OSC Computer Training
Since 1987
An MPL Holdings Co.

Occupational Skills Center

25 yr Seal
V45A

2012 School Year

Medical * Business * Graphic Arts * Technology

www.oscct.com

School of
Medical, Business, Graphic Arts & Technology

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OUR MISSION

To provide quality, affordable education that fulfills the professional or personal objectives of all students.

OUR VALUES

- **Integrity** in ALL that we do
- **Advocate** for all students and assist to remove roadblocks where possible
- **Collaboration** with counselors, students & community
- **Empowerment** to achieve potential
- **Respect for Diversity**
- **Service to Students** that result in employment
- **Continuous Improvement** to stay current and get better

Financial Aid

OSC offers several types of financial programs, including flexible tuition payment plans for qualifying students.

Hours of Operation

- Sacramento (Main Campus), Mon. – Thur. 7 a.m. to 7 p.m., Fri. 7 a.m. to 12 noon
- Roseville, Mon. – Thur. 7 a.m. to 6 p.m., Fri. 7 a.m. to 12 noon
- Stockton, Mon. – Thur. 8 a.m. to 5 p.m., Fri. 8 a.m. to 12 noon

Except Holidays

OSC Computer Training Vocational Courses are licensed by Employment Development Department, Sacramento Employment & Training Agency, and is granted approval to operate until 2013 by the newly formed Bureau for Private Postsecondary Education.

Main Campus
Sacramento Office
9700 Business Park Dr. #206
Sacramento, CA 95827
(916) 363-7058

Stockton Office
445 W. Weber Ave. #128
Stockton, CA 95203
(209) 465-5599

Roseville Office
1020 Sundown Way #100
Roseville, CA 95661
(916) 782-5599
www.oscct.com

Employment Services

OSC Computer Training is committed to helping OSC's Vocational Graduates take that first step in their new career with its comprehensive "Lifetime" Employment Services. From OSC's special training courses, to externships opportunities with local businesses and job postings, OSC works with students to get them started in their new vocation.

To set yourself apart from others you need a great Résumé and solid interviewing skills. At OSC Computer Training we offer classes and employment services *"FREE"* to all students:

- ✓ **A Résumé to Remember – Fundamentals**
- ✓ **A Winning Interview – Fundamentals**
- ✓ **Customer Service**
- ✓ **Self-Advocacy/Self-Presentation**
- ✓ **Communication Skills**
- ✓ **Anger Management**

Armed with the knowledge to create a great Résumé and prepare for a successful interview, next our Employment Services provide:

- ✓ **Résumé build, Cover Letter preparation, and Mock Interviews**
- ✓ **Externship**
  OSC's Externship with local business provides an optional vocational learning experience and key accomplishment in career development. OSC does not require students to participate in Externships. Availability may be limited.
- ✓ **Applying for State/County/City Jobs**
  OSC's Workshop provides students the ins/outs for applying for State, County or City job.
- ✓ **Job Shops**
  OSC's Job Shops provide students with a group session to share best known methods (BKMs), build connections, and find that ideal job.

OSC's Career Services Coordinator works closely with all vocational graduates to update, post and mail résumés, and to schedule interviews with local business/government agencies. The mission of our "***Life Time***" Employment Services is simply to ensure OSC graduates begin their new vocation with a GREAT JOB. The actual responsibility for securing employment ultimately resides with the student.

Get your certificate for a Fast-Track to a GREAT Career!

"Only the educated are free." – Epictetus

"The dream of Dr. King will not be fulfilled until everyone who is uneducated is educated, everyone who is homeless has a roof over their head, and all who hunger become fed," – Sen. Saxby Chamblis

- Medical Billing/Coding/Admin for Phys/Hosp
- Bookkeeping, Accounting & Office Specialist
- AIPB Certified Bookkeeper
- Desktop Publishing & Office Specialist
- Web Design
- Web Design & Programming
- Computer Technical Specialist
- Computer Service & Repair (A+)
- CompTIA Network+
- CompTIA Security+
- Windows 7 Configuration (MCTS)
- Microsoft Certified Systems Engineer (MCSE)
- Microsoft Certified IT Professional (MCITP: SA, EA)
- Microsoft Office Core Skills (MOCS)
- Microsoft Office Specialist (MOS)
- Business Administrative Assistant (BAA)
- Accelerated Project Management (PMP/CAPM)
- Applied Small Business Management
- MYTIME

Checkout our Financial Aid options on page 26

Medical Billing/Coding/Admin

MEDICAL PROGRAMS

WORK ENVIRONMENT

The OSC **Medical Billing/Coding /Admin for Physician** Program is a highly-focused 25 week certificate program to gain the job skills that today's employers are seeking. OSC's **Medical Billing/Coding for Hospitals** is a 15 week certification program designed for people with prior experience. **Medical Billing/Coding /Admin for Physician/Hospital** is a 40 week certification program that combines both of the prior courses.

Upon graduation you will be qualified to assemble patient information before and after treatment, code diagnosis and procedures from the results of their exam notes, x-ray and lab reports, and treatment plans. Your duties are to evaluate claims for completeness and ensure that essential info in the computer is correct. You will also analyze reports to help improve patient billing, to control costs, and improve reimbursement. Medical Billings and Coding professionals must ensure that their actions comply with federal and state laws and with company procedures.

Optionally Students may elect to customize their medical program beyond AHIMA's Certified Coding Associate (**CCA**) certification preparation with:

- AMBA's Certified Medical Reimbursement Specialist (**CMRS**®)
- AAPC's Certified Professional Coder-Payer (**CPC-P**®)
- AAPC's Certified Professional Coder (**CPC**®)
- AAPC's Certified Professional Coder-Hospital (**CPC-H**®)

Students that have not yet met their 2-year AAPC requirement will be designated as an **Apprentice** (CPC-A®, CPC-H-A® and/or CPC-P-A®) on AAPC's certificates.

Employer Requirements:

Most employers want experienced candidates or medical certifications.

Certificate Program:

Requires passing grade on Chapter tests and final exams

Supply/Demand Assessment

- Employers expect overall growth during the next 24 months. There are approximately 1,600 – 2,100 medical billers / medical coders currently employed in Sacramento/San Joaquin /Placer region.

Other Information

- **Where the Jobs Are:** Hospitals, offices of physicians, medical groups, and clinics.

Wages and Benefits

- Check "Critical Occupations and Industries Report".
- Most employers provide medical insurance and other benefits.

Medical Billing/Coding/Admin for Physicians

Text Courses / Topics

- Understanding Health Insurance
- Billing and Reimbursement
- Advanced Coding- CPT (Procedures), HCPCS ICD-9, Intro to ICD-10 (Diagnosis),
- Medical Terminology
- Medical Laws & Ethics (HIPAA)
- Anatomy & Physiology/Pharmacology
- Certification Preparation
- Medical Filing
- Business Math

Computer Courses

- Computerized Medical Office
- Microsoft Word
- Microsoft Excel
- Basic Keyboarding
- Internet Research

Course Duration

- 25-Week / 775-Hour Program

Optional Certifications (Preparation)

- CPC, 5-Week/150-Hour Course
- CPC-H, 5-Week/150-Hour Course
- CPC-P, 3-Week/90-Hour Course
- CMRS, 3-Week/90-Hour Course

Medical Billing/Coding for Hospital

Text Courses / Topics

- Hospital Billing
- Advanced Coding - ICD-9 (Diagnosis), CPT (Procedures), HCPCS Level II
- Medical Laws & Ethics (HIPAA)
- Certification Preparation

Course Duration

- 15-Week / 425-Hour Program

Most have prior experience in Billing & Coding

Medical Billing/Coding/Admin for Physician & Hospitals

Combines **MBCA for Phys** & **MBC for Hosp**

- 40-Week / 1200-Hour Program

Medical Programs include all Employment Services

Business Administrative Assistant
Microsoft Office Core Skills & Microsoft Office Specialist

BAA

OSC's **Business Administrative Assistant** is a 21-week program that is a highly-focused, certificate program that equips you with the job skills that today's employers are seeking.

WORK ENVIRONMENT

Business Administrative Assistant professionals are the core of most businesses. Without competent secretaries and executive administrators most companies would be unable to function. Business Administrative Assistants keep the office organized and running smooth. Many jobs begin at the entry level. Duties include filing paperwork, light typing, answering phones and greeting visitors. Those with more skills and training will advance with managerial skills and the ability to research and prepare reports. Executive administrators can advance to supervisory positions.

MOS

OSC's **Microsoft Office Specialist** is a 24-week program that will give you all the skills you need to pass the Microsoft Office Specialist (MOS) Exam.

MOCS

OSC's **Microsoft Office Core Skills** is a 16-week program that provides basic administrative skills. Jobs begin at the entry level with duties such as filing paperwork, light typing, answering phones and greeting visitors.

Employer Requirements:

Most employers want experienced candidates, but many accept vocational students in entry level jobs.

Supply/Demand Assessment

- Employment data indicates a very competitive outlook for jobseekers without prior experience.

Other Information

- **Where the Jobs Are:** Most all industries hire administrators and secretaries, including temp agencies and office service
- **Career Path:** Promotions may lead to supervisory positions.

Wages and Benefits

- Check "Critical Occupations and Industries Report".

Certificate Program:

- Requires passing grade on homework, Chapter tests and final exams.

Business Administrative Assistant (BAA)

Courses

- Basic Computers/Windows 7
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint
- Microsoft Outlook
- Keyboarding / 10-Key
- Exploring the Internet
- Business English
- Business Math
- Filing
- Microsoft Project *

BAA Course Duration

- 21- Week / 618-Hour Program 4hrs /day
- Optional 18-20 week 6 to 8hrs daily

* Upon request/need

All Three Programs include all Employment Services

Microsoft Office Core Skills (MOCS)

Courses

- Basic Computers/Windows 7
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint
- Microsoft Outlook
- Keyboarding / 10-Key
- Exploring the Internet

MOCS Course Duration

- 16-Week / 320-Hour Program 4hrs/day
- Optional 12-14-Week / 6 -8hrs/day

Microsoft Office Specialist (MOS Cert)

Courses

- Windows 7 Online
- Comprehensive Microsoft Word
- Comprehensive Microsoft Excel
- Comprehensive Microsoft Access
- Comprehensive Microsoft PowerPoint
- Comprehensive Microsoft Outlook
- MOS Exam Preparation
- Keyboarding / 10-Key

MOS Course Duration

- 24-Week / 606-Hour Program 5hrs/day
- Optional 18-20-Week / 6 -8hrs/day

Accelerated Project Management (CAPM/PMP)

ACCELERATED PROJECT MANAGEMENT (CAPM/PMP)

Accelerated Project Management: OSC's Accelerated Project Management Program is a 15-week fast-track certificate program that is focused on positioning our students with the necessary skills that today's employers are seeking. Project Managers are critical to any successful project. They create and execute work plans and revise as necessary to meet changing needs and requirements. They identify resources needed and assign individual responsibilities. Whether an IT project or a construction project, they carefully assess risks and keeps the exposure to risks at a minimum to ensure a timely delivery of the project with quality results. Typically, project managers are required to provide status reports to key stakeholders and ensure all resources are used optimally. Candidates for the Accelerated Project Management program at OSC must already possess a professional career in some capacity, and are looking for the training to assist them in passing the Certified Associate in Project Management (CAPM) exam, or the Project Management Professional (PMP) Exam, administered by the Project Management Institute (PMI, www.pmi.org).

