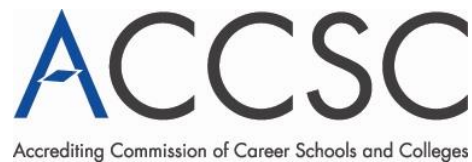


# **Computer TUTOR**

**BUSINESS AND TECHNICAL INSTITUTE**

## **Course Catalog**



July 1, 2016 to June 30, 2018

4300 Sisk Road  
Modesto, CA 95356  
(209) 545-5200  
[www.computertutor.com](http://www.computertutor.com)



***BUSINESS AND TECHNICAL INSTITUTE***

## **MISSION STATEMENT**

*The mission of Computer Tutor is to provide consistent high-quality instruction and motivation in a positive learning environment. The welfare and education of students and employees are our primary focus. Together, we work toward building skilled individuals and a successful company to serve the needs of the community.*

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## **HISTORY**

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Computer Tutor was established in 1986 in Modesto, California to improve children's reading, comprehension and mathematical skills. Computer Tutor began offering computer software training and clerical programs to adults in 1989. Accounting courses were added in 1992. In 1997, R. George Rawe became the Director of Computer Tutor. In 1998, Mr. Rawe became the Director/Owner and medical and computer technical programs were added. Because of the expanded program offerings, the Computer Tutor name was changed to Computer Tutor Business and Technical Institute in 2002. We are proud to continue providing consistent high-quality, instructor-led training to our community as we have for the past 26 years. Effective August 1, 2017 Stellar Career College LLC became the new owner of the school. In September 2017, Dr. Donna Gosselin began serving as the Campus Director.

## **PHILOSOPHY**

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Computer Tutor Business and Technical Institute is dedicated to providing quality professional skill development to the 21<sup>st</sup> century workforce. Our professional and trained faculty will train students in their new careers using a hands-on, instructor-led training environment. Upon successful completion of training, students will be prepared to enter an entry-level position in the career for which they were trained.

## **LICENSE AND ACCREDITATION**

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Computer Tutor Business and Technical Institute is a private institution and is approved to operate by the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, telephone 888-370-7589, fax 916-263-1897. In addition, Computer Tutor Business and Technical Institute is accredited by the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, telephone 703-247-4212.

## **SOFTWARE / SHORT COURSES**

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Computer Tutor Business and Technical Institute offers short software training courses as continuing education. These courses are not within the school's scope of accredited programs.

## **CATALOG DISCLOSURE STATEMENTS**

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All courses at Computer Tutor Business and Technical Institute are taught at 4300 Sisk Road, Modesto, California 95356.

Computer Tutor Business and Technical Institute's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Computer Tutor Business and Technical Institute is approved to operate under the terms of California Education Code (CEC) section 94890 (a)(1) until March 1, 2013 per CEC section 94890 (b). The Act is administered by the Bureau for Private Postsecondary Education,

under the Department of Consumer Affairs. The Bureau can be reached at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Phone 888-370-7589 Fax 916-263-1897.

Computer Tutor Business and Technical Institute has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Computer Tutor Business and Technical Institute is also licensed for the training of veterans and eligible persons under the provisions of Title 38, United States Code. Computer Tutor Business and Technical Institute reserves the right to change or modify any information, curriculum, tuition, and regulations in this catalog at any time. Instruction is in residence, with the facility occupancy level accommodating 130 students at one time. California statute requires that a student who successfully completes a program of study be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Phone 888-370-7589 Fax 916-263-1897

## **OFFICE HOURS**

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Computer Tutor Business and Technical Institute is open from 8:00am to 5:20pm Monday through Thursday, except for posted holidays, and closed on Friday, Saturday and Sunday.

## **INSTRUCTIONAL HOURS**

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The instructional hours are from 8:00 a.m. to 5:20 p.m. Monday through Thursday, with the exception of certain scheduled classes. Classes are scheduled on the basis of enrollment. Students will be advised of probable starting dates at the time of enrollment. Important scheduling information (operating hours, holidays, vacations, in-service days, class schedules and revisions) will be given to students in advance. The designation of hours per subject listed in each course is an estimate only. The total number of hours per course may be adjusted.

## **CLOCK HOURS AND CREDIT HOURS**

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Computer Tutor Business and Technical Institute measures its training programs in quarter credit hours. One quarter hour is awarded for a minimum of 20 clock hours of classroom lecture or 20

clock hours of lab. The Private Postsecondary and Vocational Education Reform Act of 1989 states a clock hour is 50 minutes.

### CALENDAR & HOLIDAYS

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Computer Tutor Business and Technical Institute's calendar of program start and end dates is provided under separate cover. Computer Tutor Business and Technical Institute will be closed in observation of the following holidays:

New Year's Day  
President's Day  
Memorial Day

Independence Day  
Labor Day

Thanksgiving Day  
Winter Break (1 week)

### PHYSICAL FACILITIES

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Computer Tutor Business and Technical Institute occupies 8944 square feet of a modern office building on Sisk Road. Its facilities include classrooms with computer workstations, a study hall, and a student lounge with modern kitchen facilities. Our campus is within walking distance of many eating establishments at the corner of Pelandale and Sisk Road. Computer Tutor Business and Technical Institute has easy access to the Modesto Area Express (MAX) bus system. The MAX has a bus stop in front of the building.

### CAMPUS SECURITY

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Computer Tutor compiles an annual security report which details current security policies, crime prevention information, and crime statistics on campus and in the surrounding area. Prospective students and employees may request a copy of the security report at the front desk.

### SMALL CLASS SIZE

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Computer Tutor Business and Technical Institute has a maximum of 30 students per class.

### METHODS OF TRAINING

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**TRAINING BY AN INSTRUCTOR:** Students may be taught lectures led by an Instructor.

**INDIVIDUAL ONE-ON-ONE TRAINING:** Students may be taught individually as needed.

**HANDS-ON TRAINING:** Students may be taught while they are working on a computer.

**MULTIMEDIA TRAINING:** Students have access to a wide variety of multimedia training including: 6-foot projection screen, CD-ROM's, DVD's, Books and Manuals.

