to deal with rejections, and how to prepare for interviews. Upon completion of this class,



students will have a completed resume and cover letter and will be prepared for the job search activity.  
Prerequisite: None

**TYPING/KEYBOARDING** TYP30 30 ONLINE HRS: 0 LAB HRS

The objective of the course is to provide knowledge of the keyboard and to enhance the typing ability. This course is tailored for the specific needs of an individual from the absolute beginner to the person who wants to improve accuracy and speed. By utilizing a computer software system of instruction, the student receives immediate feedback on accuracy, speed, strengths, and weaknesses. Upon completion of the class, students will have knowledge of the location of the keys and will exhibit the proper fingering techniques. Prerequisite: None

**EXTERNSHIP** EXT180 180 HOURS: 180 EXTERNSHIP

The objective of this course is to provide students with practical application of the knowledge and skills learned in the on-campus portion of the Pharmacy Technician program. Students are assigned to a specific clinical site for supervised practice of their abilities in the Pharmacy Technician field.

Prerequisites: P1M60, P2M60, P3M60, P4M60, A1P30, A2P30, M1T30, M2T30, MLE30, P1C60, P2C60, P1L60, P2L60, P3L30, JOB30, KEY30

**COSMETOLOGY OPERATOR PROGRAM**

DAY: 8-9 months EVENING: 9-10 months

**REGISTRATION FEE:** \$250.00

**TUTION:** \$17,625.00

**MISSION:** This program's mission is to train students in all phases of the Cosmetology field to enable licensure as a Cosmetology Operator

**PREREQUISITES:** High School Diploma or GED

**OBJECTIVE:** This Cosmetology Program prepares students to take and pass the Texas Department of Licensing and Regulation Licensure Exam for a Cosmetology Operator License.

**CAREER:** Our program is the perfect career path for anyone interested in the beauty profession. Licensed Cosmetology Operators have many options for their career paths. Whether you want to open your own salon or work at a salon, the first step is enrolling in school.

**DESCRIPTION:** This program is designed to teach the latest hair fashion and styles in the growing field of beauty care. The Cosmetology Operator Program combines classroom training along with hands on experience to teach students in a salon setting. Students practice their skills on clients in a beauty salon. Upon completion of the course, cosmetologist will have the ability to perform hairstyling, hair cutting, hair coloring, hair chemical services, hair and scalp treatments, braids, manicures, pedicures, nail extensions, facials, make-up application, waxing, and many other services.

**COURSE NAME**

**COURSE HOURS**

Haircutting & Styling  
Hair Coloring  
Cold Waving

400  
100  
150

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Orientation, Rules, & Laws	75
Manicuring	100
Shampoo and related theory	75
Hair & Scalp Treatment	25
Chemical Hair Relaxing	50
Facials and related theory	25
<b>TOTAL</b>	<b>1000</b>

**COURSES FOR THE COSMETOLOGY OPERATOR PROGRAM**

**Haircutting & Styling:** 400 HOURS

This is an introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning, and finishing techniques. Students will learn to identify terminology and exhibit basic workplace competencies related to haircutting and finishing techniques. Demonstrate use of implements and various sectioning, haircutting and finishing skills. Prerequisites: None.

**Hair Coloring:** 100 HOURS

This is a presentation of the theory, practice, and chemistry of hair color. Instruction will identify terminology, demonstrate the proper application and exhibit workplace competencies related to hair color. Prerequisites: None.

**Cold Waving:** 150 HOURS

Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include braiding/intertwining hair, styling principles, pincurls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions. Prerequisites: None.

**Orientation, Rules, & Laws:** 75 HOURS

This is an overview of the skills and knowledge necessary for the field of cosmetology. Students will learn to demonstrate introductory skills, professional ethics, sanitation and safety. The course will explain the rules and regulations of the institution, department, and stat. Topics include law requirements regarding employment, taxpayer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development. Prerequisites: None.

