



# Brookhaven College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## SMALL BUSINESS INITIATIVE

<i>Course Rubric/Course#</i>	<i>Course Title</i>	<i>Hours</i>	<i>Cost</i>
ACNT-1010	QuickBooks Professional	12	\$ 125
ARTZ-1000	Portfolio Development	16	\$ 60
BMGT-1010	Supervisory Skills	9	\$ 75
BUSG-1025	Developing a Small Business Plan	9	\$ 85
BUSZ-1000	Customer Service	9	\$ 75
BUSZ-1000	Time Management	7	\$ 65
COMG-1000	Workplace English One, Part One	48	\$ 55
COMG-1000	Workplace English One, Part Two	48	\$ 55
CVOP-1013	Professional Truck Driving One	100	\$ 2,250
CVOP-1040	Professional Truck Driving Two	100	\$ 2,250
DITA-1035	Sports Nutrition Certification	27	\$ 450
DNTA-1015	Dental Assisting	70	\$ 2,495
ITSW-1030	Microsoft Outlook 2007	15	\$ 125
ITSW-1041	* Online: Presentation Design and Layout, Level Two	18	\$ 125
ECRD-1011	EKG Technician Certification	50	\$ 999
EMSP-1019	Basic Cardiac Life Support, BCLS, For Health Care Providers	8	\$ 65
EMSP-2036	Advanced Cardiac Life Support, ACLS - FAST TRACK	8	\$ 135
EMSP-2039	Pediatric Advanced Life Support, PALS - FAST TRACK	8	\$ 135
ESOZ-1000	USA Citizenship	30	\$ 110
FITT-1037	Certified Personal Trainer Course and Exam	32	\$ 475
FMKT-1005	Contemporary Floral Design	5	\$ 105
FMKT-1005	Identification and Techniques for Flowers and Foliage	21	\$ 120
FMKT-1010	Floral Arrangements for Sympathy	9	\$ 85
FMKT-1015	Floral Arrangements for Weddings and Celebrations, Part One	15	\$ 105
FMKT-1015	Floral Arrangements for Weddings and Celebrations, Part Two	18	\$ 110
FRNL-1001	French One for Business and Travel	30	\$ 130
FRNL-1091	Spanish One, for Business and Travel	30	\$ 130
GRPH-1002	Microsoft Publisher 2007	18	\$ 125
HITT-1005	Medical Terminology	48	\$ 275



# Brookhaven College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## SMALL BUSINESS INITIATIVE

<i>Course Rubric/Course#</i>	<i>Course Title</i>	<i>Hours</i>	<i>Cost</i>
HITT-1041	Insurance Coding, ICD-9-CM Coding and Classification Systems	48	\$ 275
HITT-1042	* Online: Medical Coding, Introduction	48	\$ 250
HITT-2035	* Online: Medical Billing and Reimbursement	48	\$ 250
HITT-2046	Insurance Claims Processing Advanced Medical Coding	48	\$ 275
HOMH-1001	Home Health Care And Hospice Aide	80	\$ 500
HPRS-2000	Pharmacology for Insurance Coding	48	\$ 275
HRPO-1007	Performance Reviews	8	\$ 65
ITSC-1006	Windows 7 Operating System, Introduction	18	\$ 125
ITSC-1006	* Online: Windows Vista, Introduction	18	\$ 125
ITSC-1006	Windows 7 Operating System, Introduction	18	\$ 125
ITSC-1022	Computer Literacy	15	\$ 115
ITSC-1022	Computer Concepts for Speakers of Other Languages	18	\$ 125
ITSW-1022	Excel 2007, Introduction	18	\$ 125
ITSW-1022	* Online: Microsoft Excel 2007, Introduction	18	\$ 125
ITSW-1022	Excel 2007, Introduction	18	\$ 125
ITSW-1030	Microsoft Outlook 2007	15	\$ 125
ITSW-1046	Excel 2007, Intermediate	18	\$ 125
ITSW-1046	* Online: Microsoft Excel 2007, Intermediate	18	\$ 125
ITSW-1046	Excel 2007, Intermediate	18	\$ 125
ITSW-1047	Multi-Media, Introduction	18	\$ 125
ITSW-1053	Access 2007, Part One	18	\$ 125
ITSW-1055	Access 2007, Part Two	18	\$ 125
ITSW-1058	PowerPoint 2007	18	\$ 125
MDCA-1009	Anatomy and Physiology for the Insurance Coder	48	\$ 275
MRKG-1091	Marketing for Small Business	9	\$ 75
NUPC-1020	Patient Care Technician, Part One	96	\$ 900
NURA-1001	Nurse Aide Certification	88	\$ 515
OPTS-1001	Optician Training	80	\$ 1,895
OPTS-2041	Ophthalmic Assisting	80	\$ 1,895
PHRA-1001	Pharmacy Technician Certification Program	50	\$ 999
PLAB-1023	Phlebotomy Technician	90	\$ 1,200



# Brookhaven College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## SMALL BUSINESS INITIATIVE

<i>Course Rubric/Course#</i>	<i>Course Title</i>	<i>Hours</i>	<i>Cost</i>
PLAB-1060	Phlebotomist-Clinical	100	\$ 250
POFI-1024	Word 2007, Introduction	18	\$ 125
POFI-1024	* Online: Word 2007, Introduction	18	\$ 125
POFI-1042	Word 2007, Intermediate	18	\$ 125
POFI-1042	* Online: Word 2003, Intermediate	18	\$ 125
POFI-1042	* Online: Word 2007, Intermediate	18	\$ 125
POFI-2025	* Online: Word 2007, Advanced	18	\$ 125
PTHA-1091	Physical Therapy Aide	50	\$ 999
RSTO-1041	Food Protection Management Certification	15	\$ 125
RSTO-2041	Food Protection Management Recertification	7	\$ 75
SRGT-1060	Surgical Technology and Disease Processes for Insurance Coding	48	\$ 250