**GUEST SPEAKERS:** Professionals from the community may be invited to present specialty skills and information to students to enhance their skills.

**LECTURES AND DEMONSTRATIONS:** Students have access to lectures and demonstrations on curriculum that will enhance their knowledge and skills.

## RESOURCES & STUDENT SERVICES

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Computer Tutor Business and Technical Institute does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Modesto, CA, rental properties start at \$700.00 per month.

Computer Tutor Business and Technical Institute also does not provide transportation or childcare.

Library resources are available for use that includes video tapes, CDs and DVDs, as well as current magazine publications and medical books. Resources are accessible on campus in the library and online in the Internet. Students may access the on-campus library Monday through Thursday 8:00 am to 5:20 pm and the Internet 24 / 7. There is a check-in check-out system for removing resources from the [K1]library.

Other resources available include:

- ◆ Academic advising (see sections on Advising and Tutoring below)
- ◆ Job development resources and leads
- ◆ Financial aid information

## ADVISING

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Computer Tutor Business and Technical Institute has a full-time advisor on staff to help you with your educational plan. In addition, our advisor will help you with job development.

## TUTORING

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Additional assistance may be arranged through an Instructor or the Director if a student needs extra help learning the program concepts.

## PLACEMENT ASSISTANCE

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- ◆ Job Placement Advising
- ◆ Resume Seminar
- ◆ Professional Resume, Cover Letter, and Reference Sheet
- ◆ Interview Seminar
- ◆ Mock (simulated) interview with a professional from the community
- ◆ Job Search Skills Seminar
- ◆ Portfolio Training
- ◆ Access to job leads
- ◆ Details of known vacancies in the field will be brought to the attention of qualified graduates. Some companies may contact this institution for candidates for employment. While this institution will provide employment assistance, it can make no guarantee for a position.



### CLASSROOM EQUIPMENT

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Computer Tutor Business and Technical Institute provides modern computer equipment to ensure that students receive the most relevant technological training:

- ◆ Intel Pentium-powered computers, to ensure fast access to your software programs
- ◆ Large 17-inch monitors
- ◆ Microsoft Windows
- ◆ Microsoft Office and the relevant software packages on the market
- ◆ Laser printers
- ◆ Cable connection to the Internet to provide fast connections to the Internet
- ◆ Multimedia including USB/ Flash Drive and headphones
- ◆ Modern office features including fax and scanning abilities
- ◆ Ten key by touch machines

### ERGONOMIC FEATURES

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Computer Tutor Business and Technical Institute provides training in an ergonomically designed facility. Some of the features incorporated into our design are as follows:

- ◆ Adjustable chairs
- ◆ Adjustable monitors
- ◆ Split keyboards available upon request
- ◆ Wrist pads available for your comfort
- ◆ Ergonomically designed Microsoft and Dell/ Logitech pointing devices

## Zulfiqar A. Satti– President & CEO

- Masters Degree in Computer Science, Pursuing Doctorate Degree in Organizational Leadership at Chicago School of Professional Psychology, Chicago, Illinois
- Over 20 Years of Teaching and Administrative Experience in Five Different Countries

## Donna Gosselin, Ed.D – Campus Director

- Doctorate Degree in Higher Education and Adult Learning – Walden University, Minneapolis, MN
- Over 17 Years of Experience in Higher Education

## Kristina Pitcher- Registrar and Student Services

- Bachelor's Degree in Health Education – California State University – Chico, CA
- Over 4 Years of Experience in the Field

## Deborah Weaver – Financial Aid Administrator

- Associates Degree in Business Administration – Modesto Junior College, Modesto, CA
- 4 Years of Experience in the Field

## Vic Lal – Director of Admissions

- Background in Marketing, and Admissions
- 12 Years of Experience in Admissions

## Marilyn Beerbower - Instructor

- Certificate in Administrative Medical & Accounting Clerk – CTBTI, Modesto, CA
- 18 Years of Experience in the Field

## Carlos Cuellar – Instructor

- Certificate CompTIA A+ Certification
- 16 Years of Experience in the Field

## Trini Johnson – Instructor

- Associates Degree in Culinary Arts - California Culinary Academy, San Francisco, CA
- Certificate in Administrative Healthcare Management – SJVC, Modesto, CA
- Background in Human Resources and Medical Billing
- 10 Years of Experience in the Field

## Joanna DaRonco - Instructor

- Bachelor's Degree in Business Administration – University of Phoenix, Sacramento, CA
- 16 Years of Experience in the Field

## Wendy Hunt- Instructor

- Background in Medical Billing and Coding
- Over 15 years of Experience in the Field

## Aida Escriba-Instructor

- Certificate in Administrative Medical & Administrative Assistant Clerk – CTB&TI, Modesto, CA
- 15 years of Experience in the Field

## Theodore Heilman – Placement & Technology

- Certificate in Administrative Accounting Clerk – CTBTI, Modesto, CA
- 10 Years of Experience in the Customer Service Field
- 7 Years of Experience in the Computer, Networking, and Maintenance Field

## Yolanda Newell – Placement

- Certificate in Administrative Assistant II – CTBTI, Modesto, CA
- 15 Years of Experience in the Field

## Christine Muhammad-Project Aspire Youth Coordinator

- Over 10 years of experience in Higher Education

## ADMISSION REQUIREMENTS

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Applicants may enroll on any school day. At the time of enrollment the applicant will be informed of the next start date. Applicants are accepted on the basis of personal interview, testing, and suitability for the required training program. A high school diploma, General Education Diploma, or High School Proficiency are not required for entrance into a program; however, obtaining one is strongly encouraged. Title IV recipients must have a high school diploma or GED. An applicant must be beyond the age of compulsory school attendance in California. If a student is from another country, no Visa services are provided. The institution will not vouch for student status or any associated charges. The student shall demonstrate English proficiency by providing a United States High School Diploma or by achieving a score of 200 Verbal on the “Wonderlic Basic Skills” assessment. Computer Tutor Business and Technical Institute has the sole discretion and right to accept and enroll students into a program.