Employer Requirements:

Most employers want experienced candidates, but many accept vocational students.

Supply/Demand Assessment

- Employment data indicates a very competitive outlook for jobseekers with prior experience. However, employers expect 9% overall growth between 2010 and 2020.

Other Information

- **Where the Jobs Are:** Information Technology, Wind Energy, Construction and Brownfield are among the growing opportunities

Wages and Benefits

- Check "Critical Occupations and Industries Report"
- Most employers provide medical and other benefits, including paid sick leave and paid vacation

Certificate Program:

Requires passing grade on Chapter tests, homework and final exams

All Programs include all Employment Services

Accelerated Project Management (CAPM/PMP)

Courses

- IT Project Management Course
- MS Office Project
- CAPM or PMP Certification Exam Guide

Lecture Workshops

- Weekly Group Lectures
- Situational Project Analysis & Discussions
- Exam Question Group Review
- PMP/CAPM Simulations and exam Preparation

Course Duration

- 17weeks/450 hours
- Optional 20-wks / 6 to 8 hrs daily

Pre-requisites

- **CAPM**: High School diploma, associate's degree or global equivalent

- **PMI**:
  1) High school diploma, associate's degree or global equivalent AND Minimum five years/7500 hrs unique non-overlapping – OR

  2) Bachelor's degree or global equivalent AND professional project management experience during which at least 4,500 hours were spent leading and directing project tasks.

Bookkeeping, Accounting & Office Specialist
AIPB Certified Bookkeeper

BOOKKEEPING PROGRAMS

The OSC **Bookkeeping, Accounting & Office Specialist** program provides the necessary knowledge in accounting theory and also provides essential skills in Microsoft Office programs such as Word and Excel. In addition, students will learn QuickBooks Pro, of the most popular small-business financial software packages currently available.

The OSC **AIPB Certified Bookkeeper** program was designed to prepare our graduates to pass the *American Institute of Professional Bookkeeper's* Certified Bookkeeper Exams. In addition, it will provide necessary knowledge of QuickBooks Pro.

WORK ENVIRONMENT

Upon graduation you will be qualified to manage the financial records of companies or clients. The financial records are used for reports, research, financial statements, and payroll. In smaller offices, bookkeepers handle all finances. They record money taken in or spent. They summarize spending habits and prepare reports for managers and supervisors. They may also prepare bank deposits by collecting cash and checks. In larger offices and accounting departments, bookkeepers are more specialized. Their title may reflect the type of accounting they do. Entry-level accounting clerks journalize transactions, such as the amount of the check and the check number.. Bookkeeping and accounting clerks must ensure that their actions comply with federal and state laws and with company procedures.

Employer Requirements:
Most employers require or prefer prior experience.

Supply/Demand Assessment
- Job growth rate is expected to be slower than the average through 2010. There are approximately 12,305 – 15,035 Bookkeepers employed in Sacramento/Golden Sierra region.

Other Information
- **Where the Jobs Are:** In most industries, with about one out of four jobs by government agencies. Nationally, about 7% are self-employed.
- **Career Path:** Promotions usually take the form of higher earnings and increased responsibilities.

Wages and Benefits
- Check "Critical Occupations and Industries Report"
- Most employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, and retirement plan.

Bookkeeping Programs include all Employment Services.

Certificate Program:
- Requires passing grade on Chapter tests, homework and final exams

Bookkeeping, Accounting & Office Specialist

Text Courses
- Accounting Course I
- Bookkeeping Simulations
- Business Math

Computer Courses
- Basic Keyboarding / 10-Key
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- QuickBooks Pro
- Exploring the Internet
- QuickBooks Certified User Preparation

Course Duration
- 20-Week / 529-Hour Program/ 4hrs/ day

AIPB Certified Bookkeeper

Text Courses
- Accounting Course I & II
- Bookkeeping Simulations
- Business Math
- AIPB Exam Preparation

Computer Courses
- QuickBooks Pro
- Keyboarding / 10-Key

AIPB Course Duration:
- 25-Week / 804-Hour Program / 5hr/ day

Applied Small Business Management

ASBM

OSC's **Applied Small Business Management** (ASBM) is a 22-week fast-track program that is focused on positioning our student entrepreneurs with the necessary skills for a new business startup. Through taking three different personality assessments, and debriefing with a business coach, the students will discover their strengths, weaknesses, default behaviors, and how to apply their own personality traits to building a successful business. Through filling out worksheets and answering specific questions, designing business operations, establishing a financial team, and creating a marketing plan and web site, the students will understand the business pyramid and how to use it to build their business. Depending on the student's goals, this program is designed to take the student from exploration to Grand Opening, or improve an existing small business.

Background:

According to the SBA, over 50% of small businesses fail in the first five years. Why? What goes wrong? Could it be:

- Lack of experience
- Insufficient capital (money)
- Poor location
- Poor inventory management
- Over-investment in fixed assets
- Poor credit arrangements
- Personal use of business funds
- Unexpected growth
- Competition
- Low sales

ASBM is intended to help you assess your own abilities to start a new business, as well as addressing some of these reasons for failure.

Supplies:

- Personality Assessments
- Discover Your Strengths
- Networking Like a Pro
- The Book on Business Planning
- The E-Myth Enterprise
- The Marketing Plan Workbook
- Get Paid For Who You Are
- QuickBooks Pro

Professional Links:

- www.sba.gov
- www.enneagraminstitute.com
- www.humanmetrics.com
- www.strengthfinders.com

ASBM Course Duration:

- 22-Week / 656-Hour Program / 5hrs / day

ASBM Business Courses:

- Discover Your Strengths
- Laying the Foundation
- Business Planning
- Legal Business Structure
- Financing
- Core Marketing
- Marketing Plan
- Develop Website
- Face to Face Networking
- Goal Setting
- Legal Structure (Profit/Nonprofit)
- Grand Opening Checklist

Computer Courses:

- QuickBooks Pro

ASBM Format:

- Weekly 1:1 Coach Goal Setting sessions
- Program customized to meet Student's specific entrepreneur's goals

IT Technical Programs - CompTIA A+, N+, S+, Windows 7 (MCTS) Computer H/W & S/W Support, Network & Computer Support

COMPTIA A+

CompTIA A+ certification is the industry standard for validating expectation of a hardware computer technician for careers in computer support services.

COMPTIA NETWORK+

CompTIA Network+ certification is the industry standard for validating expectation of a network technician with thorough explanation of networking fundamentals such as protocols, network design and implementation, and troubleshooting.

COMPTIA SECURITY+

CompTIA Security+ certification is an internationally recognized industry credential. Security+ certifies that information security professionals are knowledgeable and experienced in information security, with at least 2 years work experience.

MCTS (70-680)

Windows 7 Configuration Microsoft Certified Technology Specialist (MCTS) 70-680 certificate is Microsoft's standard for authenticating your Operating System Internals knowledge of Installing, Configuring and Administering its OS.

COMPTIA A+ / MCTS

OSC's Computer Hardware and Software Support Specialist Program provides industry certificates CompTIA A+ and Microsoft Certified Technology Specialist (MCTS) that equips you with the job skills for today's IT Technical Assistant jobs.

NETWORK+ / MCTS

OSC's Network and Computer Support Specialist Program provides industry certificates CompTIA Network+ and Windows 7 (MCTS) 70-680.

Employer Requirements:

Most employers want experienced candidates, but may accept students with industry certifications

Supply/Demand Assessment

- Employers expect overall growth to be faster than the average occupation. There are approximately 2,315 – 2,830 Computer Technical Specialist currently employed in Sacramento/Placer region.

Other Information

- **Where the Jobs Are:** Variety of industries, including IT and data processing services.
- **Career Path:** Promotions may lead to higher technical positions and/or management.

Wages and Benefits

- Check "Critical Occupations and Industries Report"
- Most employers provide medical insurance and other benefits.

Certificate Program:

- Requires passing grade on Chapter tests, final exams, and national certification.

IT Programs include all Employment Services

CompTIA A+

Computer Courses (A+) & Lab

- PC Hardware, System Software & troubleshooting
- System Board & Microprocessor
- Input & Output Devices, Displays, Disk Drivers & printers
- Multimedia, Data Communications
- Preventative Maintenance
- CompTIA A+ Exam Review
- 16-Week / 400-Hour Program

Windows 7 (MCTS)

Computer Courses (MCTS)

- Pre-Installation Planning, Install & Configure (Win 7 Professional), Using the MMC
- Managing File Systems and Storage
- User, Groups, Profiles & Policies
- Security & Access Control
- Network Protocol, Remote Access
- Registry, Disaster Recovery
- Performance Tuning, Troubleshooting
- 11-Week / 330-Hour Program

Computer HW & SW Support Specialist

Combines A+ & Window 7 (MCTS)

- 27-Week / 730-Hour Program

CompTIA Network+

Computer Courses

- Networking Standards, OSI Model
- Network Protocols, Networking Hardware, Topologies and Methods
- WANs, Internet, Remote Connectivity
- Network OS and Windows Server
- Networking with UNIX OS
- NetWare & TCP/IP Networking
- Troubleshooting, Network Security
- 11-Week / 330-Hour Program

CompTIA Security+

Computer Courses (S+) & Lab

- Security+ (SY0-301)
- Security+ (SY0-301) Prep & Exam
- Configure accounts & restrictions
- Configure SSL connect & Kerberos
- Secure remote access connections
- Configure the Windows Firewall
- Secure folder & file using DACLs
- Protect data using RAID & backups
- 11-Week / 330-Hour

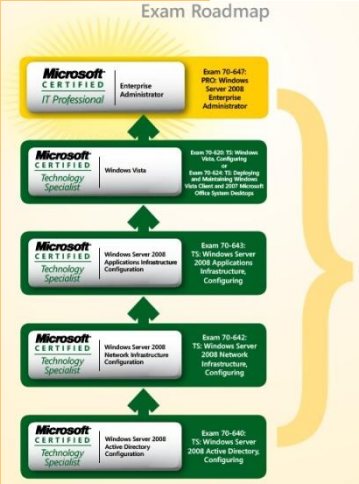
Network & Computer Support Specialist

Combines Network+ & Windows 7 (MCTS)

- 22-Week / 660-Hour Program

MCITP: Server Administrator, MCITP: Enterprise Administrator MCSE SA & EA Upgrades, MCSA Upgrade, Desktop Support

MCITP



Microsoft CERTIFIED IT Professional

The Microsoft Certified IT Professional (MCITP): **Enterprise Administrator** and **Server Administrator** credentials, as well as the **MCITP: Enterprise Desktop Administrator and Support Technician** are the leading certifications for Windows Server 2008, providing widely recognized, objective validation of your ability to perform critical, current IT job roles by using Microsoft technologies to their best advantage.

