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PHILOSOPHY

Valley Software Educational Center (VSEC), is a private, co-educational, postsecondary institution, providing students with the knowledge and skills to enable them to qualify for entry level jobs in business and industry in the shortest possible period of time. Emphasis is placed on practical, job-oriented instruction.

We also believe that each individual student should have the opportunity to develop to his or her potential.

OBJECTIVES

Valley Software Educational Center (VSEC), is committed to providing its students with a quality education that will prepare them, upon graduation, for entry-level employment in the computerized office environment. (VSEC) is concerned with developing, in all students, the appreciation for knowledge and the skills necessary for life-long learning in their chosen field. To accomplish this, (VSEC) has developed curriculum, with materials, which fully meet the demanding requirements for acquiring microcomputing skills.

STATEMENT OF NONDISCRIMINATION

Civil rights compliance: *Valley Software Educational Center (VSEC)*, is an equal opportunity educational institution where students are admitted and treated without regard to race, sex, color, age, religion, national origin, or handicap. (VSEC) is in compliance with the regulations of Title IX of the Education Amendments of 1972 (which includes sexual harassment), Sections 503/504 of the Rehabilitation Act of 1973. If any student wishes to file a complaint covered by the above stated regulations, he/she must follow the grievance with the designated affirmative action officer, Nader Rostam-Kolayi.

LOCATION OF CLASSROOMS

**2743 E. SHAW, Suite 101
Fresno, CA 93710
(559) 294-1380
FAX (559) 294-1386**

APPROVAL DISCLOSURE STATEMENT

Valley Software Educational Center has received approval to operate as a private institution from the Bureau for Private Postsecondary Education . The Bureau determines the institution’s operational plan satisfies the minimum standards listed in Education Code Section 94310 (a) or 94311 (a) , whichever is applicable.

The Department’s approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or the department. Institutional approval must be re-approved every two years and is subject to continuing review. The following are the courses approved:

<u>COURSE #</u>	<u>TITLE</u>	<u>DURATION</u>
VS 301	Microcomputer Bookkeeper	11 weeks/330 hrs.
VS 401	Office Automation Technician	11 weeks/330 hrs.
VS 402	Administrative Assistant	19 weeks/570 hrs.
VS 701	Medical Administrative Assistant - Entry Level	19 weeks/570 hrs.
VS 702	Medical Keyboarding, Typing, and Transcribing	28 weeks/840 hrs.
VS 705	Computerized Accounting Clerk - Entry Level	19 weeks/570 hrs.
VS 706	General Microcomputer Technician - Entry Level	19 weeks/570 hrs.
VS 707	Microcomputer Network Administrator-Entry Level	19 weeks/570 hrs.

There are no state boards, bureaus, departments or agencies which set minimum standards expressly for the above programs of studies.

Instruction is in residence with facility occupancy level accommodating 10 students per session. All programs given in English, and English as a second language is **not** offered by the school at this time.

Clock Hours Conversion Formula

One Month = 120 Hours Instruction	One Day = 6 Hours Instruction
One Week = 30 Hours Instruction	One Hour = 20 Minutes Of Lecture and 40 Minutes of Laboratory Work.

ENROLLMENT PROCEDURES

To enroll at *Valley Software Educational Center*, a prospective student is encouraged to visit the facilities and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreement. The admission representative will determine qualifications for admission by asking pertinent questions regarding career interest, determination, motivation, and overall attitude. No person will be denied admission, graduation or any other rights and privileges on the basis of sex, age, creed, religion or national origin. Free parking for all applicants and students is provided. Applicants may visit on any school day, although, an appointment is encouraged to insure that faculty and administrators are available to be of service to you.

ADMISSION REQUIREMENTS

VSEC only admits students that can demonstrate reading and writing in English language. the level of English language proficiency required is equivalent to ninth grade, Test of English as a Foreign Language (TOEFL) of 450 is a minimum. English language services such as ESL are not provided by VSEC. ALL instruction will occur in English language. VSEC shall not enter into an agreement for a course of instruction with a student unless the student passes a test that establishes the student's ability to benefit from the course of instruction.

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or administration when such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individuals involved. If the problem cannot be resolved in this in this manner the Director of the school should be contacted. Normally, the informal procedure of “discussing” the difference will resolve the problem.

If the complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the appropriate state agency, you may reach them by telephone at (916) 431-6959, their address is 2535 Capitol Oaks Dr. Ste 400 Sacramento, CA 95833.

Any questions a student may have regarding this catalog that have not been satisfactorily answerd by the instition may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897

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.

STUDENT CONDUCT

Students are required to follow standards of conduct that are typically expected in the work environment. Students may be terminated for violation of the school's personal conduct standards, which includes: dishonesty, unprofessional conduct. Examples of unprofessional conduct include ,but not limited to: lying, cheating, plagiarism, verbal and physical altercations, vulgar and offensive language or actions, threats of violence, possession of illegal drugs, being under the influence of alcohol or illegal drugs, and any action that violates state or federal law. A student may be suspended from training to allow the school to conduct an investigation, or cooperate in the investigation conducted by law enforcement or other agencies. The school will be the sole judge of the quality of evidence revealed during the investigation and the sole judge of what constitutes unprofessional conduct. A student who is determined by the school to have violated the standards of professional conduct will be terminated.

Smoking is not permitted in any part of the building

No food or drinks of any sort are permitted in the classrooms.

Students will be notified of any emergency telephone calls immediately.

Unresolved complaints may be directed to the :

Bureau for Private Postsecondary and Vocational Education

2535 Capitol Oaks Dr. Ste 400

Sacramento, Ca 95833

Telephone (916) 431-6959

FAX (916) 263-1897

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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov

VISITORS TO THE SCHOOL

Guests are allowed to visit any class but must receive permission from the instructor of that class. Students are responsible for their guests and should see that they obey all school regulations.

Children are not permitted in any academic area.

GRANTING OF ACADEMIC CREDIT

Students may challenge each unit of study by formally petitioning to have administered to them a challenge test. A written request must be submitted to the instructor or administrator and the course challenge work must take place prior to the end of the add/drop period.

The examination may be written, oral, or both. Students failing the examination will not be allowed to take a second examination and will be expected to take the subject as a regularly scheduled course. A student must score 70% or above in order to receive credit and the decision of the examining instructor will be final. No fee adjustment will be made since course credit is being granted.

REFUND PROVISIONS/CANCELLATION OF AGREEMENT

You have the right to cancel this Agreement for a course of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, until midnight of the date that is one business day for every ten days of scheduled program length, rounded up for any fractional increments thereof, to a maximum of 50 days of instruction, when you would have a cancellation period of midnight of the fifth business day from which you attended your first class. Business day means a day on which you were scheduled to attend a class session. Cancellation shall occur when you give written notice of cancellation at the address of the Institution shown on the reverse side of this Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellations, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you are no longer wish to be bound by this Agreement. You will be given two notices of cancellation forms to be used at the first day of class, but you can use any written notice that you wish.

If the Institution has given you any equipment, including books or other materials, you shall return it to the Institution within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the Institution may deduct its documented cost of the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this Agreement, the Institution will refund any money that you paid, less any deduction or equipment not timely returned in good condition, within 30 day after your notice of cancellations is received.

WITHDRAWAL FORM COURSE

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the Agreement, the school will remit a refund less a registration fee, if applicable, not to exceed \$75.00

within 30 days following your withdrawal. You are obligated to pay only for educational service rendered and for unreturned equipment.

To determine the refund you would deduct a registration fee not to exceed seventy-five dollars (\$75) from the total tuition charge. You would multiply the hours attended by the hourly charge for instruction, plus the registration fee and the documented cost of any equipment or books unreturned. It is the policy of the institution to pay the refund to any third party payers.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWED FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

Hypothetical Refund Example:

Assume that a student, upon enrollment in a 400 hour course, pays \$2,000 for tuition, \$75.00 for registration, and \$150.00 documented cost to the institution for equipment as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rate refund to the student would be \$1,500.00 based on the calculation stated below. If the student returned the equipment in good condition within 30 days following his/her withdrawal, the institution shall, refund the charge for the equipment paid by the student.