## REGISTRATION

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- ◆ Applicants must complete an application for admission
- ◆ Applicants should schedule an appointment for an application interview
- ◆ Applicants must complete a nationally recognized basic skills assessment or have a High School diploma.
- ◆ Applicants must complete and sign an enrollment agreement

## ENTRANCE ASSESSMENT

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Applicants who do not have a high school diploma or GED must take a nationally recognized entrance assessment, which may include the following: ‘Wonderlic Quantitative Skills’, ‘Wonderlic Basic Skills’, and ‘Wonderlic Personnel’. A minimum score of 200 Verbal and 210 Quantitative must be achieved to enroll in any program. An applicant should consult with a school advisor to be appropriately placed in a program. Title IV recipients must have a high school diploma or GED. Applicants who can provide a high school diploma or GED are only required to take Computer Tutor Business and Technical Institute’s entrance assessment.<sup>[K3]</sup>

## ACADEMIC CREDIT

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Academic credit is granted based on education or <sup>[K4]</sup>experience in the exact area of training for which enrolled. If education is recent, thorough and relevant, and can be demonstrated to proficiency, appropriate credit shall be allowed. A maximum of 25% of the total program academic credit may be awarded. The program length will be shortened and the student records will document any such action taken. To be awarded academic credit a student must demonstrate proficiency in the content area by passing exams in the content area at 90% or higher. The exam is allowed to be taken one time for academic credit. There is no charge for the credits. The student may appeal in writing to the Director if they feel the exam was administered or graded incorrectly.

## ***ADMISSIONS***

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### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Computer Tutor and Technical Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Computer Tutor and Technical Institute to determine if your credits or certificate will transfer.

### **TRANSFER OR ARTICULATION AGREEMENTS**

This institution has not entered into any transfer or articulation agreements with any other college or university.

## FINANCIAL INFORMATION

### TUITION & FEES AS OF NOVEMBER 2017

Program	Registration Fee Non-Refundable	Student Tuition Recovery Fund Non-Refundable	Books & Materials	Tuition	<sup>1</sup> Total Cost
Office Clerk I	\$100	\$0	\$250	\$3,220	\$3,570
Administrative Assistant I	\$100	\$0	\$250	\$4,600	\$4,950
Administrative Assistant II	\$100	\$0	\$395	\$8280	\$8,775
Administrative Medical Clerk	\$100	\$0	\$395	\$8280	\$8,775
Administrative Accounting Clerk I	\$100	\$0	\$335	\$5,520	\$5,955
Administrative Accounting Clerk II	\$100	\$0	\$395	\$8280	\$8,775

<sup>1</sup>**Total Cost of Program = Charges for the period of attendance and the entire program.**

#### Student Tuition Recovery Fund Disclosures

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

### TUITION FUNDING

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Computer Tutor Business and Technical Institute accepts tuition funding from the following sources:

- ◆ Personal Payment – Cash, Check, Visa, MasterCard, and American Express
- ◆ WIA
- ◆ Rehabilitation
- ◆ Worker's Compensation
- ◆ Veteran's Administration Licensed Funding
- ◆ Pell Grants and Direct Student Loans
- ◆ Computer Tutor Scholarships

### FINANCIAL AID

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Computer Tutor Business and Technical Institute participates in federal and state financial aid programs. Students who are interested in obtaining financial aid will be advised of their options in the initial interview. Additionally, students may obtain financial aid information from the kiosk located across from the front desk or through the Financial Aid Officer. Students who wish to apply for Direct loans or Pell grants should make an appointment with Computer Tutor's Financial Aid Officer. The Financial Aid Officer will assist the student in completing a Free Application for Federal Student Aid (FAFSA), which will be submitted to the United States Department of Education. Eligibility for federal student aid will be based on current federal guidelines and determined solely by the Department of Education.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Students who participate in the Direct loan program are required to receive advisement prior to the beginning of training and again prior to completion of their program of study. This advisement will be scheduled through and provided by the Computer Tutor Financial Aid Officer. [KS]

## **REFUND POLICY**

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### **STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Computer Tutor Business and Technical Institute, 4300 Sisk Road, Modesto, CA 95356. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$100.00, and less any deduction for books/supplies not returned in good condition, within 15 days after the notice of cancellation is received.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$100.00 and less any deduction for books/supplies not returned in good condition, within 15 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for a three week period without school approval.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge

for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of a three week period and the refund will be paid 45 days from that date. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

The Institution follows federal regulations with respect to returning Title IV funds. The regulations are available upon student request.



## ATTENDANCE REQUIREMENTS

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Students are expected to attend classes as scheduled, as they would be expected to be present for work. Absences and tardiness will be recorded.

If a student is unable to attend school or has a need to leave early, the student must inform a staff member by telephone or by completing an Absence Notice. If a student is absent and does not give notice by the close of business on the date of the absence, the absence will be considered unexcused. Any student who has three or more unexcused absences during the course of the student's program may be placed on probation.

The administrator will advise students failing to maintain satisfactory attendance of 80%. If attendance fails to improve, the school administrator, acting at the discretion of the school management, may dismiss a student for unsatisfactory attendance.

## LEAVES OF ABSENCE

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- ◆ A request for a leave of absence must be submitted in writing to the Director.
- ◆ The Director must approve all leaves of absence.
- ◆ A leave of absence should be brief and should not exceed 6 weeks.
- ◆ A maximum of two leaves of absence may be granted per student.
- ◆ Computer Tutor Business and Technical Institute has the sole discretion to approve or deny a leave of absence.

## MAKE-UP WORK

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Make-up work must be resolved with the Instructor prior to the program graduation date.<sup>[K6]</sup> All make-up or incomplete work must be completed prior to the program graduation date. The maximum time frame for any program is 1.5 times the length of the program. Any incomplete work beyond the maximum program length will result in termination.

## WITHDRAWALS, INCOMPLETES, REPETITIONS

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If a student withdraws from a course or program the student will receive an incomplete in the course or program. A student must re-enroll in a course or program within 1 year of the student's withdrawal date to resolve an incomplete or the grade changes to failing. Course repetitions must be completed within 1.5 times the normal program length. Any course work not completed within 1.5 times the normal program length will result in a failing grade and non-graduation.