Enterprise Administrator:

- Windows 7, Configuration (Exam 70-680)
- Windows Server 2008 Active Directory, Configuring (Exam 70-640)
- Windows Server 2008 Network Infrastructure, Configuring (Exam 70-642)
- Windows Server 2008 Application Infrastructure, Configuring (Exam 70-643)
- Windows Server 2008, Enterprise Administrator (Exam 70-647)
- 52-Week / 1650-Hour Program, 5 hrs daily + 2.5 hrs homework

Server Administrator:

- Windows Server 2008 Active Directory, Configuring Exam 70-640)
- Windows Server 2008 Network Infrastructure, Configuring (Exam 70-642)
- Windows Server 2008, Server (Exam 70-646)
- 33-Week / 990-Hour Program, 4 hrs daily + 2 hrs homework

Enterprise Desktop Support Technician:

- Windows 7, Configuration (Exam70-680)
- Windows 7, Enterprise Desktop Support Technician (Exam 70-685)
- 22-Week / 660-Hour Program, 4 hrs daily + 2 hrs homework

Enterprise Administrator Upgrade from MCSE

- Windows 7, Configuration (Exam 70-680)
- Windows Server 2008, Enterprise Administrator (Exam 70-647)
- Upgrading Server 2008 MCSE to Windows Server 2008, (Exam 70-649)
- 33-Week / 990-Hour Program, 4 hrs daily + 2 hrs homework

Server Administrator Upgrade from MCSE

- Windows Server 2008, Server Administrator (Exam 70-646)
- Upgrading Server 2008 MCSE to Windows Server 2008, (Exam 70-649)
- 22-Week / 660-Hour Program, 4 hr s daily + 2 hrs homework

Server Administrator Upgrade from MCSA

- Windows Server 2008, Server Administrator (Exam 70-646)
- Upgrading Server 2008 MCSA to Windows Server 2008, (Exam 70-648)
- 22-Week / 660-Hour Program, 4 hrs daily + 2 hrs homework

MCTS/MCP Windows 7 Configuration:

- Windows 7, Configuration (Exam 70-680)

- Each course: 11-Week / 330-Hour Program, 4 hrs daily + 2 hrs homework

Employer Requirements:

Employers want experienced candidates or interns with Microsoft certifications

Other Information

- **Where the Jobs Are:** Variety of industries, including Information Technology (IT) and data processing services.

Wages and Benefits

- Check "Critical Occupations and Industries Report".

Certificate Program:

- Requires passing grade on Chapter tests, final exams and national certification exam.

Desktop Publishing & Office Specialist

DESKTOP PUBLISHING

WORK ENVIRONMENT

The OSC **Desktop Publishing & Office Specialist** Program is a highly-focused, certificate program that equips you with the job skills that today's employers are seeking.

Desktop Publishing (also known as DTP) combines a personal computer, page layout software and a printer to create publications on a small economic scale. Users create page layouts with text, graphics, photos and other visual elements using desktop publishing software such as Adobe InDesign, Adobe Photoshop, Adobe Illustrator and CorelDraw. For small jobs a few copies of a publication might be printed on a local printer. For larger jobs a computer file can be sent to a vendor for high-volume printing.

This 687-hour program provides skill development in the electronic procedures of producing and editing publications. Students will create, format, illustrate, design, edit/revise, and print publications. Improved productivity of electronically produced newsletters, flyers, brochures, reports, advertising materials, and other publications are emphasized. Proofreading, document composition, and communication competencies are also included.

Desktop Publishers with no experience may start as helpers receiving instruction from an experienced desktop publisher. They advance based on their mastery of skills and eventually advance to positions with greater responsibility, which can include supervisory or management positions. Other desktop publishers may start their own company or work as an independent consultant. Those with more artistic talent and further education may find opportunities in graphic design or commercial art.

Employer Requirements

Most employers prefer 1 – 3 years of experience, although some accept training as a substitute.

Supply/Demand Assessment

- Employment data indicates a very competitive outlook for jobseekers.
- Desktop publishing jobs are found throughout the country but job prospects may be best in large metropolitan cities.

Other Information

- **Where the Jobs Are:** A variety of industries, including commercial print shops and newspaper publishers and employers who advertise and print.
- **Career Path:** Promotions may lead to supervisory or specialty positions.

Wages and Benefits

- Check "Critical Occupations and Industries Report"
- Most employers provide medical insurance, paid sick leave, vacation, and retirement plan

Certificate Program:

- Requires passing grade on Chapter tests and final exams

Desktop Publishing & Office Specialist

Publishing Courses

- Adobe InDesign
- Adobe Photoshop
- Adobe Illustrator
- Basics of Design
- Building Design Portfolios
- Forms, Folds, Sizes

Basic Computer Courses

- Microsoft Word for Windows
- Microsoft Excel for Windows
- Microsoft PowerPoint for Windows

Desktop Publishing Course Duration:

- 26-Week / 687--Hour Program/ 5hrs /day
- Optional 20-wk / 6 to 8 hrs daily

Desktop Publishing Program includes all Employment Services

Web Design
Web Design & Programming

WEB DESIGN

WEB PROGRAMMING

The **Web Design** course provides the necessary skills and training for an entry-level position in the field of Web Design. It focuses on web page planning, basic design, layout and construction, and setup and maintenance of a web site. HTML/XHTML, Cascading Style Sheets, Dreamweaver, Flash, Photoshop, Illustrator, and various other web page and image creation tools are taught in the course. This course is taught in a PC environment, but skills are transferable to the Macintosh.

The **Web Design & Programming** course provides most of the courses in our Web Design class (except Flash) , but with an increased focus on programming skills in HTML and JavaScript, including an introduction to backend Web Server development environment, PHP, and AJAX.

Upon completion of these courses students will be able to demonstrate:

- Knowledge of a variety of **online marketing options**, such as SEO, Blog, Flickr, Twitter, LinkedIn, Facebook, YouTube, Tumblr and other **social medial tools**
- Knowledge of terms associated with the World Wide Web and XHTML
- Advanced knowledge of the Internet and tools
- An understanding of basic web design principles.
- Awareness of design considerations that affect construction
- Knowledge of how to design and create effective XHTML, CSS and other web technologies.
- Knowledge of appropriate use of color and typography on the web.
- Knowledge of the various tools used to create XHTML documents
- Knowledge of how to create raster and vector images (including animation)
- An understanding of web database technologies including: MySQL

Employer Requirements:

Almost all employers prefer 1 – 3 years of prior experience. It is recommended students already have a solid background in printing or photography or plan on a home business.

Supply/Demand Assessment

- Employment data indicates a very competitive outlook for jobseekers without prior experience.
- Web Design jobs are found throughout the country but job prospects may be best in large metropolitan cities, or self-employed, as an independent business service.

Wages and benefits

- Check "Critical Occupations and Industries Report"
- Most employers provide medical insurance, paid sick leave, vacation, and retirement plan.

Web Design

Design Courses:

- Adobe Dreamweaver
- Adobe Flash
- Adobe Photoshop
- Adobe Illustrator
- Basics of Design
- Designing a Digital Portfolio
- Web Design for ROI
- Online Marketing & Social Media

Web Design Course Duration:

- 25-Week / 696-Hour Program / 5hrs / day
- Optional 20-wks / 6 to 8 hrs daily

Web Design Program includes all Employment Services

Certificate Program:

Requires passing grade on Chapter tests and final exams

Web Design & Programming

Design Courses:

- Adobe Dreamweaver
- Adobe Photoshop
- Adobe Illustrator
- HTML
- JavaScript
- Basics of Design
- Designing a Digital Portfolio
- Online Marketing & Social Media

Web Design & Programming Course Duration:

- 25-Week / 712-Hour Program / 5hrs / day
- Optional 20-wks / 6 to 8 hrs daily

MyTime Training Service

MyTime

MyTime is a new training service that is designed to provide highly customizable, private training sessions to help students take full advantage of living in our new and evolving digital age. This program is flexible in both length and subject areas, ranging from lessons in basic computer usage to Smartphones & iPADs, to personal banking and more. *MyTime* is unlike any other program; It allows for the student to define the curriculum. The available modules are listed below. They can be taken in whole or in part. Since the sessions are private, scheduled one-on-one training events, the lessons can be taken over an extended period of time to meet the needs of the student.

The Objective of *MyTime* is to help individuals explore the world of computers and technology, and show them how this technology can enhance their personal and/or processional lives. *MyTime* can take students with no computer skills, up to the point of having enough skills to explore more specialized training or even career options. The list of available modules will increase over time as our digital world expands and new services/products become popular. *MyTime* will allow students to stay informed and knowledgeable about the changes in our digital world.

Format and Duration:

- Unique Plan Worksheet is developed for each student which identifies Modules and/or lessons to be included.
- Length and Frequency of 1:1 instruction is finalized with each new Plan.
- Plan duration is the total time required to complete selected lessons given instruction frequency and length.
- 1:1 Instruction with an OSC Instructor is on-site at Sacramento, Stockton or Roseville campus.