**Manicuring:** 100 HOURS

An overview of the fundamental skills and knowledge necessary for the field of nail technology. Prerequisite: Students enrolled in the Cosmetology Operator or Cosmetology Instructor programs, or currently licensed Cosmetologists who want advanced training in Nail Technology. Prerequisites: None.

**Shampoo and related theory:** 75 HOURS

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments, and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp. Prerequisites: None.

**Hair & Scalp Treatment:**

25 HOURS

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments, and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp. Prerequisites: None.

**Chemical Hair Relaxing:**

50 HOURS

This course is a study of methods of chemically relaxing the basic structure of hair including product, chemistry, and safety. The course emphasizes the removal of curl from overly curly hair by the use of chemical agents. Prerequisites: None.

**Facials and related theory:**

25 HOURS

Provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion. Prerequisites: None.

**CLASS A BARBER PROGRAM**

DAY: 8-9 months, EVENING: 9-10 months

**REGISTRATION FEE:** \$250.00

**TUTION:** \$17,625.00

**MISSION:** This program's mission is to train students in all phases of the Barber field to enable licensure as a Class A Barber.

**PREREQUISITES:** High School Diploma or GED

**OBJECTIVE:** This Barber Program prepares students to take and pass the Texas Department of Licensing and Regulation Licensure Exam for a Class A Barber License.

**CAREER:** Our program is the perfect career path for anyone interested in the barber profession. Licensed Class A Barbers have many options for their career paths. Whether you want to open your own salon or work at a salon, the first step is enrolling in school.

**DESCRIPTION:** This program is designed to teach the latest hair fashion and styles in the growing field of hair care. The Class A Barber Operator Program combines classroom training along with hands on experience to teach students in a salon setting. Students practice their skills on clients in a barber shop. Upon completion of the course, a cosmetologist will have the ability to perform hairstyling, hair cutting, hair coloring, hair chemical services, hair and scalp treatments, braids, manicures, pedicures, nail extensions, facials, make-up application, waxing, and many other services.

**COURSE NAME**

**COURSE HOURS**

Anatomy, Physiology, and Histology

50

Texas Barber Law & Rules

25

Bacteriology, Sterilization, and Sanitation

30

Disorders of the skin, Scalp, and Hair

5

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Barbershop Management	1
Chemistry	1
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Sanitary Professional Techniques	1
Professional Ethics	1
Scientific Fundamentals of Barbering	1
Cosmetic Preparations	1
Shampooing and Rinsing	1
Cutting and Processing Curly and Over-Curly Hair	1
Haircutting, Male and Female	1
Theory of Scalp, Face, and Neck Massage	1
Hygiene and Good Grooming	1
Barber Implements	1
Honing and Stropping	1
Mustaches and Beards Facial Treatments	1
Electricity and Light Therapy	1
History of Barbering	1
Practical Work	870
<b>TOTAL HOURS</b>	<b>1000</b>

**COURSES FOR THE CLASS A BARBER PROGRAM**

**Anatomy, Physiology, and Histology** 50 HOURS

Develops knowledge of the function and care of the scalp, skin, and hair. Emphasis is placed on the function, health, and growth of these areas. Topics including cells, skeletal system, muscular system, nervous system, circulatory system, and related systems. Prerequisites: None.

**Texas Barber Law & Rules** 25 HOURS

Rules and regulations that pertain to the barber in Texas. Prerequisites: None.

**Bacteriology, Sterilization, and Sanitation** 30 HOURS

Introduces fundamental theories and practices of bacteriology, sterilization, sanitation, safety, and the welfare of the barber/stylist and patron. Topics including sterilization, sanitation, safety, bacteriology, and Hazardous Duty Standards Act compliance. Prerequisites: None.

**Disorders of the skin, Scalp, and Hair** 5 HOURS

n, provides foundational information that barbering students need to know in order to perform facial and shaving services at an optimum level. Only with a clear understanding of the structure of the skin will students be able to correctly analyze and make determinations about their clients' skin and the appropriate treatment or service options that can be recommended. Prerequisites: None.