## GRADING SYSTEM

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The school's grading system for each class is as follows:

GRADE	PERCENTAGE	GPA
A	94% - 100%	4.0
A-	90% - 93%	3.7
B+	87% - 89%	3.3
B	84% - 86%	3.0
B-	80% - 83%	2.7
C+	77% - 79%	2.3
C	74% - 76%	2.0
C-	70% - 73%	1.7
D+	67% - 69%	1.3
D	64% - 66%	1.0
D-	60% - 63%	0.7
F	0% - 59%	0.0

## SATISFACTORY PROGRESS

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Student progress is evaluated at 25% of the program length, then again at 50% and 100%. A student must maintain a minimum grade of C- in each course to maintain satisfactory performance. A student must complete all program requirements prior to the student's graduation date. The maximum time frame for any program is 1.5 times the length of the program. If a student fails to maintain satisfactory progress then the student will be warned of any unsatisfactory progress. If unsatisfactory progress continues then a student may be placed on probation. If unsatisfactory progress continues during probation then a student may be dismissed from the program.

## GRADUATION

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In order for a student to graduate from his or her program, the student must complete all required assignments, pass each course with a minimum grade of C-, satisfy all financial obligations, follow the attendance policy, and complete all courses for the program within 1.5 times the normal program length.

The document to be issued upon satisfactory completion of a program is a Certificate.

## PROBATION

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Students may be placed on probation for any of the following:

**Absenteeism:** Students whose attendance drops below 80%, or have four unexcused absences during their program, may be placed on probation for one month. Additional absences during such a probationary period may be considered unsatisfactory attendance and grounds for termination.

**Conduct:** Students who do not follow the rules of conduct as outlined in this catalog and in the Computer Tutor Business and Technical Institute Policies and Procedures may be placed on probation for a period to be determined by the school. During the probationary period, additional infractions may be grounds for termination.

**Unsatisfactory Progress:** Students who do not maintain satisfactory progress [K7] may be placed on probation and given a progress plan. Failure to maintain the schedule outlined in the progress plan may be grounds for termination.

## TERMINATION OR SUSPENSION

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At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior toward any student or faculty member, or any other stated or determined infraction of conduct as outlined in the Computer Tutor Business and Technical Institute Policies and Procedures received during student orientation. A student may also be dismissed for unsatisfactory progress, unsatisfactory attendance, or for unsatisfied financial obligations.

## REINSTATEMENT

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When a student has been dismissed from Computer Tutor, the student may be reinstated only after evidence has been provided, to the satisfaction of the Administration, that the conditions which led to dismissal have been rectified. All requests for reinstatement must be submitted in writing.

## RECORDS

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Enrollees are advised and cautioned that state law requires the educational institution to maintain school and student records for a period of not less than five years at its principal place of business [K8]. Transcripts are kept permanently.

Copies of on-site certificates or transcripts may be made for a fee of \$10.00. Thereafter, records are maintained in a secure, fireproof off-site location. Copies of certificates or transcripts being stored off-site require 48 hours' notice and a \$40.00 fee.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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The Family Educational Rights and Privacy Act defines the procedures for maintaining the confidentiality of student records. It describes the process by which a student may review his or her own education records, request corrections to those records, and release other parties to examine the records. For more information, please request a copy of the document "Family Educational Rights and Privacy Act Summary" from the front desk.

### LANGUAGE

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Computer Tutor Business and Technical Institute does not offer English as a Second Language instruction. All program materials and curricula are presented in English.

### GRIEVANCE PROCEDURE

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Any student who has a grievance with a school policy, procedure, or employee must submit the written grievance to the Director. A response to the written grievance will be issued to the complainant within 6 business days. The school will maintain a copy of all grievance communications. Any grievance that cannot be resolved by the school may be forwarded to the Bureau for Private Postsecondary Education.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201 703.247.4212. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Director or online at [www.accsc.org](http://www.accsc.org).



***OFFICE CLERK I***

***ADMINISTRATIVE ASSISTANT I***

***ADMINISTRATIVE ASSISTANT II***

***ADMINISTRATIVE MEDICAL CLERK***

***ADMINISTRATIVE ACCOUNTING CLERK I***

***ADMINISTRATIVE ACCOUNTING CLERK II***

## PROGRAM OBJECTIVE

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The need for improved computer skills increases every day. The objective of this program is to provide students with the skills and knowledge to work in an entry-level position in a business service environment. The program focus is primarily on core computer applications, office skills, and customer service skills. This program begins with instruction in Microsoft Windows, the leading computer operating system. Later in the course, students will learn Microsoft Word, the leading word processor, and learn the basics of computerized spreadsheets in Microsoft Excel. Computer skills are taught with a hands-on approach in small groups. This small group size enables students to focus on the task at hand and get individual help if needed to fully accomplish lessons. Upon successful completion of the program a certificate of achievement is awarded.

## PROGRAM LENGTH

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7 Weeks, 280 Hours, 14 Credits

## PROGRAM SCHEDULE

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Monday through Thursday  
8:00 a.m. to 5:20 p.m.

## PROGRAM DESCRIPTION

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Introduction to Personal Computers	Keyboarding I
Windows	Customer Service & Modern Office Skills
Word Processing – Microsoft Word	Ten Key by Touch
Spreadsheet Basics – Microsoft Excel	Placement Preparation & Assistance

## OCCUPATIONAL OUTCOMES

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Office Clerk	Receptionist
Customer Service	Secretary
General Clerical	Information Clerk

## **Introduction to Personal Computers & Windows (1 Credit)**

Computer features, such as formatting, copying and deleting files, moving through the directory structure, obtaining file lists, and rules for naming files are taught and practiced. Students will also be introduced to computer hardware. Students will learn all of the important features of the Windows program.

## **Word Processing - Microsoft Word (5 Credits)**

Students are taught the essential elements of word processing as they relate to the business environment. Specific features taught include: creating, printing and editing documents, formatting and enhancing text, proofreading projects using the spelling and thesaurus features, printing documents and creating customized form letters with merging. Shortcuts, the table feature, formatting long documents and using headers and footers will also be taught. Students will be able to produce complex documents and reports.