Tuition plus registration	\$2,075.00	\$2,000 divided by 400 hours = \$5.00 per hour (quotient)
Less Registration fee	(75.00)	100 hours completed x \$5.00 hour = \$500.00
tuition charge		
Total for calculation	\$2,000.00	

Add Registration Fee \$75.00, documented cost of books not-returned \$150.00, plus tuition \$500.00, total charges of attending school \$725.00, deducted from total paid of \$2,225.00.

Refund due \$1,500.00.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of withdrawal.
- b. The institution terminates your enrollment.
- c. You fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

ATTENDANCE POLICY

Valley Software Educational Center acknowledges that it is imperative that proper attendance is maintained by the student in its overall effectiveness of the student educational pursuits. Consistency in attendance is compulsory in order to complete each program on schedule. In order to satisfactorily complete each course within a program, the student must be present for a minimum of eighty percent (80%) of each course. The student may be required to make-up absences during office hours and before or after class hours. A student will be withdrawn from any class in which the total hours of absence reach 25% of the total hours scheduled for that course during the term. The total hours for any course is defined as the total of all classroom laboratory, and practicum hours required for the course.

Re-admission is strictly at the discretion of the administrator/instructor.

The following terms will define (*VSEC*) policy:

ABSENCE

Students Absent from class should present reasonable excuses etc.: Jury-duty, death or birth in immediate family, doctor excuse, all must be in writing and submitted to the school Director. Students absent (21) twenty-one consecutive days will be subject to dismissal and will not be eligible for graduation, unless student can demonstrate justifiable cause.

TARDINESS

Classes begin and end promptly. It is the student's responsibility to be in class on time. Tardiness is defined as arriving for class more than 15 (fifteen) minutes after the start of a class meeting. Each 15 minute increment of tardiness will be allocated as time being absent from class. Accumulation of tardiness is considered the same as absences and is related accordingly.

LEAVE OF ABSENCE

All leave of absence requests must be in writing and will be considered for approval at the discretion of the school administrator. A leave of absence may not exceed 60 days. Only one leave of absence may be granted to a student within any twelve-month period.

ATTENDANCE PROBATION POLICY

A student will be placed on attendance probation for one month if he/she has reached three consecutive unexcused absence in any class. Any unexcused absence during such probationary period will be cause for a student to be dropped from the course.

GRADING/PROGRESS SYSTEM

Evaluation of student achievement will be made in relation to the attainment of the specific objective of the course. The instructor will provide students with a syllabus detailing these objectives and the basis upon which grades are determined. Satisfactory progress applies to full-time and part-time students. Students will earn a grade for each course, based on individual achievement of specific course objective.

Students must maintain a minimum grade point average (GPA) of 2.0 at the end of the first 25% of the program, 2.0 GPA at midpoint of the program and achieve a 2.0 GPA upon graduation assuming the traditional 4.0 scale.

DEFINITION OF GRADES ARE AS FOLLOWS:

<u>LETTER GRADE</u>	<u>GRADE POINTS</u>	<u>DESCRIPTION</u>	<u>PERCENTAGE</u>
<i>A</i>	4	EXCELLENT	90-100%
<i>B</i>	3	ABOVE AVERAGE	80-89%
<i>C</i>	2	AVERAGE	70-79%
<i>D</i>	1	BELOW AVERAGE	60-69%
<i>F</i>	0	FAILURE	0-59%
<i>I</i>	0	INCOMPLETE	
<i>W</i>	0	WITHDRAW AFTER 4TH WEEK OF COURSE	

MAXIMUM TIME FRAME IN WHICH TO COMPLETE

The time frame for a student to complete a course shall be within the parameters of the program.

ACADEMIC STANDARD OF SATISFACTORY PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue as students of the school. Students failing to meet the minimum GPA of 2.0 or to complete the training within the maximum time allowed, will be placed on academic probation for the period of (1) one month. When the student GPA does not meet the above requirement, he/she will remain on probation. When the student's GPA is above the probation range specified, the student is removed from probation. Students who fail to achieve the above requirement are subject to suspension.

READMITTANCE FOLLOWING SUSPENSION:

Students who have been suspended may apply for readmission to the school after one (1) month. Students readmitted at this point are considered to be on probation, but must bring their GPA up to 2.0 or higher by the end of the one (1) month period after being readmitted. If it is mathematically impossible for the student's GPA to improve into the probationary range by the end of one month after readmission, or if in the judgment of the administrator/instructor, it is highly improbable for the student's GPA to improve, the student will not be readmitted.

PROGRAM WITHDRAW PROCEDURE

A student who wishes, may properly withdraw from school and should contact the administrator with his/her reason for the withdrawal. The student should also contact the accounting department to insure that the student financial obligation to the school has been met, up to and including the last day of class attendance. A student who does not properly notify the school could delay paperwork or refunds that a student or funding source maybe entitled to.

PROGRESS TOWARD COMPLETION

A student must successfully complete a minimum of 80% of the hours required for each course to be considered maintaining satisfactory academic progress.

As with the determination of the GPA, the percentage of completion requirements will be reviewed at the end date of the course. In determining progress toward completion grades of "F" (Failure), "W" (Withdrawal), and "WF" (Withdraw/Failure) are counted as hours attempted but are not counted as hours successfully completed. Grades of "I" (Incomplete) will also be counted as hours attempted, but not as hours successfully completed; however when the "I" is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade.

Those students whose percentage of completion falls below the requirements will be placed on academic suspension, even if the GPA is above suspension level.

CERTIFICATES ACHIEVEMENT UPON SATISFACTORY COMPLETION

All students, who successfully completes a course of study, is required by California statute, that he/she be awarded an appropriate certificate verifying the satisfactory completion of a course, based on the following:

Certificate of Achievement

A minimum of hours completion and with a grade of 90% or better required.

Certificate of Merit

A minimum of hours completion and with a grade of 80% or better required.

Certificate of Completion

A minimum of hours completion and with a grade of 70% or better required.

RECORDS RETENTION

Students are advised and cautioned that state law requires this educational institution to maintain school student records for a period of five years. All educational records of students at *VSEC* are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. A student may inspect his or her own educational record and may challenge the accuracy of the record or the need of its retention. Student consent is needed for the release of such records covered by the act to outside parties (e.g. potential employers), except for those agencies entitled to access under provisions of the act (e.g., university officials, agency counselors, auditing officials).

DRESS CODE

All students are encourage to wear the proper attire as in a professional business and in good and modest taste. Certain items of clothing such as thongs, bare midriffs, bra-tops, cut-offs, "short- shorts", tanks tops, and most sleeveless shirts are not acceptable for classroom wear.

GENERAL INFORMATION

Sexual Harassment

VSEC expressly forbids sexual harassment of its students and employees by faculty, administrators, supervisors, and vendors or member of the general public. Among the behaviors considered to be sexual harassment are: unwanted physical touching (behind normal greetings); verbal insults (in reference to gender, race, sexual orientation); explicit sexual gestures, displays of sexually suggestive materials, objects, photos, etc.; offering a favorable grade or threatening an unfavorable grade in exchange for or demand for sexual favors.

STUDENT SERVICES

REFERENCE MATERIALS

All library, textbooks, manuals and other reference materials are available to the student upon request.

USE OF FACILITIES AND EQUIPMENT

All past or enrolled students may, at no extra charge, use the computer equipment, typewriters, calculators, etc., in our facilities. All such requests must be made in writing to the school administrator.