Next Step:

- Graduates are better prepared for Independent living in the digital age or may be ready to take the next step in career development.

MyTime Modules & Requirements

Module	Requirements
MODULE 1: Home Computer Setup	Computer, printer, monthly iInternet service plan
MODULE 2: Basic Computer Skills	Same as Module 1
MODULE 3: Digital Photos Management	Same as Module 1+ Digital Camera
MODULE 4: Online Banking & Bill Pay	Same as Module 1 + Bank Account
MODULE 5: Dragon Naturally Speaking	Same as Module 1 + Dragon Software
MODULE 6: Advanced Optional Devices	Same as Module 1 + Any target devices
MODULE 7: Socializing with Family & Friends	Same as Module 1 + computer camera
MODULE 8: Advanced Web Life Style Services	Various mobile devices, such as iPhones, iPADs, Android Phone

Contact OSC to obtain a Plan Worksheet for selectable Lessons within above modules for customization

Individual Course Descriptions

ALPHABETIC COURSE LISTING

A+ (COMPTIA)

A+ Review is an in depth review of all the material covered in the Computer Services and Repair program. Students are given daily challenge tests and an additional material review, if needed, in preparation for the A+ Certification test.

ACCOUNTING COURSE I

This course introduces the principals of double entry bookkeeping. Topics include accounts receivable, accounts payable, and payroll for accounting for service businesses organized as a proprietorship. Students complete a workbook of practical exercises involving standard accounting practices, in addition to completing actual business accounting simulations and financial statements.

ACCOUNTING COURSE II

This course builds on the concepts of Accounting Course I, but it focuses on accounting for a merchandising business organized as a corporation. Topics include journalizing purchases and cash payments, posting to general and subsidiary ledgers, payroll accounting, taxes, reports and financial statements for corporations.

ADOBE DREAMWEAVER

Learn in-depth understanding of the features of Adobe Dreamweaver. You will first learn how to get started with Dreamweaver and how to develop a Web page. Then, you will work with text and graphics, links and tables. Next, you will focus on collecting data with forms, using styles and style sheets and positioning objects with layers. Then, you will learn about adding media objects, creating and using templates, and working with library items and snippets. Finally, you will learn how to manage a Web server and files.

ADOBE FIREWORKS

Learn in-depth explanations and usage of the features of Adobe Fireworks. You will first learn how to get started with Fireworks and how to work with objects. Next, you will learn how to import, select, and modify graphics and how to modify pixels and manipulate images. Then you will learn how to work with interactivity, collect data with forms, and how to create sophisticated Web page navigation. Finally, you will learn how to enhance your productivity.

ADOBE FLASH

Learn in-depth understanding of the features of Adobe Flash. You will first learn how to get started with Flash, how to draw objects, and how to work with symbols and interactivity. Next, you will focus on creating animations, creating special effects, preparing and publishing movies, and importing and modifying graphics. The next part of the course focuses on building complex animations, using Action Script, adding sound and video, and using advanced Action Script. Finally, you will learn how to work with behaviors and components.

ADOBE ILLUSTRATOR

Learn the most important topics of Adobe Illustrator. You will learn how to create text and gradients, draw and compose an illustration, transform and distort objects, work with layers, patterns, brushes, filters, and transparency. You will then focus on creating graphs, drawing with symbols, and creating 3D objects. Finally, you will learn how to prepare a document for prepress and printing, and how to prepare graphics for the Web.

ADOBE INDESIGN

Learn in-depth understanding of Adobe InDesign. Learn how to work with text and set up a document. You will then learn how to work with frames, colors, place and link graphics, create graphics, work with transparency, and work with tools and tables. Then, you will focus on making books, creating tables of contents and indexes, and exploring advanced techniques and preparing, packaging, and exporting documents.

ADOBE PHOTOSHOP

Learn the most important topics of Adobe Photoshop. Learn to work with layers, make selections, incorporate color techniques, and place type in an image. You will then focus on using painting tools, working with special layer functions, creating special effects with filters, and enhancing specific selections. Finally, you will learn about adjusting colors, using clipping masks, paths, and shapes, transforming type, liquefying an image, performing image surgery, annotating and automating an image, and creating images for the Web.

AMERICAN INST OF PROF BOOKKEEPERS (AIPB) CERTIFIED BOOKKEEPER CURRICULUM

The class was designed to help students gain the working knowledge and skills necessary to pass the AIPB Certified Bookkeeper Exam.

ALPHABETIC COURSE LISTING

BUSINESS ENGLISH

Proper oral and written communication is perhaps the most overlooked skill of many potential employees. This course is designed to refresh the basic rules of grammar, identify grammar components, and review proper sentence structure.

BUSINESS MATH

In addition to basic mathematical functions, math principles are applied to whole numbers, fractions, decimals and number conversion.

COMPUTERIZED MEDICAL OFFICE

This is an introduction to computerized medical office management. After completing this course, students should be able to go into any medical office and perform computerized account management duties within a short period of time. Tasks such as billing and appointment scheduling will be covered.

EXPLORING THE WORLD WIDE WEB

An Introduction to the Internet and the World Wide Web. OSC Computer Training provides free Internet access as a courtesy service to our students. Students can explore the endless possibilities that the Web offers. Students are encouraged to seek out employment opportunities and submit response to potential employers.

MEDICAL FILING

Various examples of business filing methods and principles are applied to names, numbers, locations, departments, etc.

MEDICAL TERMINOLOGY

Students will study the meaning of Latin and Greek elements, or word parts, relative to their inclusion in more than eleven thousand complex medical terms. The workbook includes formal definitions of these terms and demonstrates the various forms in which they are used in medical terminology.

MICROSOFT EXAM 70-680

This course will prepare student to take the Microsoft Exam 70-680, Configuring Windows 7, which will cover Deploying Windows 7, Configuring Hardware and Applications ,Configuring Network Connectivity ,Configuring Access to Resources
Configuring Mobile Computing, Monitoring and Maintaining Systems that Run Windows 7, Configuring Backup and Recovery Options They have a minimum of one year of experience implementing and administering any desktop operating system in a network environment.

MICROSOFT EXAM 70-685

This course will prepare student to take the Microsoft Exam 70-685, Windows 7 Enterprise Desktop Support Technician. It will include Identifying Cause of and Resolving Desktop Application Issues, Identifying Cause of and Resolving Networking Issues, Managing and Maintaining Systems That Run Windows 7 Client, Supporting Mobile Users, and Identifying Cause of and Resolving Security Issues,.

MICROSOFT EXAM 70-640

This course will prepare student to take the Microsoft 70-640, Windows Server 2008 Active Directory. It will cover Configuring Configuring Domain Name System (DNS) for Active Directory, Configuring the Active Directory infrastructure, Configuring Active Directory Roles and Services, Creating and maintaining Active Directory objects, Maintaining the Active Directory environment
Configuring Active Directory Certificate Service. The course satisfies part of the requirements to obtain a Microsoft Certified IT Professional Server Administrator (MCITP – SA) and Enterprise Administrator (MCITP – EA) on Windows Server 2008. It is intended for IT professionals who work in the typically complex computing environment of medium to large companies.

MICROSOFT EXAM 70-642

This course will prepare student to take the Microsoft Exam 70-642, Configuring Windows Server 2008 Network Infrastructure. It covers Configuring Addressing and Services, Configuring Names Resolution, Configuring Network Access, Configuring File and Print Services Monitoring and Managing a Network Infrastructure The course satisfies part of the requirements to obtain a Microsoft Certified IT Professional Server Administrator (MCITP – SA) and Enterprise Administrator (MCITP – EA) on Windows Server 2008. It is intended for IT professionals who work in the typically complex computing environment of medium to large companies.

MICROSOFT EXAM 70-643

This course will prepare student to take the Microsoft Exam 70-643 Windows Server 2008 Applications Infrastructure, Configuring. It Covers Deploying Servers, Configuring Remote Desktop Services, Configuring a Web Services Infrastructure, and Configuring Network Application Services. The course satisfies part of the requirements to obtain a Microsoft Certified IT Professional Enterprise Administrator (MCITP – EA) on Windows Server 2008. It is intended for IT professionals who work in the typically complex computing environment of medium to large companies.

MICROSOFT EXAM 70-647

This course will prepare student to take the Microsoft Exam 70-647 Windows Server 2008, Enterprise Administrator. It covers Planning network and application services, Designing core identity and access management components, Designing support identity and access management components, and Designing for business continuity and data availability. The course satisfies part of the requirements to obtain a Microsoft Certified IT Professional Enterprise Administrator (MCITP – EA) on Windows Server 2008. It is intended for IT professionals who work in the typically complex computing environment of medium to large companies.

MICROSOFT EXAM 70-646

This course will prepare student to take the Microsoft Exam 70-646 Windows Server 2008, Server Administrator. It covers Planning for Server Deployment, Planning for Server Management, Monitoring and Maintaining Servers, Planning Application and Data Provisioning, and Planning for Business Continuity and High Availability. The course satisfies part of the requirements to obtain a Microsoft Certified IT Professional Server Administrator (MCITP – SA on Windows Server 2008. It is intended for IT professionals who work in the typically complex computing environment of medium to large companies.

MICROSOFT EXAM 70-649

Students that pass Exam 70-649 complete the requirements for the following certification(s):

- Microsoft Certified Technology Specialist (MCTS): Windows Server 2008 Active Directory Configuration
- Microsoft Certified Technology Specialist (MCTS): Windows Server 2008 Network Infrastructure Configuration
- Microsoft Certified Technology Specialist (MCTS): Windows Server 2008 Application Platform Configuration

Exam 70-649: TS: Upgrading Your MCSE on Windows Server 2003 to Windows Server 2008, Technology Specialist: counts as credit toward the following certification(s):

- MCITP: Server Administrator
- MCITP: Enterprise Administrator

COMPTIA NETWORK +

This class prepares the student to pass the CompTIA Network+ (N10-005) certification exam, which is the industry standard for validating expectation of a network technician with thorough explanation of networking fundamentals such as protocols, network design and implementation, and troubleshooting and support.

COMPTIA SECURITY +

This class prepares the student to pass the CompTIA Security+ (SY0-301) certification, which is an internationally recognized industry credential. Security+ certifies that information security professionals are knowledgeable and experienced in information security.

