

Click: [www.scitraining.com](http://www.scitraining.com)

Get Started - Enroll Today!

## Medical

### Dental Assistant

Provides instruction in a variety of topics such as dental anatomy, preventative dentistry, dental instruments, radiography and office procedures.

### Fitness & Nutrition

Learn more advanced concepts in both nutrition and fitness as a means to develop a well-rounded health and wellness plan for others.

### Health Care Aide

Medical terminology, body systems, home care, and the health care industry are all covered in this comprehensive course designed to help the student learn more about this career field.

### Medical Billing Specialist

Instructs you on medical terminology, basics of insurance billing and coding, procedure coding, insurance plans, claims forms and more.

### Medical Office Assistant

Covers administrative aspects of running a medical office, from telephone procedures to computerized billing, insurance, prescriptions, banking, bookkeeping, and more.

### Medical Transcriptionist

Provides students with skills in transcription as well as an understanding of human physiology. Multi-media training aids allow students to become involved in real life medical case studies.

### Natural Health Consultant

Learn more about the benefits of holistic health and healing by gaining knowledge of alternative therapies that can help a number of illnesses and ailments.

### Pharmacy Assistant

Prepares you to work in a pharmacy or other related environment. Topics include medical terminology, human anatomy and physiology, and pharmacology.

### Physical Therapy Aide

You can learn about the role and duties of the Physical Therapy Aide. Medical terminology and the systems of the human body are emphasized.

### Relaxation Therapist

Strategies and methodologies for dealing with stress-related health issues. Stress management, relaxation techniques, and massage are covered.

### Veterinary Assistant

Subject matter includes a blend of technical and administrative topics ranging from anatomy and physiology to medical records, client relations, animal behavior and livestock care.

## Vocational Trades

### Auto Mechanics

Covers all systems and procedures related to the maintenance and repair of automobiles, including the most modern diagnostic techniques and performance testing.

### Canine Specialist

Gain comprehensive knowledge regarding the care and training of a variety of dogs. The course covers dog breeds, training, behavior, nutrition and starting a business of your own.

### Conservation/Environmental Sciences

Sustainable living, ecosystems, and maintaining a healthy environment are all covered in this in-depth and practical program.

### Contractor/Construction Management

Teaches all about the construction process from subcontractor coordination to estimating summaries and bids.

### Electrician

Covers major aspects of residential and industrial electricity. Topics include electrical connections and circuits, circuit protection devices, signal systems, electric heating, and more.

### Gardening & Landscaping

Topics include gardening under a variety of conditions, controlling pests and diseases, growing plants for food and landscape design.

### Home Inspector

Provides students with a foundation in both the practicalities of inspecting homes as well as the administrative aspects of operating a home inspection business.

### Motorcycle/ATV Repair

This comprehensive training program covers everything from engine and transmission disassembly to the business side of motorcycle and ATV repair.

### Plumbing

Get introduced to the detailed work and functionality of both commercial and residential plumbing systems. Work toward a career or make repairs at home.

### Professional Locksmith

Covers the requirements and practices of the modern locksmithing profession. Tools, work methods, and business considerations are all explored.

### Small Engine Repair

Begin with the fundamentals then quickly work up to intermediate repair techniques and maintenance. Also learn about all types of small engine vehicles.

## What Stratford Graduates Say:

*"It helped me move toward the career I would like to pursue."*  
— S. Smith

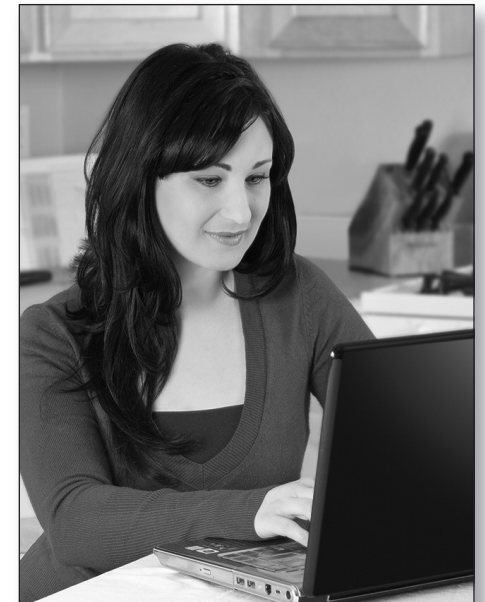
*"Stratford has given me an affordable opportunity to enhance my knowledge."*  
— C. Penix

**STRATFORD**  
CAREER INSTITUTE  
[www.scitraining.com](http://www.scitraining.com)

**Enroll Today!**  
**1-800-363-0058**

Mailing/Shipping: 1 Champlain Commons, Unit 3,  
P.O. Box 1560, Saint Albans, VT 05478

**STRATFORD**  
CAREER INSTITUTE  
[www.scitraining.com](http://www.scitraining.com)



**Course  
Catalog**

**Get Started - Enroll Today!**

**Call: 1-800-363-0058**

**Enroll online. It's fast, easy & secure!**

**Click: [www.scitraining.com](http://www.scitraining.com)**



## Business

### Accounting

Instructs students in a broad range of manual and computerized accounting functions such as maintaining ledgers and journals, creating balance sheets and financial statements, and preparing payroll.