**Salesmanship** 1 HOURS

This course provides the student with marketing and management skills that are essential for successful salon management. Topics include first aid, job search, bookkeeping, selling techniques, shop floor plans,

shop location, and legal regulations. Upon completion, the student should be aware of marketing and business management requirements for a successful salon. Prerequisites: None.

**Barbershop Management**

1 HOURS

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon or barber/styling shop. Topics including planning a salon/shop, business management, retailing, public relations, sales skills, client retention, and entrepreneurship. Prerequisites: None.

**Chemistry**

1 HOURS

A basic study of chemistry should provide students with the foundation to understand important principles such as physical and chemical changes in matter, the chemistry of water, the pH scale, and the chemistry of cosmetic preparations such as shampoos, conditioners, and so forth. Such a foundation of understanding will help students to better comprehend the changes that take place in the hair during chemical services, how to mix solutions, or which hair product to select based on its composition and the desired outcome. Prerequisites: None.

**Shaving Scalp, Hair Treatments, and Skin**

1 HOURS

Introduces the theory and skills necessary to prepare and shave a patron. Simulated shaving procedures will precede practice on live models. Topics including patron preparation, beard preparation, shaving techniques, once-over shave techniques, and safety precautions. Prerequisites: None.

**Sanitary Professional Techniques**

1 HOURS

This course provides the theory of bacteriology and sanitation. Topics include the types of bacteria and sanitation procedures, and razor shaving. Upon completion, the student should be able to identify types of bacteria and methods of sanitation. Prerequisites: None.

**Professional Ethics**

1 HOURS

This course will discuss the moral principles by which barbers live and work by. This course will cover ethical standards that should guide your conduct with clients and fellow employees in a shop setting. Prerequisites: None.

**Scientific Fundamentals of Barbering**

1 HOURS

This course provides practical application of barber fundamentals learned in earlier courses. Emphasis is placed on safety, facial massage, treatment of hair and scalp, proper use and care of implements, shampooing and haircutting, and razor shaving. Upon completion, the student should be able to perform fundamental barbering techniques with limited supervision. Prerequisites: None.

**Cosmetic Preparations**

1 HOURS

This course will provide descriptions of products that students should become familiar with in preparation for working in a barbershop. Prerequisites: None.

**Shampooing and Rinsing**

1 HOURS

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments, and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp. Prerequisites: None.

**Cutting and Processing Curly and Over-Curly Hair**

1 HOURS

This course provides students with opportunities to apply the use of chemicals to alter the appearance of hair. Emphasis is placed on the use of chemicals to relax, wave, and soft curl and hair. Upon completion, students will be competent in the use of chemicals to produce desired structure changes to the hair. Prerequisites: None.

**Haircutting, Male and Female**

1 HOURS

This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements are stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include patron preparation, haircutting terminology, safety and sanitation, implements, basic haircutting techniques, shampoo chemistry, and shampoo procedures. Prerequisites: None.

**Theory of Scalp, Face, and Neck Massage**

1 HOURS

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Provides instruction on the theory and application of techniques in the treatment of the skin, scalp, and hair; and introduces the theory and skills required in massaging the face, preparing the patron for facial treatment, and giving facial treatments for various skin conditions. Prerequisites: None.

**Hygiene and Good Grooming**

1 HOURS

Students will gain an understanding of why clients rely on barbers to look good and be well groomed. Why having a professional image helps build trust with clients and leads to repeat business. Understanding how ergonomics can help prevent health issues associated with poor working habits and help professionals to stay gainfully employed. Prerequisites: None.

**Barber Implements**

1 HOURS

In this course students will gain understanding the purpose and capabilities of your implements and tools will help you select the right tool for the job. Knowing the parts of your implements, tools, and equipment will help you understand instructions given during practical work, to comply with infection control procedures, and to know when an item may need repair or replacement. Understanding how to hold and use your implements and tools is critical to achieving desired results. Using barbering equipment correctly and safely is important to your safety and the comfort and safety of your clients. Prerequisites: None.