OSC Computer Training
Management Staff

MANAGEMENT STAFF

Liliyas Sahba Williams
GENERAL MANAGER / MANAGING DIRECTOR
9700 Business Park Drive, Suite 206, Sacramento, CA 95827
(916) 363-7058 ext 7002 fax (916) 363-7432
Ms. Sahba Williams holds a degree in Bachelor of Science degree in Electrical Engineering. She spent more than 23 years working for Intel Corporation, serving in a variety of technical and managerial positions including memory components Test Engineer, Systems BIOS Engineer, Technical Marketing Engineer, Applications Development Tools Engineering Manager, and Client Platforms and Security Engineering Manager.

William Frank Williams
GENERAL MANAGER / PROGRAM DIRECTOR / INSTRUCTOR
9700 Business Park Drive, Suite 206, Sacramento, CA 95827
(916) 363-7058 ext 7001 fax (916) 363-7432
Mr. Williams holds a degree in Data Processing and has dedicated more than 30 years to Information Technology. He began his career in 1974 with Fairchild Corporation as a Systems Programmer. Seven years later he accepted a position at Intel Corporation. During his 26 years with Intel he served in various positions, including Division Manager of e-Business Application Engineering Organization, Manager Strategies & Technologies and Chaired the strategic "Distributed Systems Management" development effort between Intel, IBM and Tivoli Corporation.

ADMINISTRATIVE STAFF

Kathleen D. Brown
BUSINESS OPERATIONS MANAGER / VA CERTIFYING OFFICIAL
9700 Business Park Drive, Suite 206, Sacramento, CA 95827
(916) 363-7058 ext 7101 fax (916) 363-7432
Kathleen served as a financial officer with a nonprofit organization before coming to OSC Computer Training. As Business Operations Manager for OSC, Kathleen is responsible for all payroll, insurance and accounting issues, as well as reception, company correspondence and purchasing for all schools. She handles all registration. She is always looking for the best product to offer our students and is responsible for keeping the school running smoothly. She is the School Certifying Officer so she works very closely with all our Veterans. When needed she in the classroom teaching Microsoft Word, Excel, Access, PowerPoint, Outlook, Windows 7, Bookkeeping and Accounting, Medical Billing and some Desktop Publishing. She is currently the Team Captain for the Susan G. Komen, Relay For Life and Light the Night walks and the auditor for Third District PTA.

OSC Computer Training
Instructional Staff

INSTRUCTIONAL STAFF

Laureen V. Stinson
LEAD INSTRUCTOR
Laurie's teaching career with OSC Computer began in 2001. Laurie was in the health insurance industry for over 15 years holding various supervisory and customer service positions with Blue Shield of CA and Blue Cross of CA, and was certified in Business Information Systems. Laurie teaches Medical Billing, Coding, and Terminology, all Microsoft Office products, Bookkeeping and Accounting Theory, and Desktop Publishing courses.

Jeff Schwarz
INSTRUCTOR
Jeff has over twenty years of experience as an IT Support specialist. He has a vast amount of hardware knowledge as well as software experience and support. He currently hold certificates as a Microsoft Certified Professional (MCP), Microsoft Certified Professional + Internet (MCP+I), as well as Microsoft Certified Systems Engineer (MCSE). Jeff is continuing his education in MCITP, MCTS and Windows 7.

Kim Tran
INSTRUCTOR
Kim received her A.S. degree from Butte College in Business Computer Information Systems. Kim is Microsoft Office Specialist Certified and holds certificates in Business Administrative Assistant II, Bookkeeping & Accounting Theory, Desktop Publishing, and Web Design & Programming. When Kim is not needed in the classroom, she is continuing her education at OSC in various Programming Languages and working on Adobe certifications.

John Scott
INSTRUCTOR
After 35 years in food service and retail management, John attended OSC as a student in Accounting and QuickBooks. After graduation and a short internship, John joined us as the backup bookkeeper and full time instructor.

Antwan Washington
INSTRUCTOR
Antwan is completing his Bachelor's Degree in Philosophy and Sociology from Loyola University Chicago, after two years of Evergreen Valley College where he received his A.S. degree in Psychology. Antwan has worked extensively in the areas Student Leadership and Student Advocacy. When in the classroom, Antwan uses his two years of teaching experience to teach all Microsoft Office Products. Antwan is continuing his education in Network +, and MCTS, before moving on to the other IT offerings at OSC.

Jessica Krug
INSTRUCTOR
Jessica comes to OSC Computer Training with over 10 years of hospital claims billing experience as well as an extensive knowledge of the health insurance industry having had worked for both Sutter Health and Blue Shield of California. She currently holds a certificate for medical billing and is continuing her education at OSC to broaden her knowledge of OSC programs and career paths.

Sash Ahmadi-Jozani
INSTRUCTOR
Sash received his Bachelor's degree in Computer Science From APTECH University in Iran. He comes to OSC with 21 years of computer experience, and over 6 years of programming experience in a variety of languages, such as C++, C#, Java, Visual Basic.NET, ASP.NET, JavaScript, CSS, HTML, XHTML and XML. Sash currently holds his CompTIA A+ Certification, and continues to extend his SQL Server, and Web application developer knowledge for IT offerings at OSC.

DISCLOSURE STATEMENT

OSC Computer Training (Occupational Skills Center) has three locations serving all of California. License approval was granted by the Bureau for Private Postsecondary Education pursuant to California education code section 94915. License approval means the institution and its operations comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. License approval must be renewed every three (3) years and is subject to continuing review by the Bureau.

Licensed programs are open to all persons regardless of race, create, color, origin, religion, sex, age, handicap, or medical condition. The institution will allow the necessary academic adjustments for qualified handicapped individuals.

A student may take an individual course, a combination of courses, or a program modified to meet the student's needs. Upon successful completion of the course(s) or program a Certificate of Completion is awarded.

Programs begin every Monday

Employment services are available to all students enrolled in 10 week or more vocational program. Services include Résumé & Interview training, mock interviews, Résumé preparation and Web posting, interviews scheduling and when possible Externship with local business. While these are lifetime services, the responsibility ultimately for securing employment rests with the student.

Students who successfully complete a program of study are awarded a certificate of completion. Prospective enrollees are encouraged to visit OSC Computer Training to discuss educational, and occupational plans with staff prior to enrolling and signing the enrollment agreement.

OSC COMPUTER TRAINING is licensed by the Bureau for Private Postsecondary Education to provide training for the following program titles: Medical Billing/Coding for Hospitals, Medical Billing/Coding for Physicians, Medical Billing/Coding/Admin for Physicians & Hospitals; Bookkeeping & Accounting Theory with QuickBooks; AIPB Certified Bookkeeper; Accelerated Project Management Professional(PMP/CAPM); Comp TIA (A+); CompTIA Network+; Comp TIA Security; Computer H/W & S/W Support Specialist; MCITP Enterprise Administrator; MCITP Server Administrator; MCITP Server Administrator (Upgrade MCSA); MCITP Server Administrator(Upgrade MCSE); Microsoft Office Core Skills; Microsoft Office Specialist(MOS Cert); Network & Computer Support Specialist; Networking & Security Technician; (MCTS) Windows 7 Configuration; MCITP Enterprise Support Technician; Business Administrative Assistant; Desktop Publishing and Office Specialist; Web Design and Programming;

OCCUPATIONAL INFORMATION SOURCES

The codes for approved program titles are as follows:

Accounting Clerk	216.482-010
…….……	216.482-010
……..	169.167-010
Accounts Payable / Accounts Receivable	169.167-010
……..…….	210.382-014
Administrative Assistant	203.362-010
……..……..…….	141.061-018
Automated Office Specialist	979.382-026
……..……..……..……	828.261-022
Bookkeeping	828.261-022
……	203.582-054
……	169.167-014
Clerk Typist	209.562-010
……..……..……	079.362-010
…..……...	214.382-014
Computer Graphics	245.362-010
……..……..……..……	201.362-014
…..	237.367-038
Corporate Desktop Publishing	
……..……..	

Computer Service & Repair (A+)
……..……..……..
Computer Technician Specialist
……..……...
Data Entry Clerk
……..……...……..……..……
……
Executive Secretary
……..……..……..……
……
General Office Clerk
……..……..……..……
…..
Medical Billing / Administrative Medical Assistant
…...……..…..……...
Medical Billing Clerk
……..……..……...……
….
Medical Records Technician
……..……..…….
Medical Secretary
…..……..……
……..
Microcomputer Operator
……..……..……..

Networking	031.262-014
…….……..…..……..……	186.117-034
……	201.362-030
Office	979.382-026
Manager.……..……	828.261-022
……..	030.062.010
Secretary.……..…..…	
……	
Web Page Design	
……	
……	
Windows 7 Configuration (MCTS)	
…….	
Microsoft Certified Systems Engineer (MCSE) Software Engineer	
……..…	

Source Site:
http://www.wave.net/upg/immigration/dot_index.html

BEYOND THE TRADITIONAL CLASSROOM

OSC COMPUTER TRAINING is committed to providing successful learning alternatives to individuals aspiring to develop their knowledge without the regimented operation of the traditional classroom environment.

Our programs provide the knowledge and skills necessary in today's high-tech environment. Whether an individual desires new skills to compete in their job market, or to upgrade his/her current skills, OSC Computer Training can meet that individual's needs.

A self-paced, hands-on adult learning environment with an open entry-open exit admission policy allows individuals to develop skills easily as they adjust to the pace and direction of their learning style. A one to twenty (1:20) instructor to student ratio is maintained for readily accessible instruction. Individual, ergonomically-designed electronic sit/stand, bi-level computer desks and task chairs that easily adjust to most stature or position, including standing, are providing for maximum comfort. Our computers operate the most current and popular Windows software applications utilizing extended memory processors, each linked to printers for student reporting.

For more information, or to tour the facility, contact an OSC Computer Training office nearest you.

FACILITIES

OSC COMPUTER TRAINING provides flexible program scheduling and is accommodating to the needs of students. Program options are also available to students seeking quick, yet thorough, training. Sessions are available daily depending upon individuals need and the daily requirements of each program.

HANDICAPPED ACCESSIBILITY

OSC COMPUTER TRAINING recognizes its obligation to provide overall accessibility for handicapped persons such that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a class of instruction. Current programs may require manual dexterity and, where possible, OSC Computer Training will allow adjustments for handicapped individuals. Contact the local director to obtain further information regarding facilities that are accessible to, and usable by, handicapped individuals.