### Administrative Assistant / Secretary

Prepares students for the role of the administrative assistant in the modern working environment. Learn general duties, management skills, and Microsoft Office.\*

### Bookkeeping

Instructs how to create balance sheets and financial statements as well as the process of controlling cash and preparing payroll.

### Business Management

Learn the latest perspectives on all aspects of business management from business administration to business law, securities, e-commerce and more.

### Funeral Service Education

Prepares students for administrative positions in this unique and specialized field. The program covers grief psychology, bereavement counseling, business fundamentals, and the theory and practice of embalming.

### Hotel & Restaurant Management

Offers a detailed outlook on the management styles and duties of contemporary managers at varied hotel and restaurant establishments.

### Real Estate Appraiser

All aspects of appraising are covered, including gathering and analyzing data, market values, legalities, taxation factors and providing estimates.

## Start Your Own Business

Guides you through the planning, researching and financing stages of starting a new small business. The program also provides students with fundamental skills in marketing and management.

## Travel & Tourism

Learn what is involved in booking travel and managing an agency. This includes technical information as well as travel trends and culture as it relates to today's traveler.

## Computer Technology

### Computer Programming

This program covers computer fundamentals, principles of program development, specific commands and formats of C program design.

### Computer Training

Covers all aspects of computer components and operations, explores fundamental concepts in Windows® and trains you on word processing, spreadsheet and presentation software that is included with the course.

### Drafting with AutoCAD®

Using one of the industry's top programs, this course starts with the basics and goes over creating complex drawings on your own computer.

### PC Repair

By learning about all PC components and functions, students can learn how to diagnose and repair a broad range of problems.

### Video Game Design

Learn more about the history of video games, game scenarios, character creation, interfacing, audio and more.

## Counseling/Education

### Child Day Care Management

Learn what is involved in opening and managing a successful day care business. The curriculum includes nutrition, behavior, education concepts and more.

### Child Psychology

Covers the biological and cognitive development of children from pre-birth to adolescence. This program is geared for both child care professionals and parents.

### Drug & Alcohol Treatment Specialist

Gain knowledge of issues related to substance abuse as a means to be a more effective helper for people suffering with addictions.

## Early Childhood Education

Begins with an overview of the physical, intellectual, social and emotional characteristics of young children then develops and builds guidance skills.

## English as a Second Language

Designed for anyone with a desire to communicate effectively in English. Regardless of your present level of comprehension, you can quickly achieve results.

## French as a Second Language

Learning French can help you communicate with millions of people, which can make you a valuable asset to many organizations in need of bilingual employees.

## Psychology/Social Work

You will study human behavior, social work as a profession and the skills associated with effective helping. This program provides students with the training to communicate, comprehend, influence and assist.

## Spanish as a Second Language

Students can build vocabulary, listening, writing and speaking skills. A perfect course for beginners or those in need of a refresher course.

## Teacher Aide

Helps you gain valuable perspectives on learning experiences for children in a wide variety of educational circumstances and settings.

## Creative Careers

### Art

Students learn techniques and perform projects in pencil, pastel, water color, acrylic, and oil painting. All essential tools and art supplies are provided.

### Beauty Care

Learn skin care, make-up, hair styling, nail technology, as well as how to open and operate a salon business.

### Cooking & Catering

Provides expert instruction on preparing food and other critical catering skills, including booking affairs and financial and legal considerations.

### Creative Writing

Develops skills necessary for success as an author and covers all bases of skillful fiction writing. Professional authors share tips.

### Fashion Merchandising and Design

Turn your love of fashion into knowledge by understanding both the creative and business sides of the industry.

### Florist/Floral Design

Incorporates step-by-step instruction in floral arrangements, flower preservation and care, and developing a professional retail environment.

## Interior Decorating

Introduces students to the field of professional interior design. All aspects of design styles and components are explored.

## Photography

Coverage is provided on modem cameras, lenses, films, digital photography and accessories. How-to sections cover topics such as exposure, processing, filters, lighting, and flash.

## Sewing & Dressmaking

Teaches sewing essentials, such as how to lay out patterns, perform hand and machine stitches, hem garments and make pockets.

## Wedding Consultant

This comprehensive training program covers everything from theme weddings to networking tips and legal responsibilities.

## Writing Stories for Children

Guidance in developing fundamental writing skills, illustration, and marketing your ideas is provided.

## High School Program

### High School Program

A comprehensive program that allows adult students to study at home. Traditional subjects are covered, including Social Studies, History, Government, Science, Math, English & Electives. Please note that this program is not intended to be a substitute for state-sponsored High School and GED programs. Particular schools and employers may not recognize completion of the program as high school equivalency.

## Legal

### Criminal Justice

Focuses on the justice system and American government. You can receive detailed knowledge about investigations and interrogations, sentencing and corrections.

### Forensic Science

This fascinating program covers everything from processing the crime scene to the fundamentals of DNA analysis, and handwriting and document examinations.

### Legal Assistant/Paralegal

Begins with an exploration of the role of the paralegal in a modern law office, then continues with litigation, criminal procedure, and legal writing.

### Private Investigator

General procedures regarding fact gathering, criminal investigation, missing persons, and analyzing large amounts of data are all covered.

### Security/Police Sciences

With a specialized focus on private security, this course also provides instruction on corporate security and law enforcement.