**Honing and Stropping**

1 HOURS

Introduces the general principles of shaving to include hair texture, grain of the beard and analysis of the skin. Theory is combined with the practical application of proper shaving procedures and cutting strokes used on the face. Prerequisites: None.

**Mustaches and Beards Facial Treatments**

1 HOURS

Introduction to anatomical features of the face and neck as they relate to massage manipulation and facial treatment. Prerequisites: None.

**Electricity and Light Therapy**

1 HOURS

Acquaints the student with the capability and benefits of electronic therapy. As Well, as how different light rays effect the skin. Prerequisites: None.

**History of Barbering**

1 HOURS

Introduction to Barber/Styling Implements is designed to give an overview of the barbering profession. Students are also taught the fundamentals of each barber/styling implement. Emphasis will be placed on the maintenance and care of each implement. Topics including: Barbering history, personality development, professional barbering ethics, and professional barbering image, safety, and reception and telephone techniques, nomenclature, types and sizes, proper use and care, and maintenance. Prerequisites: None.

**Practical Work**

870 HOURS

Students are provided a complete review of all written and practical procedures in barbering and state board requirements. Upon completion students should be able to demonstrate the practical skills necessary to meet the requirements of state board certification and employment. Prerequisites: None.

**CONSTRUCTION TECHNOLOGY PROGRAM**

DAY: Hybrid Program- 44-48 weeks, 30 hours per week, Monday–Friday

**TUITION:** \$17,500.00

**MISSION:** The programs mission is to train students in the Construction Technology field. Students

gain the skills necessary to work in the residential and commercial construction environment.

**PREREQUISITES:** High School Diploma or GED and score a minimum of 15 on the Scholastic level m.

**OBJECTIVE:** Students will become familiar with construction safety and will be able to perform oral and advanced home construction skills.

**CAREER:** Sub contractor, General contractor, Apartment maintenance, Commercial maintenance, Vinyl layer, Painter, Framer

**WORK SETTINGS:** Home Remodeling, New Home Constructions, Apartment building, General commercial building and retail.

**DESCRIPTION:** The Construction Technology program is a comprehensive course designed to train students in the skills necessary to work in the home and commercial construction environment. The graduates will be able to perform duties such as identification and handling of materials along with the ability to install/replace sheetrock, tape/floating, and texturing. Will gain the knowledge of shop and OSHA safety procedures. Will have the ability to write estimates and proposals for job bids, repair/replacement of basic plumbing fixtures including toilets, faucets, and garbage disposals. Will understand basic fundamentals of wiring. Graduates will have gained necessary math skills to perform math procedures in the construction environment and will be familiar with floor plans and blueprint reading. Graduates will learn basic electrical which will allow them to remove/replace lights, receptacles, fans/light fixtures and understand breakers, voltage and proper usage. The graduate will learn the skills necessary to start and operate a construction business, the process of coding and permits and general maintenance of central A/C. The graduate will also learn auto CAD to assist in construction of projects and be able to install or repair roof/decks and shingles, siding, windows and exterior doors. Graduates will learn interior, trim, and closet shelving installation along with cabinet and countertop installation. Graduates will be able to install wood, laminate, and tile flooring, bath and back splash

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They will be able to install fences and basic concrete/cement work. Graduates can expect an entry level  
ployment position in various construction fields.