## **Spreadsheet Basics - Microsoft Excel (2 Credits)**

All of the basic features are taught in this class. All spreadsheet fundamentals, including proper layout and working with numbers and formulas to create a management tool are covered.

## **Keyboarding I (2 Credits)**

This class teaches more than typing speed. Accuracy is strongly encouraged. This will give the students a competitive edge in the clerical field as well as making them feel more confident in their own abilities.

## **Customer Service & Modern Office Skills (2 Credits)**

The skills to be covered include the following: Customer Service Techniques, Photocopiers/Fax Machines, Telephone Answering Techniques, Business Correspondence, Filing Systems, and Reception Techniques.

## **10 Key by Touch (2 Credits)**

Participants are taught to use the 10 key number pad without looking. They will also be taught the use and importance of timesaving features, the operational keys, and the options and settings available.

## **Placement Services & Assistance**

- ◆ Job Placement Advising
- ◆ Resume Seminar
- ◆ Professional Resume, Cover Letter, and Reference Sheet
- ◆ Interview Seminar
- ◆ Mock (simulated) interview with a professional from the community
- ◆ Job Search Skills Seminar
- ◆ Portfolio Training
- ◆ Access to Job Leads

## PROGRAM OBJECTIVE

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The need for improved computer skills increases every day. The objective of this program is to provide students with the skills and knowledge to work in an entry-level position in a business service environment. The program focus is primarily on core computer applications, office skills, and customer service skills. This program begins with instruction in Microsoft Windows, the leading computer operating system. Later in the course, students will learn Microsoft Word, the leading word processor, and learn many features of computerized spreadsheets in Microsoft Excel. Computer skills are taught with a hands-on approach in small groups. This small group size enables students to focus on the task at hand and get individual help if needed to fully accomplish lessons. Upon successful completion of the program a certificate of achievement is awarded.

## PROGRAM LENGTH

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10 Weeks, 400 Hours, 20 Credits

## PROGRAM SCHEDULE

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Monday through Thursday  
8:00 a.m. to 5:20 p.m.

## PROGRAM DESCRIPTION

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Introduction to Personal Computers  
Windows  
Word Processing - Microsoft Word  
Spreadsheets - Microsoft Excel  
Keyboarding II

Customer Service & Modern Office Skills  
Ten Key by Touch  
Business Education & Communication Skills I  
Placement Preparation & Assistance

## OCCUPATIONAL OUTCOMES

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Administrative Assistant  
Customer Service  
Receptionist  
Office Assistant  
General Clerical

Office Clerk  
Secretary  
Clerk Typist  
Data Entry Specialist  
Data Processing Clerks



## **Introduction to Personal Computers & Windows (1 Credit)**

Computer features, such as formatting, copying and deleting files, moving through the directory structure, obtaining file lists, and rules for naming files are taught and practiced. Students will also be introduced to computer hardware. Students will learn all of the important features of the Windows program.

## **Word Processing - Microsoft Word (5 Credits)**

Students are taught the essential elements of word processing as they relate to the business environment. Specific features taught include: creating, printing and editing documents, formatting and enhancing text, proofreading projects using the spelling and thesaurus features, printing documents and creating customized form letters with merging. Shortcuts, the table feature, formatting long documents and using headers and footers will also be taught. Students will be able to produce complex documents and reports.

## **Spreadsheets - Microsoft Excel (5 Credits)**

Basic, intermediate and advanced features are taught in this class. All spreadsheet fundamentals, including proper layout and working with numbers and formulas to create a management tool are covered. This class also covers advanced functions such as linking, sorting and charting. In addition to providing students with good fundamentals in this popular computer spreadsheet program, this course will present mathematical concepts as they relate to business, including percentage increases, projections and budgets.

## **Customer Service & Modern Office & Skills (2 Credits)**

The skills to be covered include the following: Customer Service Techniques, Photocopiers/Fax Machines, Telephone Answering Techniques, Business Correspondence, Filing Systems, and Reception Techniques.

## **Keyboarding II (4 Credits)**

This class teaches more than typing speed. Accuracy is strongly encouraged. This will give the students a competitive edge in the workforce as well as making them feel more confident in their own abilities.

## **10 Key by Touch (2 Credits)**

Participants are taught to use the 10 key number pad without looking at it. They will also be taught the use and importance of timesaving features, the operational keys, and the options and settings available.

## **Business Education & Communication Skills I (1 Credit)**

This curriculum is individually tailored to the requirements of each participant. Areas covered include: following instructions, good study habits, business math, grammar, punctuation, business letter writing and spelling. The computer identifies students' specific areas of weakness and special emphasis is placed on these areas. Lessons are generated by the computer with supervision from the instructor.

## **Placement Services & Assistance**

- ◆ Job Placement Advising
- ◆ Resume Seminar
- ◆ Professional Resume, Cover Letter, and Reference Sheet
- ◆ Interview Seminar
- ◆ Mock (simulated) interview with a professional from the community
- ◆ Job Search Skills Seminar
- ◆ Portfolio Training
- ◆ Access to Job Leads

## PROGRAM OBJECTIVE

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The need for improved computer skills increases every day. The objective of this program is to provide students with the skills and knowledge to work in an entry-level position in a business service environment. The program focus is primarily on core computer applications, office, and customer service skills. This program covers more subject matter than the Administrative Assistant I program, including additional reinforcement in Keyboarding for increased typing speed and accuracy, Desktop Publishing, Presentations using Microsoft PowerPoint, World Wide Web, and Business Simulations. This program begins with instruction in Microsoft Windows. Students will learn Microsoft Word and Microsoft Excel. Computer skills are taught with a hands-on approach in small groups. This small group size enables students to focus on the task at hand and get individual help if needed to fully accomplish lessons. Upon successful completion of the program a certificate of achievement is awarded. .