PLACEMENT ASSISTANCE

VSEC will provide job placement assistance, job search, workshops, resume and cover letter writing for its students without charge. *VSEC* does not guarantee job placement. Sincere efforts will be made to place all students. The primary responsibility for employment remains with the student.

ADVISING

Students can obtain counsel guidance on personal development, career enhancement or any other matter of concern that is pertinent to his/her performance at *VSEC*.

TUTORING

Extra help is available for those students who are having difficulty with any phase of their studies. Upon request, tutoring session(s) will be scheduled to meet the student's needs.

HOUSE, TRANSPORTATION AND CHILD CARE

VSEC does not provide housing, transportation or child care services.

FINANCIAL AID

(*VSEC*) currently does not participate in federal and state financial aid programs to provide financial assistance to those students whose financial resources are inadequate to meet the full cost of their education. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refunds, the student is entitled to a refund of the money not paid from federal financial aid funds.

VSEC does not award or accept of credit for prior experiential learning.

OPERATING SCHEDULE

VALLEY SOFTWARE EDUCATIONAL CENTER provides a unique approach to scheduling. Classes are held on a four day per week plus Friday schedule. Students attend classes Monday through Thursday, Friday is a plus day and faculty members are available for students conferences and to give individual assistance as requested by the instructor or student. Some Friday classes are held at the discretion of the instructor.

OFFICE HOURS

**8:30 AM TO 5:00 PM
MONDAY THRU FRIDAY**

INSTRUCTION HOUR

**9:00 AM TO 4:00 PM MONDAY THRU THURSDAY
9:00 AM TO 3:00 PM FRIDAY**

CERTIFICATE REQUIREMENTS

VSEC provides the following descriptions as an aid to help the students gain a better understanding of course content and requirements. The school reserves the right to update any provisions or requirements when necessary without notice. The attendance schedule for all courses is 6 hrs/day, 5 days/week. The testing mechanism for all courses is a combination of written test, lab assignments, attendance, homework and class participation. Written tests require a minimum of 70% achievement expectation. Keyboard tests must achieve 35 WPM for typing certification. Ten-key must achieve 120 DPM for ten-key certification.

VSEC course numbers and titles are located within parenthesis'(). The following courses provide training for entry level positions.

The following courses must be completed before any of the other “major” courses are taken:

- **Introduction to microcomputers**
- **Introduction to Microsoft Windows**
- **Word Processing Concepts (Microsoft Word)**
- **Spread Sheet concepts and analysis (Microsoft Excel)**
- **Data Base Management Concepts (Microsoft Access)**

The above courses are the basic and essential tools in the accomplishment of the students goals, and enabling the student to receive a more complete computer knowledge.

**Bookkeeper Machine Operator - Entry Level
(VS301 Microcomputer Bookkeeper)**

Duration: 11 weeks/330 hours

This is a composite curriculum which requires the student to successfully complete: Computerized Office Clerk, Introduction to Accounting Principles and General Ledger Principles.

Career Opportunities

Entry level positions in business offices including data entry, Microsoft Word, Excel, Access, and bookkeeping positions. Entry level positions may be available in some business organizations.

Introductory Concepts, Windows (40 hours)

<ul style="list-style-type: none"> • Understand computer hardware & software features. 	<ul style="list-style-type: none"> • Work with disk operating systems (DOS).
<ul style="list-style-type: none"> • Identify the information processing cycle. 	<ul style="list-style-type: none"> • Identify difference between System, Utility & application software.
<ul style="list-style-type: none"> • Operate floppy disk, CD ROM and hard disk handling procedures. 	<ul style="list-style-type: none"> • Learn important DOS commands.
<ul style="list-style-type: none"> • Develop typing and ten-key skills by touch. 	<ul style="list-style-type: none"> • Understand office skills & procedures.

Microsoft Word (40 hours)

<ul style="list-style-type: none"> • LEARN TO START MICROSOFT WORD SOFTWARE. 	<ul style="list-style-type: none"> • SET-UP PRINT CONTROL FEATURES.
<ul style="list-style-type: none"> • Create, open, edit and save documents. 	<ul style="list-style-type: none"> • Perform page format editing.
<ul style="list-style-type: none"> • Learn to modify text. 	<ul style="list-style-type: none"> • Merge, print and analyze documents.
<ul style="list-style-type: none"> • Initiate resume making process. 	<ul style="list-style-type: none"> • Develop typing and ten-key skills.

Microsoft Excel Spreadsheet Concepts and Analysis (50 hours)

<ul style="list-style-type: none"> • Understand fundamentals of spreadsheet analysis. 	<ul style="list-style-type: none"> • Modify the display format.
<ul style="list-style-type: none"> • Learn to start Excel. 	<ul style="list-style-type: none"> • Create macros.
<ul style="list-style-type: none"> • Create, edit and save a spreadsheet in Excel. 	<ul style="list-style-type: none"> • Create line, bar and pie charts.
<ul style="list-style-type: none"> • Create formulas and functions. 	<ul style="list-style-type: none"> • Print and analyze spreadsheets.
<ul style="list-style-type: none"> • Learn the process of querying a database in Excel. 	<ul style="list-style-type: none"> • Develop typing and ten-key skills by touch.

Access (40 hours)

<ul style="list-style-type: none">• Understand fundamentals of a database.	<ul style="list-style-type: none">• Search and index reports.
<ul style="list-style-type: none">• Learn to start Access.	<ul style="list-style-type: none">• Create and modify reports.
<ul style="list-style-type: none">• Create a database structure and file.	<ul style="list-style-type: none">• Print and analyze database reports.
<ul style="list-style-type: none">• Manipulate the data through Access.	<ul style="list-style-type: none">• Search the database for multiple criteria.
<ul style="list-style-type: none">• Update records in database.	<ul style="list-style-type: none">• Develop typing and ten-key skills by touch.

Introduction to Accounting Principles (80 hours)

<ul style="list-style-type: none">• Identify accepted accounting principles.	<ul style="list-style-type: none">• Demonstrate the importance of income statement equation.
<ul style="list-style-type: none">• Define difference between debits and credit.	<ul style="list-style-type: none">• Identify the mechanics of double entry accounting.
<ul style="list-style-type: none">• Define the accounting cycle.	<ul style="list-style-type: none">• Define the accounting equation.
<ul style="list-style-type: none">• Identify the difference between assets, liabilities and owner equity accounts.	<ul style="list-style-type: none">• Understand the concept of cash basis and accrual basis of accounting.
<ul style="list-style-type: none">• Identify the balance sheet equation and the effects of the transactions on the equation.	<ul style="list-style-type: none">• Develop typing and ten-key skills by touch.

General Ledger Principles (80 hours)

<ul style="list-style-type: none">• Record, classify, report and interpret the financial data, both manually and on the computer.	<ul style="list-style-type: none">• Record invoices, cash receipts, cash disbursements & general journal entries on the computer.
<ul style="list-style-type: none">• Create chart of accounts.	<ul style="list-style-type: none">• Create financial reports (trial balance, income statement and balance sheet).
<ul style="list-style-type: none">• Record general journal entries.	<ul style="list-style-type: none">• Print and analyze financial reports, journals and ledgers.
<ul style="list-style-type: none">• Classify and record transactions in the proper journal.	<ul style="list-style-type: none">• Journalize adjusting entries.
<ul style="list-style-type: none">• Post entries from the journal to the ledger.	<ul style="list-style-type: none">• Close the books by performing end of period procedures.
<ul style="list-style-type: none">• Customize company configuration on the computer.	<ul style="list-style-type: none">• Develop typing and ten-key skills.

**Clerk, General Office - Clerical - Entry Level
(VS401 Office Automation Technician)**

Duration: 11 weeks/330 hours

This curriculum introduces the student to three of the most popular and useful microcomputer applications along with an introduction to the Disk Operating System. The applications covered are Microsoft Word, Microsoft Excel and Microsoft Access. This instruction gives the student sufficient knowledge to perform the most frequently used function in each application. Advanced topics of discussion are detailed in the individual course description.