**CONSTRUCTION TECHNOLOGY PROGRAM COURSE OUTLINE**

COURSE NAME	COURSE NUMBER	ONLINE HOURS	CAMPUS/LAB / EXTERN HOURS	TOTAL HOURS
Sheetrock	SHT60	0	60	60
Shop Tools	SHT20	0	20	20
Shop Safety	SHS20	0	20	20
Technical Writing	TNW20	20	0	20
Site Safety	SSY20	0	20	20
Intro to Construction	CNST20	20	0	20
OSHA	OSH30	30	0	30
Insulation	INS40	0	40	40
Plumbing	PLM60	0	60	60
Framing	FRM60	0	60	60
Math	MAT40	40	0	40
Terminology	TRM20	20	0	20
Floor Plans	FLP20	20	0	20
R.W.S English	RWS20	20	0	20
Estimating	EST40	40	0	40
Paint	PAN40	0	40	40
Electric	ELC60	0	60	60
Marketing	MAR20	20	0	20
Invoice & Billing	INB20	20	0	20
Business Management	BSM20	20	0	20
CAD	CAD80	20	60	80
Permit	PRM20	20	0	20
A/C	AC80	0	80	80
Construction Management	CNSTM20	20	0	20
Job Readiness	JRN20	20	0	20
Roof/Deck Shingles	RDS40	0	40	40
Deck, Window, Siding & Doors	DWSD40	0	40	40
Solar Panel	SPL40	0	40	40
Cabinet Installation	CBIN40	0	40	40
Countertop Installation	CTIN20	0	20	20
Interior Door, Trim and Closet install	INDT20	0	20	20
Assemble & install light fixture	AILF20	0	20	20
Blueprint reading	BPR20	0	20	20
Flooring	FLR40	0	40	40
Cabinet Making	CBM60	0	60	60
Bath/Backsplash tile installation	BBIN20	0	20	20
Stain and Varnish	SVH20	0	20	20
Fence Installation	FNIN20	0	20	20
Cement	CEM20	0	20	20
Senior Project	SNP20	0	20	20



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Externship	EXT190	0	190	190
<b>TOTAL</b>		<b>350</b>	<b>1150</b>	<b>1500</b>

COURSES FOR THE CONSTRUCTION TECHNOLOGY PROGRAM

COURSE NAME	COURSE #	COURSE LENGTH
<b>SHEETROCK</b>	SHT 60	0 ONLINE HRS: 60 LAB HRS
The objective of this course is to provide students with instruction on the installation of sheetrock, including how to tape and float. Emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Prerequisite: None		
<b>SHOP TOOLS</b>	SHT20	0 ONLINE HRS: 20 LAB HRS
The objective of this course is to provide students with instruction on potential hazardous and non-safe procedures in the industry. Ability to perform safety check procedures and the proper use of safety equipment. Prerequisite: None		
<b>SHOP SAFETY</b>	SHT20	0 ONLINE HRS: 20 LAB HRS
The objective of this course is to provide students with instruction on shop safety, will give the student a basic knowledge of safety requirements in shop safety and awareness of safety equipment used. Prerequisite: None		
<b>TECHNICAL WRITING</b>	TNW202	0 ONLINE HRS: 0 LAB HRS
The objective of this course is to provide students with instruction on the methods and conventions of standard written English (grammar, punctuation, usage), as well as the techniques that produce effective texts. Composition courses are writing intensive. Prerequisite: None		
<b>SITE SAFETY</b>	SSY20	0 ONLINE HRS: 20 LAB HRS
The objective of this course is to provide students with instruction on potential hazardous and non-safe procedures. Ability to perform safety check procedures. Supervise and secure job site safety procedures. Proper use of safety equipment. Prerequisite: None		
<b>INTRO TO CONSTRUCTION</b>	CNST202	0 ONLINE HRS: 0 LAB HRS
The objective of this course is to provide students with instruction on student's preparing for and become familiar with construction language to be applied in areas such as cost estimating, plan reading, bidding processes, scheduling, and basic construction project management guidelines. Prerequisite: None		
<b>OSHA</b>	OSH303	0 ONLINE HRS: 0 LAB HRS
The objective of this course is to provide students with instruction on the OSHA 30-hour Construction Industry Outreach Training course which is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. Prerequisite: None		
<b>INSULATION</b>	INS40	0 ONLINE HRS: 40 LAB HRS
The objective of this course is to provide students with instruction on various types of insulation. Understand various areas need to be insulated code for insulation per city. How to install different types of insulation. Safety procedures used to install. Prerequisite: None		