## PROGRAM LENGTH

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18 or 36 Weeks, 720 Hours, 36 Credits

## PROGRAM SCHEDULE

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18 Week Course	36 Week Course - Morning	36 Week Course - Afternoon	36 Week Course- Evening
Monday through Thursday 8:00 a.m. to 5:20 p.m.	Monday through Thursday 8:00 a.m. to 12:20 p.m.	Monday through Thursday 1:00 p.m. to 5:20 p.m.	Monday through Thursday 5:30 p.m. to 9:50 p.m.

## PROGRAM DESCRIPTION

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Introduction to PC's & Windows  
Word Processing - Microsoft Word  
Spreadsheets - Microsoft Excel  
Keyboarding III  
Desktop Publishing - Microsoft Publisher  
Presentation - Microsoft PowerPoint

Customer Service & Modern Office Skills  
Ten Key by Touch  
Internet – World Wide Web  
Simulation I & II  
Business Education & Communication Skills II  
Placement Preparation & Assistance

## OCCUPATIONAL OUTCOMES

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Administrative Assistant  
Customer Service  
General Clerical

Office Clerk/Assistant  
Secretary  
Data Entry Specialist

Receptionist  
Clerk Typist  
Data Processing Clerks

## **Introduction to Personal Computers & Windows (1 Credit)**

Computer features, such as formatting, copying and deleting files, moving through the directory structure, obtaining file lists, and rules for naming files are taught and practiced. Students will also be introduced to computer hardware. Students will learn the important features of the Windows program.

## **Word Processing - Microsoft Word (5 Credits)**

Students are taught the essential elements of word processing as they relate to the business environment. Specific features taught include: creating, printing and editing documents, formatting and enhancing text, proofreading projects using the spelling and thesaurus features, printing documents and creating customized form letters with merging. Shortcuts, the table feature, formatting long documents and using headers and footers will also be taught. Students will be able to produce complex documents and reports.

## **Spreadsheets - Microsoft Excel (5 Credits)**

Basic, intermediate and advanced features are taught in this class. All spreadsheet fundamentals, including proper layout and working with numbers and formulas to create a management tool are covered. This class also covers advanced functions such as linking, sorting and charting. In addition to providing students with good fundamentals in this popular computer spreadsheet program, this course will present mathematical concepts as they relate to business, including percentage increases, projections and budgets.

## **Customer Service & Modern Office Skills (2 Credits)**

The skills to be covered include the following: Customer Service Techniques, Photocopiers/Fax Machines, Telephone Answering Techniques, Business Correspondence, Filing Systems, and Reception Techniques.

## **10 Key by Touch (2 Credits)**

Participants are taught to use the 10 key number pad without looking at it. They are also taught the use and importance of timesaving features, the operational keys, and the options and settings available.

## **Keyboarding III (6 Credits)**

This class teaches more than typing speed. Accuracy is strongly encouraged. This will give the students a

competitive edge in the clerical field as well as making them feel more confident in their own abilities.

## **Desktop Publishing - Microsoft Publisher (2 Credits)**

Upon completion of this course, students will be able to create effective publications. Formatting and editing a variety of document types, using columns, and adding graphics to their documents by importing them from other applications such as Clipart, will be covered.

## **Presentation - Microsoft PowerPoint (3 Credits)**

Students are taught to create dynamic multimedia presentations that are appropriate for business purposes. Subjects include; Creating slides, inserting graphics, inserting sound and animation, multimedia slide shows, printing of presentations in handout form.

## **Internet - World Wide Web (2 Credits)**

The World Wide Web has become a prevalent part of business life in today's society. Students will be introduced to the web and learn how to browse websites, perform searches, create bookmarks and download software. Students will also create e-mail accounts and learn to send and receive messages.

## **Business Simulations I & II (2 Credits each, 4 Credits total)**

Students are guided through two simulations that put into practice and apply the skills and knowledge they have acquired to become Administrative Assistants: Handwriting, Keyboarding, Filing, Calculating, Communicating, Telephoning, Decision-Making, Proofreading, and Managing Time.

## **Business Education & Communication Skills II (4 Credits)**

This curriculum is individually tailored to the requirements of each participant. Areas covered include: following instructions, good study habits, business math, grammar, punctuation, business letter writing and spelling. The computer identifies students' specific areas of weakness and special emphasis is placed on these areas. Lessons are generated by the computer with supervision from the instructor.

## **Placement Preparation & Assistance**

See page 4 in this catalog for complete description.

## PROGRAM OBJECTIVE

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The objective of this program is to provide students with the skills and knowledge to work in an entry-level position in a medical front office environment. Additionally, you are qualified to work in customer service or a general office environment. The program focus is primarily on medical front office procedures and computer applications. Word processing and electronic spreadsheets are two of the main computer applications used in the business environment. Microsoft Windows, the leading operating environment, will also be covered. The need to know these programs is vital for every office. Computer skills are taught with a hands-on approach in small groups. This small group size enables students to focus on the task at hand and get individual help if needed to fully accomplish lessons. Upon successful completion of the program a certificate of achievement is awarded.

## PROGRAM LENGTH

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18 or 36 Weeks, 720 Hours, 36 Credits

## PROGRAM SCHEDULE

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18 Week Course	36 Week Course - Morning	36 Week Course - Afternoon	36 Week Course- Evening
Monday through Thursday 8:00 a.m. to 5:20 p.m.	Monday through Thursday 8:00 a.m. to 12:20 p.m.	Monday through Thursday 1:00 p.m. to 5:20 p.m.	Monday through Thursday 5:30 p.m. to 9:50 p.m.

## PROGRAM DESCRIPTION

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Medical Front Office Procedures Medical Billing & Terminology Introduction to Personal Computers Windows Word Processing - Microsoft Word Spreadsheets - Microsoft Excel Keyboarding III	Customer Service & Modern Office Skills Ten Key by Touch Internet - World Wide Web Business Education & Communication Skill I Simulation Placement Preparation & Assistance
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## OCCUPATIONAL OUTCOMES

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Medical Office Clerk Medical Office Receptionist	Medical Front Office Medical Billing	Office Clerk/Assistant Customer Service Rep
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## **Medical Front Office Procedures Medical Billing & Terminology (10 Credits)**

Students are taught medical front office procedures including: medical ethics and law, patient relations, telephone skills, scheduling appointments, travel arrangements, medical forms and reports, medical correspondence, medical filing, health insurance claims, medical pegboard and computerized accounting procedures, medical billing and collections, and basic medical terminology and abbreviations.

