



# TYLER JUNIOR COLLEGE

School of Continuing Studies

1530 SSW Loop 323

Tyler, TX 75701

[www.tjc.edu/continuingstudies/mycaa](http://www.tjc.edu/continuingstudies/mycaa)

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## Education & Training Plan

### Successful Student Certificate Program with Externship

Student Full Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Program includes National Certification & an Externship Opportunity**  
**Mentor Supported**

### Successful Student Certificate Program with Externship

Course Code: TJC-A-STDT  
Program Duration: 6 Months  
Course Contact Hours: 375  
Student Tuition: \$3,799

### The Successful Student Program

This program provides students with the information and skills they need to succeed in their studies, including setting academic goals, managing time and financial resources to meet those goals, and developing an awareness of how they learn. Students also build thinking, listening, reading, study skills, note-taking, test-taking, and information literacy skills. The program also includes discussions on stress management and career development. Throughout, students will apply critical thinking skills to solve problems and evaluate situations. The skills students learn from this program will be essential to student success not only in the academic context, but will also carry over to any professional undertakings thereafter.

### Education and National Certifications

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- There is a National Certification exam available to students who successfully complete this program:
  - **Microsoft Office Specialist (MOS) Certification Exam.**

## Program Objectives

At the conclusion of this program, students will be able to:

- Create long- and short-term goals that align with your personal mission statement
- Create an academic time-management plan
- Create long- and short-term financial goals
- Solve a problem using critical and creative thinking
- Recommend effective learning strategies for your learning preferences
- Create class notes using active listening techniques
- Create reading notes using active reading techniques
- Recommend strategies for studying for and taking a test
- Recommend strategies to appropriately communicate with diverse audiences, including peers, instructors, and teams
- Evaluate sources for reliability, credibility, currency, and accuracy
- Create a stress-management plan
- Create a career exploration plan
- Use Microsoft Office

## National Certification

Upon successful completion of this Tyler Junior College (TJC) program, students would be eligible to sit for the Microsoft Office Specialist (MOS) exam. Although there are no state approval, state registration or other state requirements for this program, students who complete this program at TJC will be prepared and are eligible to sit for this national certification exam. Students who complete this program are encouraged to complete the externship option with their program. Students who complete this program can and do sit for the MOS national certification exams and are qualified, eligible and prepared to do so. TJC works with each student to complete the exam application and register the student to take their national certification exam.

## Externship / Hands on Training / Practicum

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. TJC works with national organizations and has the ability to place students in externship opportunities nationwide.

**Tyler Junior College contact:** If students have any questions regarding this program including national certification and clinical externships, **they should call Judie Bower of Tyler Junior College at | 1-800-298-5226 or via email at [jbow@tjc.edu](mailto:jbow@tjc.edu)**

Note: No refunds can be issued after the start date published in your Financial Award document.



School of Continuing Studies  
TYLER JUNIOR COLLEGE

## About Tyler Junior College!

**Welcome to Tyler Junior College!** One of the oldest junior colleges in Texas, the College was established in 1926 with a mission of providing the finest academic education for freshmen and sophomore students. Tyler Junior College remains committed to that goal while also recognizing the changing role of community colleges and the need to provide quality training for technical fields. There are several unique aspects of the healthcare career programs available to students through the School of Continuing Studies at Tyler Junior College (TJC). In addition to enrollment of over 32,000 students annually, Tyler Junior College (TJC) has been the Texas leader in healthcare technician training and education programs for over 12 years. Over the last 12 years, approximately 13,000 students have successfully completed TJC's Pharmacy Technician, Dental Assisting, Medical Billing & Coding, Clinical Medical Assistant and other healthcare programs.

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### Tyler Junior College and Pearson Education

The Tyler Junior College School of Continuing Studies eLearning programs were developed in partnership with Pearson Education to produce the highest quality, best-in-class content and delivery necessary to enhance the overall student learning experience, boost understanding and ensure retention. Pearson Education is the premier content and learning company in North America offering solutions to the higher education and career training divisions of colleges and universities across the country aimed at driving quality education programs to ensure student success.