**PLUMBING** PLM60 0 ONLINE HRS: 60 LAB HRS  
The objective of this course is to provide students with instruction on to the plumbing trade. Plumbing will familiarize entry-level students with a broad overview of fundamental topics in the plumbing Industry.  
Prerequisite: None

**FRAMING** FRM60 0 ONLINE HRS: 60 LAB HRS  
The objective of this course is to provide students with instruction on the various types of buildings and structures utilized in industrial, commercial, and residential construction. Construction of Framework for modern buildings. Prerequisite: None

**MATH** MAT40 40 ONLINE HRS: 0 LAB HRS  
The objective of this course is to provide students with instruction on all operations fractions and decimals that are common in the construction industry. Be able to convert measurements from cubic feet to cubic yards. Will be able to measure the volume of concrete footings, slabs, walls, and columns.  
Prerequisite: None

**TERMINOLOGY** TRM20 20 ONLINE HRS: 0 LAB HRS  
The objective of this course is to provide students with instruction on industry and understanding proper terms used in city building codes, learn material, equipment, types of construction in residential and commercial settings. Prerequisite: None

**FLOOR PLANS** FLP20 20 ONLINE HRS: 0 LAB HRS  
The objective of this course is to provide students with instruction on the installation of interior finish systems and components. Emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Prerequisite: None

**R.W.S ENGLISH** RWS20 20 ONLINE HRS: 0 LAB HRS  
The objective of this course is to provide students with instruction on the methods and conventions of standard written English (grammar, punctuation, usage), as well as the techniques that produce effective texts. Composition courses are writing intensive. Prerequisite: None

**ESTIMATING** EST40 40 ONLINE HRS: 0 LAB HRS  
The objective of this course is to provide students with instruction on the process of design, estimating, bidding, negotiation, award of contract, and construction industry the components of the total bid package. Identify cost items on a project. Prerequisite: None

**PAINT** PAN40 0 ONLINE HRS: 40 LAB HRS  
The objective of this course is to provide students with instruction on materials, techniques, and safe practices. The works created during the course will utilize subjects from observation and imagination, applying design and composition principles. Students will learn construction techniques and skills to build painting supports and how to stretch, size, and prepare a canvas surface. Prerequisite: None

**ELECTRIC** ELC60 0 ONLINE HRS: 60 LAB HRS  
The objective of this course is to provide students with instruction on commercial and residential wiring methods, which includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures. Prerequisite: None

**MARKETING** MAR20 20 ONLINE HRS: 0 LAB HRS  
The objective of this course is to provide students with instruction on identifying the marketing mix components; explain the environmental factors that influence consumer and organizational decision-making processes; outline a marketing plan; and interpret marketing research data to forecast industry trends and meet customer demands. Prerequisite: None

**INVOICING & BILLING** INB20 20 ONLINE HRS: 0 LAB HRS  
The objective of this course is to provide students with instruction on the steps of filing and completing an invoice. Learn the proper steps to writing complete material and labor costs. Understand the invoicing and billing terminology. Understand the payment procedure. Prerequisite: None

**BUSINESS MANAGEMENT** BSM20 20 ONLINE HRS: 0 LAB HRS  
The objective of this course is to provide students with instruction on providing a fundamental understanding of business management, marketing, financing, and communicating within a business environment. Skills taught will include communication, problem-solving, decision-making, economics, ethics, and finance. Prerequisite: None

**CAD** CAD80 20 ONLINE HRS: 60 LAB HRS  
The objective of this course is to provide students with instruction on learning how to use industry-leading CAD software programs (Autodesk AutoCAD, Trimble SketchUp, and construction projects, and then create and distribute basic, industry-standard architectural drawings to model. Prerequisite: None