## **Introduction to Personal Computers & Windows (1 Credit)**

Computer features, such as formatting, copying and deleting files, moving through the directory structure, obtaining file lists, and rules for naming files are taught and practiced. Students will also be introduced to computer hardware. Students will learn all of the important features of the Windows program.

## **Word Processing -Microsoft Word (5 Credits)**

Students are taught the essential elements of word processing as they relate to the business environment. Specific features taught include: creating, printing and editing documents, formatting and enhancing text, proofreading projects using the spelling and thesaurus features, printing documents and creating customized form letters with merging. Shortcuts, the table feature, formatting long documents and using headers and footers will also be taught. Students will be able to produce complex documents and reports.

## **Spreadsheets - Microsoft Excel (5 Credits)**

Basic, intermediate and advanced features are taught in this class. All spreadsheet fundamentals, including proper layout and working with numbers and formulas to create a management tool are covered. This class also covers advanced functions such as linking, sorting and charting. In addition to providing students with good fundamentals in this popular computer spreadsheet program, this course will present mathematical concepts as they relate to business, including percentage increases, projections and budgets.

## **Keyboarding III (6 Credits)**

This class teaches more than typing speed. Accuracy is strongly encouraged. This will give the students a

competitive edge in the clerical field as well as making them feel more confident in their own abilities.

## **Customer Service & Modern Office Skills (2 Credits)**

The skills to be covered include the following: Customer Service Techniques, Photocopiers/Fax Machines, Telephone Answering Techniques, Business Correspondence, Filing Systems, and Reception Techniques.

## **10 Key by Touch (2 Credits)**

Participants are taught to use the 10 key number pad without looking at it. They are also taught the use and importance of timesaving features, the operational keys, and the options and settings available.

## **Internet - World Wide Web (2 Credits)**

The World Wide Web has become a prevalent part of business life in today's society. Students will be introduced to the web and learn how to browse websites, perform searches, create bookmarks and download software. Students will also create e-mail accounts and learn to send and receive messages.

## **Business Simulations II (2 Credits)**

Students are guided through two simulations that put into practice and apply the skills and knowledge they have acquired to become Administrative Assistants: Handwriting, Keyboarding, Filing, Calculating, Communicating, Telephoning, Decision-Making, Proofreading, and Managing Time.

## **Business Education & Communication Skills I (1 Credit)**

This curriculum is individually tailored to the requirements of each participant. Areas covered include: following instructions, good study habits, business math, grammar, punctuation, business letter writing and spelling. The computer identifies students' specific areas of weakness and special emphasis is placed on these areas. Lessons are generated by the computer with supervision from the instructor.

## **Placement Preparation & Assistance**

See page 4 in this catalog for complete description.

## PROGRAM OBJECTIVE

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The objective of this program is to provide students with the skills and knowledge to work in an entry-level position in an office environment as an Accounting Clerk. Additionally, you are qualified to work in customer service or a general office environment. The program focus is primarily on accounting and computer applications. Word processing and electronic spreadsheets are the two main computer applications used in the business environment. Microsoft Windows, the leading operating environment, will be covered. The need to know these programs is vital for every accounting position. An instructor teaches accounting in small groups. An instructor teaches computer skills with a hands-on approach in small groups. This small group size enables students to focus on the task at hand and get individual help if needed to fully accomplish lessons. Upon successful completion of the program a certificate of achievement is awarded.

## PROGRAM LENGTH

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12 Weeks, 480 Hours, 24 Credits

## PROGRAM SCHEDULE

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Monday through Thursday  
8:00 a.m. to 5:20 p.m.

## PROGRAM DESCRIPTION

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Manual & Computerized Accounting  
Introduction to Personal Computers  
Windows  
Word Processing - Microsoft Word  
Spreadsheets - Microsoft Excel

Keyboarding I  
Ten Key by Touch  
Business Education & Communication Skill I  
Placement Preparation & Assistance

## OCCUPATIONAL OUTCOMES

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Accounting Clerk  
Accounts Receivable Clerk  
Accounts Payable Clerk  
Office Clerk

Full Charge Bookkeeper  
Audit Clerks  
Production Clerk  
Shipping / Receiving Clerks



## **Manual & Computerized Accounting (8 Credits)**

Students are taught the basics of accounting from Journal Entries through Trial Balance and the preparation of Income Statements and Balance Sheets. The course includes the elements of accrual accounting, accounts payable and accounts receivable, balancing checkbooks, preparing depreciation schedules and the correct preparation and reporting of payroll. Students will have learned the principles of computerized accounting by the time they graduate. Skills learned during this phase of their training will be easily transferred to many accounting programs, since concepts are similar between computer programs. The majority of chapters in the accounting book will be covered.

## **Introduction to Personal Computers & Windows (1 Credit)**

Computer features, such as formatting, copying and deleting files, moving through the directory structure, obtaining file lists, and rules for naming files are taught and practiced. Students will also be introduced to computer hardware. Students will learn all of the important features of the Windows program.

## **Word Processing - Microsoft Word (5 Credits)**

Students are taught the essential elements of word processing as they relate to the business environment. Specific features taught include: creating, printing and editing documents, formatting and enhancing text, proofreading projects using the spelling and thesaurus features, printing documents and creating customized form letters with merging. Shortcuts, the table's feature, formatting long documents and using headers and footers will also be taught. Students will be able to produce complex documents and reports.

## **Spreadsheets – Microsoft Excel (5 Credits)**

Basic, intermediate and advanced features are taught in this class. All spreadsheet fundamentals, including proper layout and working with numbers and formulas to create a management tool are covered. This class also covers advanced functions such as linking, sorting and charting. In addition to providing students with good fundamentals in this popular computer spreadsheet program, this course will present mathematical concepts as they relate to business, including percentage increases, projections and budgets.

## **Keyboarding I (2 Credits)**

This class teaches more than typing speed. Accuracy is strongly encouraged. This will give the students a competitive edge in the clerical field as well as making them feel more confident in their own abilities.