HOURS OF OPERATION

OSC COMPUTER TRAINING hours are as follows:

Sacramento: Monday through Thursday 7 a.m. to 7 p.m., except holidays.
Friday 7 a.m. to 12 noon, except holidays.

Roseville: Monday through Thursday 8 a.m. to 6 p.m., except holidays.
Friday 8 a.m. to 12 noon, except holidays.

Stockton: Monday through Thursday 8 a.m. to 5 p.m., except holidays.
Friday 8 a.m. to 12 noon, except holidays.

OSC Computer Training provides many flexible program options. In addition, "non-class" hours (labs) are available, when space permits, to all students Monday through Friday during normal hours of operation.

School Policies & Procedures
(cont.)

STUDENT COMPLAINT PROCEDURE

Students seeking to resolve problems or complaints may lodge their complaints orally or in writing to any instructor or director. If the complaint is delivered orally and is not resolved within a reasonable period of time, the student is encouraged to submit their complaint in writing. When the complaint is submitted in writing, and if the problem or complaint is not resolved, student is advised to contact the general manager of OSC Computer Training, Bill Williams, at 9700 Business Park Drive, Suite 206, Sacramento, CA, 95827, (916) 363-7058. Mr. Williams will investigate, review the case, file the case, and make all attempts to resolve the complaint within ten (10) business days. The student will be provided with a written response on the disposition of the complaint.

The student's participation in the complaint procedure and disposition of a student's complaint shall not limit or waive any of the students write or remedies. The 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).

STUDENT CATALOG REVIEW

Students and prospective student 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 the Bureau for Private Postsecondary Education at, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 (www.bppe.ca.gov), Phone: (916) 431-6959, Fax: (916) 263-1897

ADMISSIONS & FINANCIAL INFORMATION

Admission Requirements
OSC Computer Training is open to all applicants without discrimination on the basis of race, creed, color, religion, origin, sex, age, handicap, or medical condition. Applicants desiring admission should contact the OSC Computer Training office near them and schedule an appointment to tour the facility and meet with a representative to discuss goals and program needs.

Ability to Benefit
Applicants who do not meet specific entrance requirements may be granted admission to a program based on the demonstrated ability of the individual to benefit from the program. To be accepted into a program, applicants must pass the entrance examination with a score equal to, or greater than GED or Equivalent Grade Level. Exceptions to requirements are granted on an individual basis, specifically, if the training can be adopted to meet the prospective students learning style or specific needs this may require flexibility in the program contract.

Courses are available to build the required language and math skills for program entrance, including: Typing Basics; English Basics; Math Basics; Computerized English As a Second Language. Contact OSC Computer Training office nearest you for more information.

ENTRANCE REQUIREMENTS

Assessment testing may be required by applicants prior to entering programs. Applicants demonstrate through entrance testing that they have the ability to benefit from a selected training program. OSC Computer Training reserves the right to conduct testing under its direct supervision.

Assessment	Criteria	Required
Adult Basic Learning Examination (ABLE III)	Admission Requirements GED or Equivalent Grade Level	All Programs
- or -		
Gates – MacGinitie Reading Tests	Admission Requirements GED or Equivalent Grade Level	All Programs
Business Math	Admission Requirements GED or Equivalent Grade Level	AIPB
UHI	Admission Requirements Prior Medical Billing	Hospital Billing

School Policies & Procedures
(cont.)

RESTARTS

Students wishing to restart after a program interruption may do so without penalty and will be assessed tuition on the number of days remaining in the program for which the student is reentering. Additional fees may be required if you need to upgrading textbooks that are expired.

TEXTBOOKS

Course textbooks are provided each time a student begins a new course and his/her program. Textbook prices vary depending upon the books. OSC Computer Training reserves the right to upgrade or substitute textbooks to newer or more desirable alternatives as needed.

FINANCIAL AID

OSC COMPUTER TRAINING offers the following types of financial aid programs:

- Grants through California Workforce Investment Act (prospective student must pre-qualify).
- Training Vouchers from Worker's Compensation (see Supplemental Job Displacement Benefits Forms).
- Personal student loan with local banking institutions
- 0% interest / Flexible tuition payment plans for qualifying students. Contact OSC Computer Training for details. Current plans provide for:
  1. 20 Week or greater Vocational Program payment plan is spread across 18 Months consecutive. Payment for Vocational Program books and materials is required upon enrollment.
  2. 10 Week Vocational Program payment plan is spread across 12 Months consecutive. Payment for Vocational Program books and materials are required upon enrollment.

  Collection of Tuition: Payment of fees for tuition starts one month after start date and continues on monthly until paid off. If student agrees to a program payment plan, the student is responsible to pay the full amount, less the amount of any refund.

TUITION

The cost for programs offered by OSC Computer Training is listed on the enclosed inserts. The school reserves the right to modify tuition and other charges upon sufficient notice to prospective and continuing students or agencies. On request an OSC Program Proposal with future start/end dates, and all charges is provided to prospective students and counselors. Prospective students with prior experiential learning or seeking to transfer units may challenge or test-out of OSC Computer Training courses. This may include both an oral and written exam to validate course learning. If the student is successful, the tuition will be reduced by the prorated number of reduced hours.

STUDENT TUITION RECOVERY FUND

Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California citizen who attends a private postsecondary instruction from losing money if they have prepaid tuition and suffer a financial loss as a result of the schools closing, the school's failure to live up to the enrollment agreement, or the schools refusing to pay a court judgment.

To be eligible, you must be a California resident at the time the enrollment is signed, or when you receive lessons at a California mailing address from a licensed institution offering correspondence instruction. A student, who is temporarily residing in California for the sole purpose of pursuing an education, specifically a person holding a

student visa, is not considered a California resident.

To qualify for STRF reimbursement, you must file an STRF application within one (1) year of receiving notice from the Bureau for Private Postsecondary Education that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two (2) years of the final judgment.

It is important that you keep copies of your enrollment agreement, financial papers, receipts, or other information which documents monies you have paid to the school. Questions regarding the STDF may be directed to:
Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833.

TRANSFERABILITY OF CREDITS/UNITS

The transferability of credits you earn at OSC Computer Training is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in an OSC Program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 OSC Computer Training to determine if your certificate will transfer.

School Policies & Procedures
(cont.)

REFUND POLICY

Cancellation: A student has the right to cancel the enrollment agreement for a **career program of instruction** and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation will occur when the student provides written notice of cancellation to the institution at the address specified on the enrollment agreement. Written notice of cancellation must indicate the student's desire to terminate any and all provisions of the enrollment agreement. If received by mail a written notice of cancellation is effective when deposited in the mail with the proper address and postage. The institution will refund any consideration paid by the student, including the cost of textbooks (if returned in usable condition), within thirty (30) days after the institution receives written notice of cancellation.

Any equipment, books, or supplies a student processes shall be returned to the school within thirty (30) days following the notice of cancellation. The institution will retain a portion of the consideration equal to the cost of equipment books, or supplies not returned within the thirty (30) days and refund any remaining consideration. The students may retain the equipment, books, or supplies without further liability.

Program Withdrawal: If a student withdraws from a program of instruction after the seven days of enrollment, the right to cancel period has elapsed, the institution will remit refunds in accordance with the refund formula below within thirty (30) days after the termination date of withdrawal. The amount of the refund shall be determined by multiplying the tuition paid for instruction times the number of days remaining to be completed at the time the student withdraw, divided by the total number of days necessary to complete the course of study. The calculated amount will then be reduced by the cost of any equipment, books, supplies not returned, or returned in a non-usable condition, within thirty (30) days following the date of withdrawal.

Payment for individual courses and MyTime Tutoring Service are required in advance and are non-refundable.

REFUND PROCEDURE

Refunds to a student who withdraws from a program of instruction are issued by the Sacramento's OSC Computer Training Administration Office. To determine a refund, a student shall be deemed to have withdrawn from a program on the date corresponding to one of the following:

1. The date the institution is notified of a student's withdrawal, or the intended date of withdrawal, whichever is later.
2. The termination date of the student's enrollment as outlined under dismissals in the student services and responsibilities section.
3. The state law, the calendar date on which the student fails to attend school the third consecutive week.

The withdrawal date determined above will begin the 30-day period of time in which a refund calculation must be completed and any refund made. For refund computations, the institution will use the student's actual last date of attendance. Any refund due will be paid in the following order: all lenders (loans) arranged on behalf of the student by the institution; any third-party contractors who paid in a portion of the students tuition and fees; any other source of funding other than a student; and finally, unusual tuition paid by the student.

School Policies & Procedures
(cont.)

REFUND TABLES

The following tables demonstrate the portion of tuition that would be credited to your account if you choose to withdraw at the referenced points for your chosen program. These refund amounts are based on full-time training and do not reflect equipment, books, and supply changes.

Microsoft Office Core Skills - Computer Service and Repair (A +) – Windows 7 Configuration (MCTS)
8 weeks – full-time (5-8 hours per week) Program Tuition = $2795.00

% of Program Attended	10%	25%	50%	60%	75%
Program Days Remaining	36	30	20	16	10
Amount of tuition refunded	$2,515.50	$2,096.25	$1,397.50	$1,118.00	$698.75

Medical Billing, Coding & Terminology – Bookkeeping, Accounting & Office Specialist - Computer H/W & S/W - Business Administrative Assistant - Desktop Publishing - Web Design
15 weeks – full-time (5-8 hours per day) Program Tuition = $4995.00

% of program attended	10%	25%	50%	60%	75%
Program Days Remaining	54	45	30	24	15
Amount of Tuition Refunded	$4,495.50	$3,746.25	$2,497.50	$1,998.00	$1,248.75

Exactly the same policy is applied to courses greater than 20 weeks. See Business Administrator for the refund table on specific courses greater than 20 weeks.

Dismissal from School

All students are expected to conduct themselves as responsible adults, to attend classes daily, and to maintain a satisfactory level of academic achievement. Any student, who misses three (3) consecutive weeks of school, by law, must be terminated. Dismissal may also occur for the following reasons: excessive absenteeism; failure to maintain satisfactory academic progress; cheating; failure to meet financial responsibilities; use of alcohol and/or drugs; any conduct that reflects poorly on the institution; any conduct determined to, or interfering with the progress of other students. Students who are dismissed are granted all of the terms and conditions of the refund policy. A dismissed student may be considered for readmission at the discretion of the location director.