**PERMIT** PRM20 20 ONLINE HRS: 0 LAB HRS  
The objective of this course is to provide students with instruction on building codes and standards applicable to building construction and inspection processes. END-OF-COURSE-OUTCOMES Identify various construction classifications and occupancy categories; cross-reference the guidelines, tables, charts, and specifications as presented in the building codes; and assess and determine if construction meets building code standards for site, foundation, rough, and final building structure inspection. Prerequisite: None

**AIR CONDITIONING** AC80 0 ONLINE HRS: 80 LAB HRS  
The objective of this course is to provide students with instruction on basic AC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits. Prerequisite: None

**CONSTRUCTION MANAGEMENT** CNSTM20 20 ONLINE HRS: 0 LAB HRS  
The objective of this course is to provide students with instruction on the construction operations projects management and project planning. Includes scheduling, rough diagram preparation, calculating costs, presentations, and controlling. Prerequisite: None

**JOB READINESS** JRN20 20 ONLINE HRS: 0 LAB HRS  
The objective of this course is to provide students with instruction on techniques for success in the Job Search Activity. The class includes emphasis on preparing Students for employment through lectures on professional wardrobe, interview etiquette, and resume writing. Instruction focuses on training students how to look for employment, how to deal with rejections, and how to prepare for interviews. Upon completion of this class, students will have a completed resume and cover letter. Prerequisite: None

**ROOF/DECK SHINGLES** RDS40 0 ONLINE HRS: 40 LAB HRS

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The objective of this course is to provide students with instruction on the principles of design and construction of a conventional roof system incorporating gable, hip, and intersections. Emphasis on safe work practices and the selection, use and maintenance of tools and equipment. Prerequisite: None

**DECK, WINDOW, SIDING & DOORS** DWSD40 0 ONLINE HRS: 40 LAB HRS

The objective of this course is to provide students with instruction on identifying and describing different types of windows, Siding and doors. Ability to install various types of windows, siding and doors. Procedures in removal of windows, doors, and siding. Prerequisite: None

**SOLAR PANEL** SPL40 0 ONLINE HRS: 40 LAB HRS

The objective of this course is to provide students with instruction on assessing the installation site, understanding the installation pre-requisites, arranging for installation materials, mounting, and installing the panels at customer's premises; and ensuring effective functioning of solar energy system after installation Prerequisite: None

**CABINET INSTALLATION** CBIN40 0 ONLINE HRS: 40 LAB HRS

The objective of this course is to provide students with instruction on cabinet installation using typical and removal. Prerequisite: None carcass joinery, and hardwood face frame joinery. Students learn correct and safe methods of cabinet install

**COUNTERTOP INSTALLATION.** CTN20 0 ONLINE HRS: 20 LAB HRS

The objective of this course is to provide students with instruction on countertop installation will focus and different countertop finishes. Prerequisite: None on fitting and installing custom countertops in a residential environment. Students will learn

**INTERIOR DOOR, TRIM & CLOSET INSTALL** INDT20 0 ONLINE HRS: 20 LAB HRS

The objective of this course is to provide students with instruction on the ability to understand the sizes and materials needed for basic installation. Will go over tools needed to perform the work. Understanding of how to install doors, floor and cabinet trim. Will be able to replace closet shelves and closet doors. Prerequisite: None

**ASSEMBLE & INSTALL LIGHT FIXTURES** AILF20 0 ONLINE HRS: 20 LAB HRS

The objective of this course is to provide students with instruction on identifying and describing different types of fixtures and ceiling fans. Able to read schematic prints to assemble light fixtures and fans. Remove and replace various light fixtures and fans. Prerequisite: None

**BLUEPRINT READING** BPR20 0 ONLINE HRS: 20 LAB HRS

The sion, of this course is to ode stider swis, in otti it inter reting ravines including Prerequisite: None

**FLOORING** FLR40 0 ONLINE HRS: 40 LAB HRS

The objective of this course is to provide students with instruction on how to properly draw up a floor plan with proper codes and measurements. Prerequisite: None