## **10 Key by Touch (2 Credits)**

Participants are taught to use the 10 key number pad without looking at it. They are also taught the use and importance of timesaving features, the operational keys, and the options and settings available.

## **Business Education & Communication Skills I (1 Credit)**

This curriculum is individually tailored to the requirements of each participant. Areas covered include: following instructions, good study habits, business math, grammar, punctuation, business letter writing and spelling. The computer identifies students' specific areas of weakness and special emphasis is placed on these areas. Lessons are generated by the computer with supervision from the instructor.

## **Placement Preparation & Assistance**

- ◆ Job Placement Advising
- ◆ Resume Seminar
- ◆ Professional Resume, Cover Letter, and Reference Sheet
- ◆ Interview Seminar
- ◆ Mock (simulated) interview with a professional from the community
- ◆ Job Search Skills Seminar
- ◆ Portfolio Training
- ◆ Access to Job Leads

## PROGRAM OBJECTIVE

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The objective of this program is to provide students with the skills and knowledge to work in an entry-level position in an office environment as an Accounting Clerk. Additionally, you are qualified to work in customer service or a general office environment. The program focus is primarily on accounting and computer applications. This program goes into more depth than the Administrative Accounting Clerk I program. Word processing and electronic spreadsheets are the two main computer applications used in the business environment. Microsoft Windows, the leading operating environment, will be covered. The need to know these programs is vital for every accounting position. Accounting is taught in small groups by an instructor. An instructor teaches computer skills with a hands-on approach in small groups. This small group size enables students to focus on the task at hand and get individual help if needed to fully accomplish lessons. Upon successful completion of the program a certificate of achievement is awarded.

## PROGRAM LENGTH

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18 or 36 Weeks, 720 Hours, 36 Credits

## PROGRAM SCHEDULE

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18 Week Course	36 Week Course - Morning	36 Week Course - Afternoon	36 Week Course- Evening
Monday through Thursday 8:00 a.m. to 5:20 p.m.	Monday through Thursday 8:00 a.m. to 12:20 p.m.	Monday through Thursday 1:00 p.m. to 5:20 p.m.	Monday through Thursday 5:30 p.m. to 9:50 p.m.

## PROGRAM DESCRIPTION

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Manual & Computerized Accounting with Payroll	Keyboarding III
Introduction to Personal Computers	Ten Key by Touch
Windows	Customer Service & Modern Office Skills
Word Processing - Microsoft Word	Simulation I
Spreadsheets - Microsoft Excel	Business Education & Communication Skill I
Internet - World Wide Web	Placement Preparation & Assistance

## OCCUPATIONAL OUTCOMES

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Accounting Clerk	Full Charge Bookkeeper
Accounts Receivable Clerk	Audit Clerks
Accounts Payable Clerk	Production Clerk
Office Clerk	Shipping / Receiving Clerks



## **Manual & Computerized Accounting with Payroll (10 Credits)**

Students are taught the basics of accounting from Journal Entries through Trial Balance and the preparation of Income Statements and Balance Sheets. The course includes the elements of accrual accounting, accounts payable and accounts receivable, balancing checkbooks, preparing depreciation schedules and the correct preparation and reporting of payroll. Students will have learned the principles of computerized accounting by the time they graduate. Skills learned during this phase of their training will be easily transferred to many accounting programs, since concepts are similar between computer programs. The majority of chapters in the accounting book will be covered.

## **Introduction to Personal Computers & Windows (1 Credits)**

Computer features, such as formatting, copying and deleting files, moving through the directory structure, obtaining file lists, and rules for naming files are taught and practiced. Students will also be introduced to computer hardware. Students will learn all of the important features of the Windows program.

## **Word Processing - Microsoft Word (5 Credits)**

Students are taught the essential elements of word processing as they relate to the business environment. Specific features taught include: creating, printing and editing documents, formatting and enhancing text, proofreading projects using the spelling and thesaurus features, printing documents and creating customized form letters with merging. Shortcuts, the table's feature, formatting long documents and using headers and footers will also be taught. Students will be able to produce complex documents and reports.

## **Spreadsheets - Microsoft Excel (5 Credits)**

Basic, intermediate and advanced features are taught in this class. All spreadsheet fundamentals, including proper layout and working with numbers and formulas to create a management tool are covered. This class also covers advanced functions such as linking, sorting and charting. In addition to providing students with good fundamentals in this popular computer spreadsheet program, this course will present mathematical concepts as they relate to business, including percentage increases, projections and budgets.

## **Keyboarding III (6 Credits)**

This class teaches more than typing speed. Accuracy is strongly encouraged. This will give the students a competitive edge in the clerical field as well as making them feel more confident in their own abilities.

## **Customer Service & Modern Office Skills (2 Credits)**

The skills to be covered include the following: Customer Service Techniques, Photocopiers/Fax Machines, Telephone Techniques, Business Correspondence, Filing, and Reception Techniques.

## **10 Key by Touch (2 Credits)**

Participants are taught to use the 10 key number pad without looking at it. They will also learn the use and importance of timesaving features, the operational keys, and using the options and settings available.

## **Internet - World Wide Web (2 Credits)**

The World Wide Web has become a prevalent part of business life in today's society. Students will be introduced to the web and learn how to browse websites, perform searches, create bookmarks and download software. Students will also create e-mail accounts and learn to send and receive messages.

## **Business Simulation I (2 Credits)**

Students are guided through one simulation that put into practice and apply the skills and knowledge they have acquired to become Administrative Accounting Clerks: Handwriting, Keyboarding, Filing, Calculating, Communicating, Telephoning, Decision-Making, Proofreading, and Managing Time.

## **Business Education & Communication Skills I (1 Credit)**

This curriculum is individually tailored to the requirements of each participant. Areas covered include: following instructions, good study habits, business math, grammar, punctuation, business letter writing and spelling. The computer identifies students' specific areas of weakness and special emphasis is placed on these areas. Lessons are generated by the computer with supervision from the instructor.

## **Placement Preparation & Assistance**

See page 4 in this catalog for complete description.