### About Pearson Education

Welcome to Pearson. We have a simple mission: to help people make more of their lives through learning. We are the world's leading learning company, with 40,000 employees in more than 80 countries helping people of all ages to make measurable progress in their lives. We provide a range of education products and services to institutions, governments and direct to individual learners, that help people everywhere aim higher and fulfil their true potential. Our commitment to them requires a holistic approach to education. It begins by using research to understand what sort of learning works best, it continues by bringing together people and organizations to develop ideas, and it comes back round by measuring the outcomes of our products. Please visit us at [www.pearson.com](http://www.pearson.com)

## **The Successful Student Program Detailed Student Objectives:**

### **GOAL SETTING AND MOTIVATION**

- Explain three keys to academic success
- Analyze the relationship between values, motivation, and academic success
- Write a personal mission statement
- Analyze the characteristics of SMART goals

### **TIME MANAGEMENT**

- Identify effective time management strategies
- Explain the importance of prioritizing activities
- Explain the advantages and disadvantages of various time management tools
- Recommend strategies for avoiding time management pitfalls

### **FINANCIAL LITERACY**

- Define financial literacy
- Explain the advantages of setting financial goals
- Explain strategies for managing your finances
- Explain the advantages and disadvantages of using credit

### **CREATIVE THINKING, CRITICAL THINKING, AND PROBLEM SOLVING**

- Analyze steps in the critical thinking process
- Use creative thinking techniques
- Explain the value of using critical and creative thinking skills to solve problems

### **LEARNING PREFERENCES**

- Describe different learning preferences
- Determine your learning preferences
- Recognize classroom and study tactics for different learning preferences

### **LISTENING AND NOTE-TAKING IN CLASS**

- Describe how to prepare for class
- Explain techniques for active listening
- Analyze characteristics of effective in-class notes
- Compare different in-class note taking strategies

### **READING AND ANNOTATING**

- Explain the process of active reading
- Describe highlighting and annotating techniques
- Explain different strategies for taking notes from reading materials
- Combine class and text notes

### **STUDYING, MEMORY, AND TEST-TAKING**

- Describe effective study habits
- Identify various memory strategies for studying
- Analyze strategies for taking different types of tests

### **COMMUNICATING AND TEAMWORK**

- Explain how to adjust your communication to suit your audience
- Recommend best practices for forming and participating in teams
- Explain ways to manage conflict in one-on-one and team settings

### **INFORMATION LITERACY**

- Explain information literacy
- Describe strategies for finding appropriate information sources
- Explain what makes a source reliable, credible, current, and accurate

- Explain how to use sources ethically

### **STAYING BALANCED: STRESS MANAGEMENT**

- Identify major stressors that affect students
- Identify personal stressors
- Analyze your reaction to personal stressors
- Recommend tips for managing stress

### **CAREER EXPLORATION**

- Describe careers related to your interests
- Explain the key strategies for exploring a career
- Recommend strategies for networking that enhances career exploration and growth
- Create a resume

**Note: This program can be completed in 6 months. However, students will have online access to this program for a 24-month period.**

### **MICROSOFT OFFICE Module**

- Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion
- Follow oral and written directions and complete assignments when working under time limitations

**Note:** Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing free Microsoft MOS certification may want to consider completing this Microsoft Office Module at no additional cost.

## **System Requirements:**

### **Windows Users:**

- Windows 8, 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

### **Mac OS User:**

- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

### **iPad Users:**

- Due to Flash limitations, eLearning programs are NOT compatible with iPads

### **Screen Resolution:**

- We recommend setting your screen resolution to 1024 x 768 pixels.

### **Browser Requirements:**

- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
- Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
- Mac OS Users: Safari, Google Chrome, Mozilla Firefox

### **Suggested Plug-ins:**

- Flash Player
- Real Player
- Adobe Reader
- Java