**CABINET MAKING** CBM60 0 ONLINE HRS: 60 LAB HRS

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The objective of this course is to provide students with instruction on how to make cabinets and the proper safety procedures. They will be able to design and create layout. Will be able to construct and varnish a cabinet. Prerequisite: None

**BATH/BACKSPLASH TILE INSTALLATION**    BBIN20    0 ONLINE HRS: 20 LAB HRS

The objective of this course is to provide students with instruction on identifying and describing different types of tile. Identify and describe tools and materials need. They will have the ability to determine sq fits and cost. Install backsplash and bath. Prerequisite: None

**STAIN & VARNISH**    SVH20    0 ONLINE HRS: 20 LAB HRS

The objective of this course is to provide students with instruction on fundamentals of stain and varnish. Students will learn about different materials and tools used to stain and varnish. Prerequisite: None

**FENCE INSTALLATION**    FNIN20    0 ONLINE HRS: 20 LAB HRS

The objective of this course is to provide students with instruction on the removal and installation of cover. Basic math for estimating material needed. Prerequisite: None  
wood and chain link fences. Understand the different materials and tools required

**CEMENT**    CEM20    0 ONLINE HRS: 20 LAB HRS

The objective of this course is to provide students with instruction on various techniques for concrete utilization in residential and light construction. Learn the theoretical concepts of hydration to the practical experience of verifying site conditions, interpreting data used to establish conditions of level, square, plumb, parallel and perpendicular, tying steel and placing and finishing a concrete slab. Prerequisite: None

**SENIOR PROJECT**    SNP20    0 ONLINE HRS: 20 LAB HRS

The objective of this course is to provide students with instruction on identifying and understanding blueprints. Understanding of how to do basic projects from the beginning. Use skilled tools necessary to complete an individual project. Identifying material needed for the project. Market the finished product. Prerequisite: SHT60, SHT20, SHS20, TNW20, SSY20, CNST20, OSH30, INS40, PLM60, FRM60, MAT40, TRM20, FLP20, RWS20, EST40, PAN40, ELC60, MAR20, INB20, BSM20, CAD80, PRM20, AC80, CNSTM20, JRN20, RDS40, DWSD40, SPI40, CBIN40, CTIN20, INDT20, AIF20, BPR20, FLR40, CBM60, BBIN20, SVH20, FNIN20, CEM20

**EXTERNSHIP**    EXT190    190 HOURS: 189 EXTERNSHIP

The objective of this course is to provide students with practical application of the knowledge and skills learned in the on-campus portion of the Construction Technology program. Students are assigned to a specific job site for supervised practice of their abilities in the Construction field. Prerequisite: SHT60, SHT20, SHS20, INW20, SSY20, CNST20, OSH30, INS40, PLM60, FRM60, MAT40, TRM20, FLP20, RWS20, EST40, PAN40, ELC60, MARZO, INB20, BSM20, CAD80, PRM20, AC80, CNSTM20, JRN20, RDS40, DWSD40, SPI40, CBIN40, CTIN20, INDT20, AILF20, BPR20, FLR40, CBM60, BBIN20, SVH20, FNIN20, CEM20, SNP20

**TEMPORARY DISTANCE EDUCATION/ONLINE PROGRAMS:**

Northwest Educational Center had temporary approval with Texas Workforce Commission (TWC) and Council of Occupational Education (COE) until December 31, 2021. The Center provided the students with access to the CANVAS platform. Students was provided with a secure email and password to login into the system. Students were required to attend lectures via zoom or webex. Some instructors required

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students to use Weblock prior to taking any exams online. This lowered the ability of cheating. Students required to attend Lab classes on campus allowed the instructors to verify the student's identity, coursework, and knowledge. The Center provided students with the identical learning methods as the traditional method of instruction. The Center currently uses online portals such as CANVAS for some training and textbook assignments while instruction is given by instructors on campus in a traditional classroom setting.