Career Opportunities

Students completing Office Automation Technician program the student will be able to work in general business offices, as well as in offices where the skills of Clerical, General Office are needed.

Introduction to Microcomputers (80 hours)

<ul style="list-style-type: none"> • Identify basic computer concepts. 	<ul style="list-style-type: none"> • Operate floppy disk and hard disk handling procedures.
<ul style="list-style-type: none"> • Configure system to the application. 	<ul style="list-style-type: none"> • Work with Disk Operating System (DOS).
<ul style="list-style-type: none"> • Utilizing the typing tutor. 	<ul style="list-style-type: none"> • Identify difference between DOS & application software.
<ul style="list-style-type: none"> • Develop touch typing skills 	<ul style="list-style-type: none"> • Work with Microsoft Windows operating system and applications..
<ul style="list-style-type: none"> • Learn the number keys and the keypad 	<ul style="list-style-type: none"> • Perform standard typing test

Microsoft Word (80 hours)

<ul style="list-style-type: none"> • Understanding how to access Microsoft Word 	<ul style="list-style-type: none"> • Learn to create macros.
<ul style="list-style-type: none"> • Create, open, edit, save and print documents. 	<ul style="list-style-type: none"> • Integrating fonts and graphics in a document.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Set-up print control features.
<ul style="list-style-type: none"> • Perform basic editing skills. 	<ul style="list-style-type: none"> • Perform page format editing.
<ul style="list-style-type: none"> • Mail merge database information into documents. 	<ul style="list-style-type: none"> • Learn to spell check the documents.

<ul style="list-style-type: none"> Identify the features of text formatting: Using formatting codes. Centering a line/document. Using headers and footers in a document. Dealing with and changing documents. 	<ul style="list-style-type: none"> Learn to create a two column news paper style document.
<ul style="list-style-type: none"> Setting tabs and columns for a document. 	<ul style="list-style-type: none"> Use Word to create a resume.

Microsoft Excel Spreadsheet Applications (90 hours)

<ul style="list-style-type: none"> Understand fundamentals of spreadsheet analysis. 	<ul style="list-style-type: none"> Modify the display format.
<ul style="list-style-type: none"> Learn to start Excel. 	<ul style="list-style-type: none"> Learn to perform database in Excel.
<ul style="list-style-type: none"> Create, edit, save and print a spreadsheet. 	<ul style="list-style-type: none"> Print and analyze spreadsheets using the Excel features.
<ul style="list-style-type: none"> Create formulas and functions. 	<ul style="list-style-type: none"> Create macros.
<ul style="list-style-type: none"> Create line, bar and pie charts. 	<ul style="list-style-type: none"> Develop typing skills.

Access (80 hours)

<ul style="list-style-type: none"> Understand fundamentals of a Access. 	<ul style="list-style-type: none"> Update records in database.
<ul style="list-style-type: none"> Learn to start Access. 	<ul style="list-style-type: none"> Search and index reports.
<ul style="list-style-type: none"> Create a structure of file. 	<ul style="list-style-type: none"> Create and modify labels and reports.
<ul style="list-style-type: none"> Learn Access commands. 	<ul style="list-style-type: none"> Print and analyze database reports.
<ul style="list-style-type: none"> Create a file from the Assist menu. 	<ul style="list-style-type: none"> Search the database for multiple criteria.
<ul style="list-style-type: none"> Manipulate the data THRU Access commands. 	<ul style="list-style-type: none"> Develop typing skills.

Administrative Assistant
VS402 Advanced Office Automation Technician
Duration: 19 weeks/570 hours

This curriculum introduces the student to the procedures and skills found in general business offices. The student will develop personal, professional, and computer skills in addition to the skills needed to perform the day-to-day procedures found in the business profession. The program includes various applications in software

Program Objective

Upon completion of this program, the student is able to perform entry level tasks within the business profession. Skills including Typing, MS Word, MS Excel, MS Access and MS PowerPoint.

Career Opportunities

Upon completion of the Office Administration program, the student is able to work in general business offices, as well as in specialty offices where the skills of office administration are needed.

Introduction to Microcomputers & Windows (115 hours)

<ul style="list-style-type: none"> • Identify computer system hardware & software concepts through Windows's structure 	<ul style="list-style-type: none"> • Use My Computer to brows folders; change disk drive; right click menu; start Explorer; move & copy files or folders
<ul style="list-style-type: none"> • Learn Windows basic; start Windows; start a program; exit a program; maximize a window, exit Windows 	<ul style="list-style-type: none"> • Learn about the Recycle Bin; Shortcuts and many more other features of Windows
<ul style="list-style-type: none"> • Use a dialog box; property sheet & a program to open, save and print a document 	<ul style="list-style-type: none"> • Learn how to capture a screen or a window and how to undo an action
<ul style="list-style-type: none"> • Learn how to arrange windows; move the Taskbar, size the Taskbar and hide the Taskbar and access the Desktop 	<ul style="list-style-type: none"> • Identify difference between DOS programs & application software designed for Windows
<ul style="list-style-type: none"> • Utilize the typing tutor; Develop touch typing skills & Learn the number keys and the keypad 	<ul style="list-style-type: none"> • Perform standard typing test

Word Processing Applications (120 hours)
(Word for Windows)

<ul style="list-style-type: none"> • Understanding how to access Word 	<ul style="list-style-type: none"> • Additional Formatting and Editing.
<ul style="list-style-type: none"> • Create, open, edit and save documents. 	<ul style="list-style-type: none"> • Work with Multiple-Page Documents.
<ul style="list-style-type: none"> • Perform basic editing skills. 	<ul style="list-style-type: none"> • Work with Multiple Documents; Macros.
<ul style="list-style-type: none"> • Text Alignments and Enhancements. 	<ul style="list-style-type: none"> • Columns and Tables; Calculate and Sort.
<ul style="list-style-type: none"> • Format and Edit Documents. 	<ul style="list-style-type: none"> • Merge.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Clip Art and Templates; Envelopes and labels.

Spreadsheet Applications (120 hours)
(Excel for Windows)

<ul style="list-style-type: none"> • Create, Save, and Exit a Worksheet. 	<ul style="list-style-type: none"> • Logical Functions; Autoformat; Protecting and Hiding Data.
<ul style="list-style-type: none"> • Use Formulas and Functions; Format; Copy; Print, Edit; Print Options. 	<ul style="list-style-type: none"> • Charting
<ul style="list-style-type: none"> • Additional Formatting and Editing; • Working with workbooks. 	<ul style="list-style-type: none"> •

Database Management Applications (120 hours)
(Access for window 2000)

<ul style="list-style-type: none"> • Create a Database Form. 	<ul style="list-style-type: none"> • Queries
<ul style="list-style-type: none"> • Edit and Print a Database. 	<ul style="list-style-type: none"> • Reports
<ul style="list-style-type: none"> • Searching and Sorting a Database 	<ul style="list-style-type: none"> • Create a Database with the Database Wizard.