Readmission

A student who has withdrawn from, or was dismissed from, a program may be considered for readmission into the same program, except in case where dismissal was due to illegal activities. Consideration for readmission requires submission of a letter to the location director documenting that the original case of the dismissal has been corrected and proper attendance and academic progress will be maintained. Students readmitted will hold probationary status until reentry. The student's academic progress will be evaluated at the end of the first month following readmission. Probation will be lifted if the requirements are satisfied, otherwise, probationary status will continue for additional month.

Tutoring Assistance

Academic counseling is a continuous experience for students and faculty. The faculty strives to maintain positive contact with the students throughout their training program. Assistance with course material is available to all students upon request. The staff will make every effort to meet the needs of the students during the regular business hours. Forming a study group is a highly effective means of studying material and is encouraged by the school. Students may ask to see the location director, whenever necessary, for nonacademic counseling. In certain cases the student may be referred to outside agencies.

School Policies & Procedures (cont.)

Health and Safety

The policy of OSC Computer Training is to insure its facilities comply with all applicable requirements of federal, state, and local regulations. In the event of an emergency during normal operating hours, OSC Computer Training will take necessary actions to obtain local medical services, as needed.

Housing

OSC Computer Training does not offer housing or dormitory facilities for students. The school will refer students to an appropriate agency of the student is in need of assistance.

Library Facilities

Resources of the library are available to students of OSC Computer Training any time during regular business hours. All resources of the library are specific to the occupational goals and objectives of the student population. The center may provide a variety of other resources (e.g. books, business journals, etc.) students may find enjoyable or useful in the pursuit of well-rounded educational experience.

English As a Second Language

OSC Computer Training provides extensive ESL and Language Learning Programs. OSC has partnered with a world-leading vendor to provide Computerized English as a Second Language (CESL) Course. The award-winning ESL Application is the international standard for language learning used in more than 10,000 Academic Institutions. The program offers instructions on the essential skills needed to communicate orally and in writing. It provides detailed instruction on grammar, vocabulary, and tests the student's comprehension.

STUDENT RIGHTS AND RESPONSIBILITIES

Drug Policy
OSC computer training is a drug-free workplace for students and employees. Any student or employee caught in possession, use, or distribution of any illegal substance will be dismissed and or arrested.

Conduct
Students agree to conduct themselves within the limits of acceptable behavior and maintain their appearance in a professional and hygienic matter. Inappropriate conduct includes: the use of alcohol or drugs on the school premise; being on school premise while under the influence of drug or alcohol; dishonesty; non-adherence to dress and hygiene standards; unprofessional or abusive language; or behavior considered unprofessional or dangerous to the safety and or well-being of students or staff is grounds for dismissal.

Termination from School
Termination of a student is based upon the guidelines of conduct and dismissal as outlined in the student services and regulations section of this catalog. A student has been dismissed from the school and later he/she desires to return must apply for readmission. Students terminated from school are granted all of the terms and conditions of the refund policy as stated in the enrollment agreement and this catalog. By California law, any student who misses three consecutive weeks of class must be terminated from the program.

Leave-of-absence / Interrupt Policy
OSC Computer Training will accept an interrupt of your training if; you have a job and need to suspend or modify your time at school for work or if you have a medical issue that prevents you from completing your course of study in a timely manner. In either case you will need to provide written documentation and fill out a form provided by OSC.

ATTENDANCE

Attendance
Students are required to Clock-In and Clock-Out every day. Student's total weekly hours must be equal to or greater than the agreed-to weekly hours for the course of instruction. If student falls behind the expected academic progress, a warning will be issued when 3 days are missed. When 10 days are missed, student's progress and performance will be evaluated and a probation letter mailed to the student and counselor. If 11 days are missed, student may be placed on an Expulsion Warning Plan. If this plan is not followed precisely to the agreement, the student will be expelled. Any exceptions or changes to this policy must be approved by OSC and counselor. NOTE: EDD paperwork will not be signed if the student is on probation status.

School Policies & Procedures
(cont.)

STUDENT RIGHTS AND RESPONSIBILITIES

Withdrawal from School
A student has the right to withdraw from a program of instruction at any time. Any student wishing to withdraw from school should notify both the instructor and the Business Operations Manager in writing. The official withdrawal date is the last date the student attended class. Refunds and final grade determination are based on the last date of the attendance. Students who withdraw are granted all the terms and conditions outlined in the refund policy.

Incomplete Coursework
Students are expected to complete all coursework within the allotted course hours. Students may, with instructor and counselor approval, be granted one to two weeks extension following the end of a course to complete required coursework.

Makeup Work
All coursework for a particular program must be completed in their entirety to receive a Certificate of Completion. Students are responsible for scheduling coursework or class time missed with the instructor. Scheduling and credit for coursework is at the discretion of the instructor.

Course Repetition
Repeating a course is not permitted. In cases where extenuating circumstances illustrate a need for this service, the student must submit a written request outlining the reason(s) for the request to the Program Supervisor for approval. The student will be notified once the decision has been reached.

Disclosure of Educational Records
Adult students, and parents of minors, or tax dependent students have the right to inspect, review, and challenge information contained in their educational records. Educational records are files, materials, and documents containing information directly related to a student. Minor students are not entitled to inspect the financial records of their parents.

Records are maintained for fifty (50) years from the date the student graduates or withdraws from a program as required by law. Written consent from a student, or legal guardian, is required before educational records will be disclosed to third parties, with the exception of accredited commissions and government agencies as authorized by law. Contact the Sacramento OSC Computer Training Administration Office to request copies of records or transcripts and the cost of duplication.

ACADEMIC CALENDAR

School Holiday Closures

Martin Luther King Day	January
President's Day	February
Memorial Day	May
Independence Day	July 4
Labor Day	September
Veterans Day	November 11
Thanksgiving (Thursday & Friday)	November
Christmas **	December 25
Winter Break between Christmas and New Year	Christmas/New Year's Week

** One floating holiday is positioned each year normally at Christmas. See Business Administrator for current schedule. .
Open Entry-Open Exit enrollment exists for all programs. Classes begin every Monday. A Certificate of Completion is awarded for successful completion of the program's curriculum and attendance requirements. Actual start and end dates are determined at time of enrollment.

School Policies & Procedures
(cont.)

ACADEMIC POLICY

Grading Scale
The following scale is a comparative measure of a student's performance and the objectives for each chapter, assignment, or course as outlined in his/her program. The scale is used for all courses and programs offered by OSC Computer Training:
If you choose to test out of a subject you must pass the final with no less than 80%.

Excellent	A	90-100
Above-Average	B	80-89
Average	C	70-79
Below Average	D	60-69
Fail	F	0-59

Satisfactory Progress
Standards of satisfactory progress apply to all students enrolled at OSC Computer Training. All students are required to maintain satisfactory progress toward the completion of their enrolled program. Any student not maintaining satisfactory progress of the end of a given course (Word, Excel, etc.) will be placed on academic probation until the end of the next course. If at the end of the probationary period the student has not met the minimum requirements for satisfactory progress, a meeting will be held with a student and referral source to modify the educational goals or in the training program.

Students who are dismissed for academic reasons may submit a written request for readmission to the local director.

If readmitted, the student will be placed on academic probation and must then achieve a passing grade by completing the course subject to remain in the schools program.

To maintain satisfactory progress:

(1) A minimum cumulative grade average of 70% must be achieved and maintained throughout the program of study at the school.
(2) Attendance maintained as to ensure timely completion of coursework.

Probation

When a student's attendance falls below satisfactory progress requirements, the student will be placed on probation for one (1) month. During the probation the instructor well encourage their student to maximize the hours of participation to make up work best. If at the end of the probationary period the student has not met the minimum requirements for satisfactory progress, a meeting will be arranged with the student and the referral source to modify the training goals, increase training time, or end the training program. Probationary status will be dropped if the minimum satisfactory progress requirements are met. A student dismissed from a program may submit a written request for readmission to the local director. If readmitted, the student will be placed on probationary status and must achieve minimum requirements for satisfactory progress by the end of the probationary period to remain in the schools program.

Graduation Requirements

In order to graduate and receive a certificate of program completion from OSC Computer Training, a student must:

(1) Successfully complete all courses and related coursework for the program in which he/she enrolled with a cumulative grade average of 70% or higher
(2) Return all borrowed school items

Certificates of Completion

Records are maintained by the institution on site for a period of not less than fifty (50) years from the date a student graduates or withdraws from the program. To request copies of educational records or Certificates of Completion, contact the Sacramento OSC Computer Training Administrative Office for details and costs.

Career Programs & Individual Courses

For Adults of ALL Ages

PROGRAMS OFFERED

All Vocational Programs offered are licensed by the Bureau for Private Postsecondary Education. Any student who successfully completes a program of study is awarded a Certificate of Completion. Our programs provide students with marketable job skills and the knowledge to operate the most current and popular Windows software applications at individual workstations, each ergonomically equipped for maximum comfort. Training programs are offered to students with the following options: FULL, MODIFIED, or SINGLE COURSES. Students must meet specific program and/or course requirements. All programs are Open Entry-Open Exit. Programs begin every Monday excluding school holidays. Actual start and end dates, daily attendance, and sessions are determined at the time of enrollment.

Consulting services and training for various software programs are available to businesses at our campus. Fees for services may vary, and certain restrictions apply. For additional information regarding locations, programs offered, or to tour our school, contact the OSC Computer Training administrator.

PROGRAM LISTINGS

See previous sections (page 5 to14) for program clock hours, program weeks, program sessions, daily attendance hours and days, and the individual courses for Full and Accelerated programs.