Presentation & Integration(95 hours)
(PowerPoint & integrationfor Windows)

<ul style="list-style-type: none"> • About PowerPoint. 	<ul style="list-style-type: none"> • Format Bullets
<ul style="list-style-type: none"> • Start PowerPoint 	<ul style="list-style-type: none"> • Draw Graphic Objects
<ul style="list-style-type: none"> • Create, Save, and Print a Presentation. 	<ul style="list-style-type: none"> • Use Autoshapes
<ul style="list-style-type: none"> • The Blank Presentation Option. 	<ul style="list-style-type: none"> • Create Text Objects
<ul style="list-style-type: none"> • The Template Option 	
<ul style="list-style-type: none"> • Add Text to Placeholders 	Work with Slide Shows
<ul style="list-style-type: none"> • Add Slides to Presentations. 	<ul style="list-style-type: none"> • Show a presentation

• Save a Presentation	• Add transitions and Timings
• Exit Power Point	• Build Slide Text
• Open a Presentation	• Use the Annotator
• Add a Slide to a Presentation	• Create Continuously Running Presentations
• Slide Views	• Create Notes Pages and Handout Masters
• Print	• Print Notes Master and Handout Master
• Working with Object Sliced	• Insert a Graph and Table Slide
• Use Undo	• Insert an Organization Chart Slide
• Change a Slide's Layout and Template	
• AutoClipArt	Integration
• Move, Copy, and Delete Slides	• Window Files in One Application
• Use Slide Sorter View	• Window Files from Different Applications
• Use Outline View	• Integrate an Excel Worksheet File and a Word Document File
Enhance Slides; Work with Text and Objects	• Edit a Linked File
• Select, Align, and Change the Appearance of Text	• Export an Access Database to an Excel File
• Change a Slide's Color Scheme.	• Analyze Database Data
• Copy Text Formatting.	• Merge an Access Table with a Word Main Document
• Move and Copy Text.	• Mail Merge
• Increase/Decrease Paragraph Formatting	• Import a Word Outline into a PowerPoint Presentation
• Move and Size Placeholders.	• Link an Excel Worksheet with a PowerPoint Presentation
• Use Slide Master	
• Insert Page Number/Date and Time/Footer	

**Medical Administrative Assistant - Entry Level
(VS701 Medical Office Assistant / Clerk)
Duration: 19 weeks/570 hours**

This program provides specialized training for employment in medical offices and medical specialty clinics. The curriculum includes training in human, medical clinical procedures such as, health histories, patient case and emergency procedures.

Career Opportunities

The Medical Administrative Assistant graduate will qualify for entry lever positions in private, general, and specialty medical offices, medical clinics, physical therapy offices, some areas of the hospital setting and Insurance billing.

Introduction to Microcomputers (60 hours)

<ul style="list-style-type: none"> • Identify basic computer concepts. 	<ul style="list-style-type: none"> • Operate floppy disk and hard disk handling procedures.
<ul style="list-style-type: none"> • Configure system to the application. 	<ul style="list-style-type: none"> • Work with Disk Operating System (DOS) and windows.
<ul style="list-style-type: none"> • Utilizing the typing tutor. 	<ul style="list-style-type: none"> • Identify difference between DOS & Windows application software.
<ul style="list-style-type: none"> • Develop touch typing skills 	<ul style="list-style-type: none"> • Perform standard typing test.

Introduction to Microsoft Windows (60 hours)

<ul style="list-style-type: none"> • Introduction to WINDOWS Environment. 	<ul style="list-style-type: none"> • Use WINDOWS to perform word processing, spreadsheets and database management .
<ul style="list-style-type: none"> • Understanding hardware limitations. 	<ul style="list-style-type: none"> • Learn how to use WINDOWS accessories including the calendar, clock, calculator, and cardfile.
<ul style="list-style-type: none"> • Learning how to initiate WINDOWS. 	<ul style="list-style-type: none"> • Use the clipboard to transfer data between applications.
<ul style="list-style-type: none"> • Navigating WINDOWS environment. 	<ul style="list-style-type: none"> • Create program groups and program items.
<ul style="list-style-type: none"> • Learning the program manager. 	<ul style="list-style-type: none"> • Learn how to change fonts, add and delete fonts.
<ul style="list-style-type: none"> • Creating directories and managing files and disks. 	<ul style="list-style-type: none"> • Learn how to use drag and drop feature of WINDOWS to print files with print manager.

Microsoft Word (40 hours)

<ul style="list-style-type: none">• Understanding how to access Microsoft Word.	<ul style="list-style-type: none">• Setting tabs and columns.
<ul style="list-style-type: none">• Create, open, edit and save documents.	<ul style="list-style-type: none">• Integrating fonts and graphics in a document.
<ul style="list-style-type: none">• Perform basic editing skills.	<ul style="list-style-type: none">• Set-up print control features.
<ul style="list-style-type: none">• Mail merge database information into documents.	<ul style="list-style-type: none">• Perform page format editing.
<ul style="list-style-type: none">• Identify the features of text formatting: Using formatting codes. Centering a line/document.	<ul style="list-style-type: none">• Learn to spell check the documents.
<ul style="list-style-type: none">• Use headers and footers in a document.	<ul style="list-style-type: none">• Print and analyze documents.
<ul style="list-style-type: none">• Dealing with and changing documents.	<ul style="list-style-type: none">• Initiate resume.

Microsoft Excel Spreadsheet Applications (40 hours)

<ul style="list-style-type: none">• Understand fundamentals of spreadsheet analysis.	<ul style="list-style-type: none">• Modify the display font.
<ul style="list-style-type: none">• Learn to start Excel.	<ul style="list-style-type: none">• Learn to perform database in Excel.
<ul style="list-style-type: none">• Create, edit and save a spreadsheet.	<ul style="list-style-type: none">• Print and analyze spreadsheets using Excel feature.
<ul style="list-style-type: none">• Create formulas and functions.	<ul style="list-style-type: none">• Create macros.
<ul style="list-style-type: none">• Create line, bar and pie charts.	<ul style="list-style-type: none">• Develop typing skills.

Access (40 hours)

<ul style="list-style-type: none">• Understand fundamentals of Access.	<ul style="list-style-type: none">• Update records in database.
<ul style="list-style-type: none">• Learn to start Access.	<ul style="list-style-type: none">• Search and index reports.
<ul style="list-style-type: none">• Create a structure of file.	<ul style="list-style-type: none">• Create and modify labels and reports.
<ul style="list-style-type: none">• Learn Access commands.	<ul style="list-style-type: none">• Print and analyze database reports.
<ul style="list-style-type: none">• Create a file from the Assist menu.	<ul style="list-style-type: none">• Search database for multiple criteria.
<ul style="list-style-type: none">• Manipulate the data THRU Access commands.	<ul style="list-style-type: none">• Develop typing skills.

Medical Office Procedures / Terminology I (80 hours)

<ul style="list-style-type: none">• Understanding the medical environment	<ul style="list-style-type: none">• Learn about telephone procedures.
<ul style="list-style-type: none">• Learn the role of computers in medicine	<ul style="list-style-type: none">• Learn how to interact with patients
<ul style="list-style-type: none">• Learn the Medical laws	<ul style="list-style-type: none">• Manage patient activities records
<ul style="list-style-type: none">• Learn to set up patient appointments	<ul style="list-style-type: none">• Understand medical terminology

Medical Office Procedures / Terminology II (80 hours)

<ul style="list-style-type: none">• Understand filing procedures.	<ul style="list-style-type: none">• Create medical word processing documents.
<ul style="list-style-type: none">• Learn about office management	<ul style="list-style-type: none">• Process patients fees.
<ul style="list-style-type: none">• Learn to use the Medical Manager software.	<ul style="list-style-type: none">• Maintain credit and collections from patients.
<ul style="list-style-type: none">• Maintain travel and appointment schedules.	<ul style="list-style-type: none">• Perform banking procedures
<ul style="list-style-type: none">• Create reports	<ul style="list-style-type: none">• Learn about office communications.

Account and Insurance Management I (80 hours)

<ul style="list-style-type: none">• Understand fundamentals of medical insurance	<ul style="list-style-type: none">• Process claims for patients on Medicare.
<ul style="list-style-type: none">• Use Medical Manager Software.	<ul style="list-style-type: none">• Follow-up on delinquent claims.
<ul style="list-style-type: none">• Learn about diagnostic coding.	<ul style="list-style-type: none">• Insurance problem solving.
<ul style="list-style-type: none">• Learn about diagnostic related groups.	<ul style="list-style-type: none">• Understanding the Medicare and medical programs.
<ul style="list-style-type: none">• Processing an insurance claim form.	<ul style="list-style-type: none">• Develop typing and ten key skills.