- Microsoft Office Core Skills (MOCS)
- Microsoft Office Specialist (MOS)
- Business Administrative Assistant (BAA)
- Bookkeeping, Accounting & Office Specialist
- AIPB Certified Bookkeeper
- Desktop Publishing & Office Specialist
- Web Design
- Web Design & Programming
- Medical Billing/Coding/Admin for Physician
- Medical Billing/Coding for Hospital
- Medical Billing/Coding for Physician/Hospital
- Applied Small business Management (ASBM)
- Accelerated Project Management Professional (PMP)
- Computer Hardware & Software Specialist
- Network and Computer Support Specialist
- CompTIA Network+
- CompTIA Security+
- Computer Service and Repair (CompTIA A+)
- Windows 7 Configuration (MCTS)
- MS Certified IT Professional (MCITP)
- Microsoft Certified Systems Engineer (MCSE)
- MS Certified Systems Administrator (MCSA)
- MS Certified Desktop Support Tech (MCDST)

BUSINESS & MEDICAL PROGRAMS

Business Administrative Assistant (21 Weeks)

Year	# Students Who Began Program	Students Available for Graduation	Graduates	Completion Rate	Employed / Related Job	Salaries
2010	8	8	8	100%	2/2	$34120
2011	5	5	3	60%	2/2	N/A

Microsoft Office Core Skills (16 Weeks)

Year	# Students	Available	Graduates	Rate	Employed	Salaries
2010	2	2	2	100%	2/1	$34120
2011	9	9	6	66%	6/6	N/A

Bookkeeping & Office Specialist (20 Weeks)

Year	# Students	Available	Graduates	Rate	Employed	Salaries
2010	5	5	5	100%	3/3	$38400
2011	7	7	5	71%	4/4	N/A

AIPB Certified Bookkeeper (25 Weeks)

Year	# Students	Available	Graduates	Rate	Employed	Salaries
2010	4	4	3	75%	1/1	$42200
2011	3	3	2	75%	1/1	N/A

Accelerated Project Management Prof. (17 Weeks)

Year	# Students	Available	Graduates	Rate	Employed	Salaries
2010	1	1	1	100%	1/1	$59000
2011	1	1	1	100%	1/1	N/A

Medical Billing, Coding for Physicians (25 Weeks)

Year	# Students	Available	Graduates	Rate	Employed	Salaries
2010	12	12	11	92%	6/6	$38600
2011	11	11	10	91%	6/6	N/A

Medical Billing, Coding for Physicians & Hospitals (40 Weeks)

Year	# Students	Available	Graduates	Rate	Employed	Salaries
2010	1	1	1	100%	1/1	$38600
2011	2	2	1	50%	2/2	N/A

INFORMATION TECHNOLOGY & WEB PROGRAMS

Computer Service & Repair (CompTIA A+) (16 Weeks)

Year	# Students Who Began Program	Students Available for Graduation	Graduates	Completion Rate	Employed / Related Job	Salaries
2010	3	3	3	100%	1/1	$28000
2011	2	2	1	66%	1/1	N/A

Network+ (CompTIA) (11 Weeks) (#1)

Year	# Students	Available	Graduates	Rate	Employed	Salaries
2010	N/A	N/A	N/A	N/A	N/A	N/A
2011	N/A	N/A	N/A	N/A	N/A	N/A

Network & Computer Support Specialist (22 Weeks) (#1)

Year	# Students	Available	Graduates	Rate	Employed	Salaries
2010	5	5	5	100%	5/3	$46800
2011	4	4	2	50%	1/1	N/A

MCITP: Enterprise Administrator (52 Weeks)

Year	# Students	Available	Graduates	Rate	Employed	Salaries
2010	1	1	1	100%	1/1	$59400
2011	4	4	2	50%	2/2	N/A

MCITP: Enterprise Support Technician (11 Weeks)

Year	# Students	Available	Graduates	Rate	Employed	Salaries
2010	3	3	3	100%	3/3	$34200
2011	1	1	1	100%	1/1	N/A

MCITP:Server Administrator (25 Weeks)

Year	# Students	Available	Graduates	Rate	Employed	Salaries
2010	N/A	N/A	N/A	N/A	N/A	N/A
2011	1	1	1	66%	1/1	N/A

Web Design & Programming (25 Weeks)

Year	# Students	Available	Graduates	Rate	Employed	Salaries
2010	3	3	3	100%	3/3	$46800
2011	5	5	4	80%	4/4	N/A

Web Design (25 Weeks)

Year	# Students	Available	Graduates	Rate	Employed	Salaries
2010	2	2	1	50%	1/1	$46800
2011	1	1	1	100%	N/A	

Performance data for programs introduced after 2011 is incomplete. These programs include:

- Microsoft Office Specialist (MOS Cert)
- Desktop Publishing & Office Specialist (2011)
- MCITP: Server Administration
- Computer H/W & S/W Support Specialist (70-680)
- Applied Small Business Management (2012)
- MCITP: SA (Upgrade MCSA & MCSE)

SACRAMENTO

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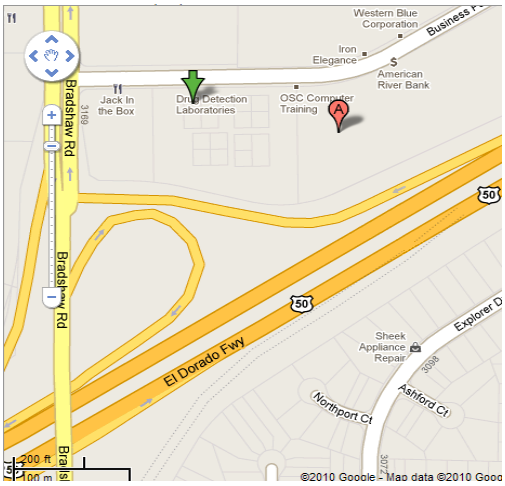
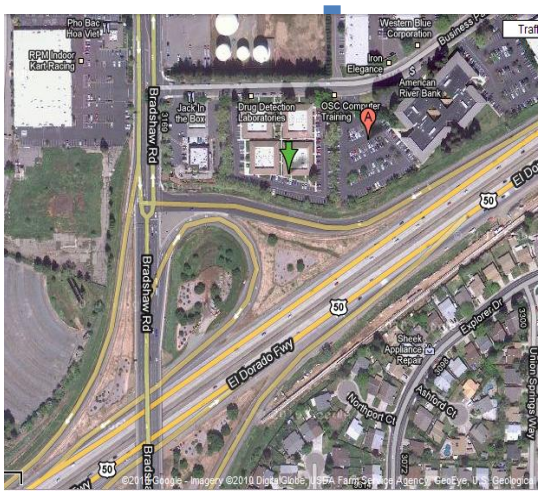
Friday: 7am-12 noon





CONTACT US

Stockton Satellite

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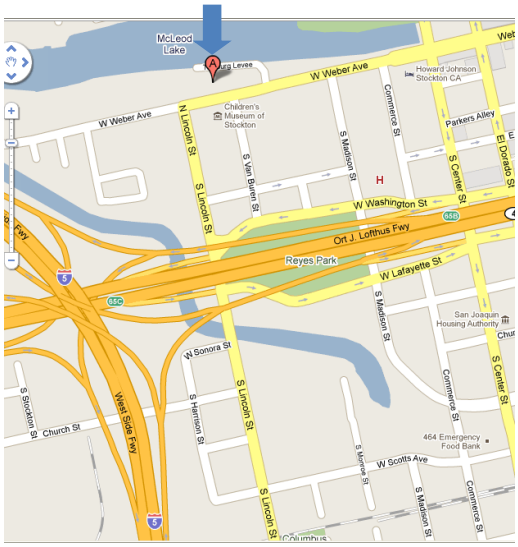

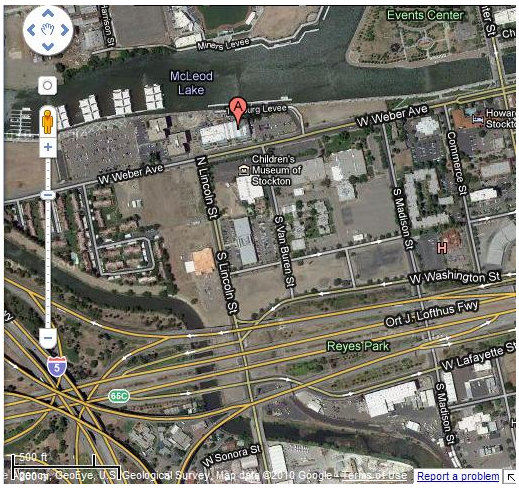

Roseville Satellite

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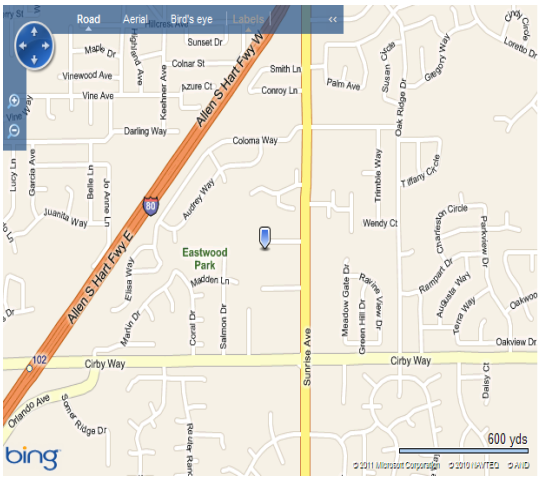

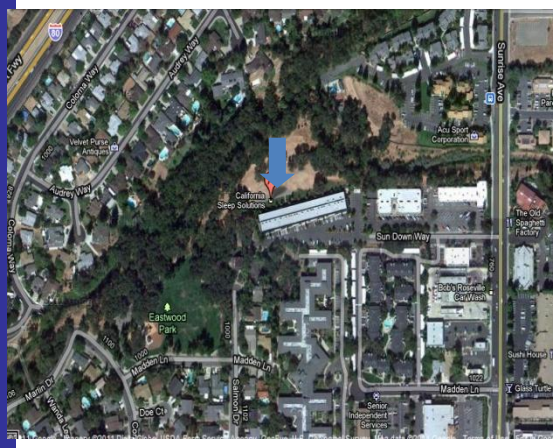

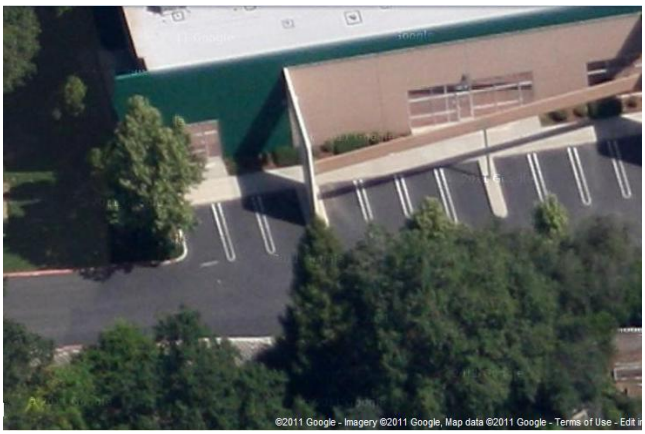

NOTES

OSC Computer Training
Since 1987
An MPL Holdings Co.
Occupational Skills Center

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