Account and Insurance Management II (90 hours)

(Using Medical Manager Software)

<ul style="list-style-type: none">• Identify the features and differences of CHAMPUS, CHAMP/VA outpatient clinic.	<ul style="list-style-type: none">• Use the Medical Manager software.
<ul style="list-style-type: none">• Learn about unemployment compensation disability.	<ul style="list-style-type: none">• Computerized billing and insurance.
<ul style="list-style-type: none">• Learn about Health Maintenance Organizations (HMOs) and special plans.	<ul style="list-style-type: none">• Legal issues affecting insurance claims.

**Medical Typing and Transcribing
(VS702 Medical Typist/Transcriber)
Duration: 28 weeks/840 hours**

This is a curriculum which requires the student to successfully complete: Word Processing Applications, Typing, Medical Terminology, Medical Typing and Transcribing.

Career Opportunities

This program is for the student who plan a career in medical transcription, seeking employment in a private physician’s office, clinic, or hospital or to be self-employed and free-lance.

There continues to be a serious shortage of medical transcription resulting from the problems of training qualified medical typist, the increase in the quantity of dictation due to longer reports and a larger number of diagnostic studies, and the demand by hospitals for quality reports.

Microsoft Word (90 hours)

<ul style="list-style-type: none"> • Understanding how to access Word. 	<ul style="list-style-type: none"> • Setting tabs and columns.
<ul style="list-style-type: none"> • Creating, opening, editing, and saving documents. 	<ul style="list-style-type: none"> • Integrating fonts and graphics in document.
<ul style="list-style-type: none"> • Performing basic editing skills. 	<ul style="list-style-type: none"> • Setting-up print control features.
<ul style="list-style-type: none"> • Mail merging database information into documents. 	<ul style="list-style-type: none"> • Performing page format editing.
<ul style="list-style-type: none"> • Identifying the features of text formatting: Using formatting codes. Centering a line/document . 	<ul style="list-style-type: none"> • Learning to spell check the documents.
<ul style="list-style-type: none"> • Using headers and footers in a document. 	<ul style="list-style-type: none"> • Printing and analyzing documents.
<ul style="list-style-type: none"> • Dealing with and changing documents. 	<ul style="list-style-type: none"> • Initiating resume.
<ul style="list-style-type: none"> • Developing typing skills. 	<ul style="list-style-type: none"> • Increasing typing speed and accuracy.

Medical Terminology (190 Hours)

<ul style="list-style-type: none"> • Recognizing prefixes, suffixes, and word roots in medical terms. 	<ul style="list-style-type: none"> • Combining word parts to write medical terms.
<ul style="list-style-type: none"> • Understanding the rules for using word parts to form medical terms. 	<ul style="list-style-type: none"> • Recognizing the correct spelling of terms.
<ul style="list-style-type: none"> • Pronunciation of medical words. 	<ul style="list-style-type: none"> • Increasing typing speed and accuracy.
<ul style="list-style-type: none"> • Using the medical dictionary and reference books to locate medical words, laboratory values, and pathology terms. 	<ul style="list-style-type: none"> • Understanding medical abbreviations, laboratory values, and pathology reports.

Medical Typing and Transcribing (560 Hours)

<ul style="list-style-type: none"> • Preparing and handling medical documents. 	<ul style="list-style-type: none"> • Transcribing written and dictated medical material.
<ul style="list-style-type: none"> • Understanding ethical and legal issues pertaining to field of medical transcription. 	<ul style="list-style-type: none"> • Using correct grammar, spelling, and medical rules to create and edit medical reports.
<ul style="list-style-type: none"> • Creating medical reports in adherence with accepted medical formats. 	<ul style="list-style-type: none"> • Using transcription machine to transcribe medical tapes.
<ul style="list-style-type: none"> • Using medical reference books to correctly spell and report medical, pathology, laboratory, and pharmaceutical terms. 	<ul style="list-style-type: none"> • Increasing word processing, typing, and transcription accuracy and speed.
<ul style="list-style-type: none"> • Using punctuation; parts of speech; using commas. 	<ul style="list-style-type: none"> • Using capitalization, numbers, and abbreviations
<ul style="list-style-type: none"> • Medical letter transcription. 	<ul style="list-style-type: none"> • Introduction to medical chart notes and progress reports.
<ul style="list-style-type: none"> • Proofreading and making corrections. 	<ul style="list-style-type: none"> • Discharge summaries.
<ul style="list-style-type: none"> • History and physical reports. 	<ul style="list-style-type: none"> • Word endings.
<ul style="list-style-type: none"> • Preparation of medical reports. 	<ul style="list-style-type: none"> • Introduction to the transcription machine.
<ul style="list-style-type: none"> • Antonyms, eponyms, and homonyms. 	<ul style="list-style-type: none"> • AAMT Transcription Module, Tapes 1-3.
<ul style="list-style-type: none"> • AAMT Transcription Module, Tapes 4 & 5. 	<ul style="list-style-type: none"> • AAMT Transcription Module, Tape 6

**General Ledger Bookkeeper - Clerical - Entry Level
(VS705 Computerized Accounting Clerk)**

Duration: 19 weeks/570 hours

This curriculum requires the student to successfully complete: Computerized Office Clerk and the Principles Block: (Introduction to Accounting, General Ledger, Accounts Receivable, Accounts Payable and Payroll).

Program Objective

Upon completion of this program, the student is able to perform general business skills including Microsoft Word, Excel and Access.

Career Opportunities

Entry level positions in business offices including data entry, word processing and bookkeeping positions. Entry level positions in General Ledger Bookkeeper, Computerized Accounting Clerk and Payroll Clerk, are available.

Introductory Concepts, Computer systems (60 hours)

<ul style="list-style-type: none"> • Understand computer hardware & software features. 	<ul style="list-style-type: none"> • Identify difference between DOS & application software.
<ul style="list-style-type: none"> • Identify the information processing cycle. 	<ul style="list-style-type: none"> • Learn important DOS commands.
<ul style="list-style-type: none"> • Operate floppy disk and hard handling procedures. 	<ul style="list-style-type: none"> • Understand office skills & procedures.
<ul style="list-style-type: none"> • Work with operating systems (DOS). 	<ul style="list-style-type: none"> • Develop typing and ten-key by touch.

Introduction to Microsoft Windows (60 hours)

<ul style="list-style-type: none"> • Introduction to WINDOWS Environment. 	<ul style="list-style-type: none"> • Use WINDOWS to perform word processing, spreadsheets and database management .
<ul style="list-style-type: none"> • Understanding hardware limitations. 	<ul style="list-style-type: none"> • Learn how to use WINDOWS accessories including the calendar, clock, calculator, and cardfile.
<ul style="list-style-type: none"> • Learning how to initiate WINDOWS. 	<ul style="list-style-type: none"> • Use the clipboard to transfer data between applications.
<ul style="list-style-type: none"> • Navigating WINDOWS environment. 	<ul style="list-style-type: none"> • Create program groups and program items.
<ul style="list-style-type: none"> • Learning the program manager. 	<ul style="list-style-type: none"> • Learn how to change fonts, add and delete fonts.
<ul style="list-style-type: none"> • Creating directories and managing files and disks. 	<ul style="list-style-type: none"> • Learn how to use drag and drop feature of WINDOWS to print files with print manager.

Microsoft Word (60 hours)

<ul style="list-style-type: none">• Learn to start Word software.	<ul style="list-style-type: none">• Set-up print control features.
<ul style="list-style-type: none">• Create, open, edit and save documents.	<ul style="list-style-type: none">• Perform page format editing.
<ul style="list-style-type: none">• Learn to modify text.	<ul style="list-style-type: none">• Print and analyze documents.
<ul style="list-style-type: none">• Initiate resume.	<ul style="list-style-type: none">• Develop typing and ten-key skills.

Microsoft Excel Spread Sheet Concepts and Analysis (80 hours)

<ul style="list-style-type: none">• Understand fundamentals of spreadsheet analysis.	<ul style="list-style-type: none">• Modify the display format.
<ul style="list-style-type: none">• Learn to start Excel.	<ul style="list-style-type: none">• Create macros.
<ul style="list-style-type: none">• Create, edit and save a spreadsheet in Excel.	<ul style="list-style-type: none">• Create line, bar and pie charts.
<ul style="list-style-type: none">• Create formulas and functions.	<ul style="list-style-type: none">• Print and analyze spreadsheets.
<ul style="list-style-type: none">• Learn to perform database in Excel.	<ul style="list-style-type: none">• Develop typing skills and ten-key skills by touch.

Access (80 hours)

<ul style="list-style-type: none">• Understand fundamentals of a Access.	<ul style="list-style-type: none">• Search and index reports.
<ul style="list-style-type: none">• Learn to start Access.	<ul style="list-style-type: none">• Create and modify reports
<ul style="list-style-type: none">• Create a structure and file.	<ul style="list-style-type: none">• Print and analyze Access reports.
<ul style="list-style-type: none">• Manipulate the data through Access	<ul style="list-style-type: none">• Search for multiple criteria.
<ul style="list-style-type: none">• Update records in Access.	<ul style="list-style-type: none">• Develop typing and ten-key skills by touch.

Introduction to Accounting Principles (60 hours)

<ul style="list-style-type: none">• Identify accepted accounting principles.	<ul style="list-style-type: none">• Demonstrate the importance of the income statement equation.
<ul style="list-style-type: none">• Define differences between debits and credits.	<ul style="list-style-type: none">• Identify the mechanics of double entry accounting.
<ul style="list-style-type: none">• Define the accounting cycle.	<ul style="list-style-type: none">• Learn the concept of cash/accrual basis.
<ul style="list-style-type: none">• Identify the differences between assets, liabilities and owner equity accounts.	<ul style="list-style-type: none">• Define the accounting equation.
<ul style="list-style-type: none">• Identify the balance sheet equation and the effects of the transactions on the equation.	<ul style="list-style-type: none">• Develop touch typing skills.

General Ledger Principles (60 hours)

<ul style="list-style-type: none"> • Record, classify, report and interpret the financial data, both manually and on the computer. 	<ul style="list-style-type: none"> • Record invoices, cash receipts, cash disbursements & general journal entries on the computer.
<ul style="list-style-type: none"> • Create chart of accounts. 	<ul style="list-style-type: none"> • Create financial reports (trial balance, income statement and balance sheet).
<ul style="list-style-type: none"> • Record general journal entries. 	<ul style="list-style-type: none"> • Print and analyze financial reports, journals and ledgers.
<ul style="list-style-type: none"> • Classify and record transactions in the proper journal. 	<ul style="list-style-type: none"> • Journalize adjusting entries. • Close the books by performing End of period procedures.
<ul style="list-style-type: none"> • Post entries from the journal to the ledger. • Customize company configuration on the computer. 	<ul style="list-style-type: none"> • Develop typing and ten-key skills.

Accounts Receivable & Accounts Payable Module (60 hours)

<ul style="list-style-type: none"> • Record, classify, report and interpret the financial data, both manually and on the computer. 	<ul style="list-style-type: none"> • Classify and record transactions to the accounts receivable/payable journals.
<ul style="list-style-type: none"> • Understand accounts receivable/ payable fundamentals. 	<ul style="list-style-type: none"> • Post entries from the journals to the accounts receivable/payable ledgers.
<ul style="list-style-type: none"> • Customize and edit accounts receivable/ payable, company configuration, voucher journal prompts, vendors, and vendor histories on the computer. 	<ul style="list-style-type: none"> • Print and analyze journals & ledgers, checks and accounts receivable/ payable reports.
<ul style="list-style-type: none"> • Enter vouchers, manual checks, automatic vouchers, system prepared checks and bank reconciliation on the computer. 	<ul style="list-style-type: none"> • Close the books by performing end of period procedures.
<ul style="list-style-type: none"> • Develop ten-key skills by touch. 	<ul style="list-style-type: none"> • Develop typing and skills.

Payroll Module (50 hours)

<ul style="list-style-type: none"> • Record, classify, report and interpret the financial data, both manually and on the computer. 	<ul style="list-style-type: none"> • Identify new employee records.
<ul style="list-style-type: none"> • Understand payroll fundamentals. 	<ul style="list-style-type: none"> • Determine gross earnings and payroll deductions.
<ul style="list-style-type: none"> • Customize and edit payroll company configuration, department names, deductions, commission schedules, employee accounts, tax related information, employee histories, W-2 information on the computer. 	<ul style="list-style-type: none"> • Record payroll entries in the register and employee earning report.
<ul style="list-style-type: none"> • Process payroll data, overtime pay, sick pay, pay change, pay for non-standard hours, expense reimbursement and advances, pay for commissions, and 941 information on the computer 	<ul style="list-style-type: none"> • Complete federal and state tax returns. • Print and analyze payroll registers and ledgers, payroll checks, earning report, quarterly wage statement, 941 report and W-2 forms.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Develop typing and ten-key skills.

**General Microcomputer Technician - Entry Level
(VS706 Computer Technician)
Duration: 19 weeks/570 hours**

This curriculum provides the student with the foundation to build, troubleshoot, maintain a complete micro computer system, and setup and use the necessary software. The curriculum begins with an introduction to the computer's Operating System (Windows), fundamental computer concepts, and basic commands structures in Windows. Students then proceed to set up and use some basic business applications. The final phase of the course will focus on the techniques to assemble, troubleshoot, repair and upgrade micro computer systems.

Career Opportunities

Entry level positions in Assembler and Tester, Instrument Technician, Instruments Repairer and Assembler.

Introductory Concepts, DOS & Windows (80 hours)

<ul style="list-style-type: none"> • Understand computer hardware & software features. 	<ul style="list-style-type: none"> • Identify difference between OS & application software.
<ul style="list-style-type: none"> • Identify the information processing cycle. 	<ul style="list-style-type: none"> • Learn important DOS commands.
<ul style="list-style-type: none"> • Operate floppy disk and hard handling procedures. 	<ul style="list-style-type: none"> • Understand office skills & procedures.
<ul style="list-style-type: none"> • Work with operating systems.Windows 95, 98, & XP 	<ul style="list-style-type: none"> • Develop typing and ten-key by touch.

Microsoft Word (60 hours)

<ul style="list-style-type: none"> • Learn to start Microsoft Word software. 	<ul style="list-style-type: none"> • Set-up print control features.
<ul style="list-style-type: none"> • Create, open, edit and save documents. 	<ul style="list-style-type: none"> • Perform page format editing.
<ul style="list-style-type: none"> • Learn to modify text. 	<ul style="list-style-type: none"> • Print and analyze documents.
<ul style="list-style-type: none"> • Initiate resume. 	<ul style="list-style-type: none"> • Develop typing and ten-key skills.

Microsoft Excel Spread Sheet Concepts and Analysis (60 hours)

<ul style="list-style-type: none"> • Understand fundamentals of spreadsheet analysis. 	<ul style="list-style-type: none"> • Modify the display format.
<ul style="list-style-type: none"> • Learn to start Excel. 	<ul style="list-style-type: none"> • Create line, bar and pie charts.
<ul style="list-style-type: none"> • Create, edit and save a spreadsheet in Exel. 	<ul style="list-style-type: none"> • Print and analyze spreadsheets using the feature of Excel.
<ul style="list-style-type: none"> • Create formulas and functions. 	<ul style="list-style-type: none"> • Create macros.
<ul style="list-style-type: none"> • Learn the process of querying a database in Excel. 	<ul style="list-style-type: none"> • Develop typing skills and ten-key skills by touch.

Access (40 hours)

<ul style="list-style-type: none"> • Understand fundamentals of a Access. 	<ul style="list-style-type: none"> • Search and index reports.
<ul style="list-style-type: none"> • Learn to start Access. 	<ul style="list-style-type: none"> • Create and modify reports
<ul style="list-style-type: none"> • Create a Access structure and file. 	<ul style="list-style-type: none"> • Print and analyze Access reports.
<ul style="list-style-type: none"> • Manipulate the data through Access 	<ul style="list-style-type: none"> • Search Access for multiple criteria
<ul style="list-style-type: none"> • Update records in Access. 	<ul style="list-style-type: none"> • Develop typing and ten-key skills by touch.

CPUs, System Board, and Memory Concepts (80 hours)

<ul style="list-style-type: none"> • Getting to know different CPUs: 80486, Pentium(I, II, 3, & 4), Athlon, Alpha, Duron, Celeron. 	<ul style="list-style-type: none"> • Precautionary Measures: How to ground yourself when handling static sensitive components.
<ul style="list-style-type: none"> • Getting to know different mainboards / motherboards: Bus architectures (ISA, PCI, AGP, CNR, AMR) 	<ul style="list-style-type: none"> • System board installation: Make sure it fits. Tools and components needed to do the job.
<ul style="list-style-type: none"> • Choosing the right Case and power supply: ATX form, AT form, Tower, Rackmount 	<ul style="list-style-type: none"> • CPU, Math Coprocessors, different types of memory installation – DIMMs, RDRAM, SDRAM, DDR Ram.

Components Selection and Installation (80 hours)

<ul style="list-style-type: none"> • Hard Disk selection and installation: Choosing the right hard disk and matching the disk to the controller. Setting the right disk type on the CMOS, cabling standards, low level, high level formatting, and disk partitioning. 	<ul style="list-style-type: none"> • Choosing and installing the Video Card . Selecting the right input/output device controller and setting the right jumpers. Installing and configuring modems and troubleshooting interrupt problems..
<ul style="list-style-type: none"> • Fixing Hard Disk problems: DOS disk errors and how to fix them using CHKDSK and other diagnostic tools. 	<ul style="list-style-type: none"> • Selecting and installing Multimedia systems: CD-ROM and sound cards.
<ul style="list-style-type: none"> • Choosing and installing the floppy disk drives: Making sure that the cable is installed correctly and diagnostic tests. 	<ul style="list-style-type: none"> • Setting the CMOS: Standard configuration, advanced configurations.

Troubleshooting Concepts (80 hours)

<ul style="list-style-type: none">• Assembling and disassembling techniques.	<ul style="list-style-type: none">• Proper board handling techniques.
<ul style="list-style-type: none">• Methodical diagnostic techniques and locating the defective parts.	<ul style="list-style-type: none">• Troubleshooting memory problems and fixing parity errors.
<ul style="list-style-type: none">• Is it a hardware or software problem?	<ul style="list-style-type: none">• Where to find the latest repair information.

Installing and Fine-tuning Microsoft Windows (90 hours)

<ul style="list-style-type: none">• Managing Windows Resources.	<ul style="list-style-type: none">• Troubleshooting IRQ conflicts.
<ul style="list-style-type: none">• Problem detection.	<ul style="list-style-type: none">• Using 32-bit access and temporary vs. permanent swap files.
<ul style="list-style-type: none">• Is it a hardware or software problem?	<ul style="list-style-type: none">• Improving windows video and upgrading your PC to handle windows.

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract for school, without any penalty or obligations on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you attend. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of cancellation form, ask the school for a sample copy.
2. 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 refund for the part of the course not taken. Your refund rights are described in the contract. If have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact The Bureau of Private Postsecondary & Vocational Education at the address and telephone number printed below for information
4. If you have any complaints, questions, or problems that you cannot work out with the school, write or call the **Bureau for Private Postsecondary & Vocational Education:**

**2535 Capitol Oaks Dr. Ste 400
Sacramento, CA 95833
(916) 431-5959**

**STATE OF CALIFORNIA
STUDENT TUITION RECOVERY FUND**

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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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 students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 costs.**
- 4. There was a material failure to comply with the Act or the 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.”**

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**2535 Capito Oaks Dr. Ste. 400
Sacramento, CA 95833
(916) 431-6959**

FEE SCHEDULE

Course Number: VS 301

Course Title: Microcomputer Bookkeeper

Registration	\$175.00
Supplies	\$500.00
Tuition	\$4,625.00
Total	\$5,300.00

Course Number: VS 401

Course Title: Office Automation Tech.

Registration	\$175.00
Supplies	\$500.00
Tuition	\$4,625.00
Total	\$5,300.00

Course Number: VS 402

Course Title: Office Administrative Assistant

Registration	\$175.00
Supplies	\$500.00
Tuition	\$7,325.00
Total	\$8,000.00

Course Number: VS 701

Course Title: Medical Admin. Assistant

Registration	\$175.00
Supplies	\$500.00
Tuition	\$7,325.00
Total	\$8,000.00

Course Number: VS 705

Course Title: Computerized Accounting Clerk

Registration	\$175.00
Supplies	\$500.00
Tuition	\$7,325.00
Total	\$8,000.00

Course Number: VS706

Course Title: Computer Technician-Entry Level

Registration	\$175.00
Supplies	\$500.00
Tuition	\$7,325.00
Total	\$8,000.00

Course Number: VS707

Course Title: Medical Typing & Transcribing

Registration	\$175.00
Supplies	\$500.00
Tuition	\$8,325.00
Total	\$9,000.00

SCHEDULE OF COURSES FOR 2005 / 2006

<u>Course Name</u>	<u>Begin</u>	<u>End</u>
Office Automation- Technician	First Monday of each week	After 11weeks/330 hours of study
Administrative Assistant	First Monday of each week	After 19 weeks/570 hours of study
Microcomputer- Bookkeeper	First Monday of each week	After 11 weeks/330 hours of study
Computerized Accounting Clerk &	First Monday of each week	After 19 weeks/570 hours of study
Microcomputer Technician	First Monday of each week	After 19 weeks/570 hours of study
Medical Administrative Assistant	First Monday of each week	After 19 weeks/570 hours of study
Medical Keyboarding, Typing, and Transcribing	First Monday of each week	After 28 weeks/840 hours of study

SCHOOL
HOLIDAYS

New Year's
Martin Luther King Day
Presidents Day
Cesar Chavez Day
Easter Break
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Christmas Holidays

In 2012, the school will be closed on December 19, thru December 31, 2012

SCHOOL ADMINISTRATION

Nader Rostam

Mr. Rostam is a graduate of *California State University, Fresno (B.S. Accountancy and M.S. Agricultural Economic)* in 1985, where he studied computerized accounting methods for business applications. His work experience includes computer system analyst and consultant for a international company located in Los Angeles CA. His micro computer experience includes hardware diagnostic, repairs, and extensive background in WINDOWS based software including: Microsoft Excel, Lotus for Windows, Microsoft Word, WordPerfect for Windows, and Operating Systems.

Margarita C. Molano

Mrs. Molano is a graduate of *University of Pennsylvania (B.S. in Education)* where she obtained her teaching credential. Her work experience includes 10 years of teaching. In 1989, along with her family, she moved to Fresno, CA. She went on to further her education at Fresno City College, Valley Software Educational Center taking computer classes, such as WordPerfect and Record Management, Business Management, and eventually Medical Technology classes. She finished her Medical Administrative curriculum with emphasis on Medical Manager, Office Procedures, Medical Insurance Billing Procedures, WordPerfect, Lotus, dBASE and DOS.