

iLearn

INSTITUTE

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MISSION STATEMENT

iLearn Institute is committed to high quality and time-efficient training for a variety of computer, communication, and vocational skills essential to be competitive in today's job market and to enhance career trajectories. iLearn Institute offers distance learning and instructor-led courses, providing a flexible learning environment with an emphasis on the use of computer and multimedia learning tools. iLearn Institute specializes in repositioning students who must shift careers, equipping them with new skill sets to succeed in new occupations. iLearn Institute also supports first-time entrants to the job market and those wishing to accelerate their career advancement.



APPROVAL

iLearn Institute, a private institution, located at 870 Market Street, Suite 579, San Francisco, California, 94102 was granted full institutional approval (Approval #20214) in 2005 to provide

educational services under California Education Code Section 94915 by the Bureau for Private Postsecondary and Vocational Education (BPPVE). The BPPVE "sunset" was on June 30, 2007 and was repealed on January 1, 2008 after which iLearn Institute continued to operate under voluntary agreement with the Department of Consumer Affairs.

The California Private Postsecondary Education Act of 2009 was signed in late 2009, which reestablish a state oversight agency in the Department of Consumer Affairs called the Bureau for Private Postsecondary Education (BPPE). The BPPE commenced operation on January 1, 2010. iLearn Institute maintains valid approval by the BPPE to operate until November 16, 2012 (three calendar years after the expiration date of the BPPVE approval.)

Approval by the BPPE demonstrates that iLearn Institute complies with all laws and standards established for instruction by private postsecondary educational institutions and provides iLearn Institute with the ability to award official certificates verifying completion of any of its courses of study.

TRAINING BENEFITS

iLearn Institute is located in downtown San Francisco, easily accessible by freeway, BART and Muni. Students must have access to a personal computer for hands-on learning. Instructors guide students through lessons which provide essential information with a minimum of wasted time. iLearn Institute courses are the quickest way to learn the skills you need and apply them to advancing your career. In addition to

traditional classrooms held at the school, home-based and distance learning courses provide the flexibility to learn with consideration for students' busy schedules.

DISCLOSURES

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 P.O Box 980818, West Sacramento, CA 95798-0818, <http://www.bppve.ca.gov>, 888-370-7589.

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.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 916-574-7720 or by completing a complaint form, which can be obtained on the bureau's Internet Web site <http://www.bppve.ca.gov>.

MEET OUR FOUNDER

**Jeff Malmuth, M.S.
School Director**

masterful administration, vision, and diverse experience will undoubtedly have a significant impact on the launch and sustainable growth of iLearn Institute.

In the greater San Francisco Bay Area, Jeff Malmuth is an instrumental provider and leading authority in the field of vocational rehabilitation and career counseling. As the founder and president of Jeff Malmuth & Co. Vocational and Career Services, located in San Francisco, California, his sole focus for the last 15 years has been the development of comprehensive vocational training plans for individuals with a broad range of industrial injuries or impairments.

Since receiving his Masters of Science in Counseling from San Francisco State University, Mr. Malmuth has built an extraordinary record of achievements in vocational counseling, training and education. He holds multiple credentials, including: Certified Rehabilitation Counselor (Certificate #X3402), The Commission on Rehabilitation Counselor Certification, American Board of Vocational Experts Diplomat (Certificate #64052), I.V.E. (California State List of Independent Vocational Evaluators), and Registered C.A.R.R.P. Member.

Mr. Malmuth has not only personally guided thousands of individuals through vocational rehabilitation, but he has built a thriving company that serves to empower individuals in their career endeavors, most notably monolingual individuals in the Hispanic and Asian community. As a counselor, educator, consultant, and entrepreneur, he is regarded as one of the vocational education industry's most knowledgeable and widely-quoted spokespersons. His track record of

INSTITUTE POLICIES AND PROCEDURES

These policies and procedures provide the foundation for the academic standards of iLearn Institute. They are intended to provide guidelines for upholding academic excellence and effectiveness.



ADMISSION

Students must take an independently administered examination designated by iLearn Institute and prescribed by the United States Department of Education to demonstrate that the student may benefit from the education and training being offered.

Course prerequisites can be satisfied by showing prior achievements with school transcripts and professional certifications.

GRADING STANDARDS

To receive a Certificate of Completion from iLearn Institute in any course, students must receive a “Pass” grade in the final of each course, indicating competency in all course module material. Grading is “Pass/Fail” only and students are required to achieve 70% on the final to pass the course.

Assignments and quizzes are supplementary to the understanding of the materials and should be completed as prescribed

Students who are unable to make satisfactory progress through the program are encouraged to continue until their either show continuing inability to make satisfactory progress or demonstrate satisfactory progress. If a student continues to show inability to make satisfactory progress, the Director will consult with the student about the best course of action.

ATTENDANCE

Students at iLearn Institute are expected to be available and participate as scheduled. Any absence, avoidable or unavoidable, does not make a student exempt from completing assignments.

If circumstances prevent a student from attending class or being available for a scheduled training session for a period of time, or on a certain day, that student may notify the instructor in advance of their need to miss class, and arrange to reschedule the session.

Student's attendance record for each course completed or attempted at iLearn Institute will be stored in their academic records. More than two unexcused absences can result in dismissal from a course, and three unexcused tardies (arriving more than ten minutes late) are equivalent to one unexcused absence. Instructors will record attendance for each course they teach, and will report excessive (more than two) unscheduled absences or failure to complete missed course assignments to the Director when the absences or missed assignments may cause dismissal or failure in the course.

In such situations, the Director will consult with the instructor to determine the extent to which absences have impaired the student's ability to complete course work, and also the student to determine the reasons for the student's absences. After evaluating the situation, the Director will advise the student on the best course of action, in most cases either withdrawal from the course or regular attendance in the future. Continued lack of attendance without withdrawal will result in a "fail" grade.

LEAVE-OF-ABSENCE

Students requiring an extended period of absence may request a leave-of-absence of up to one calendar year. iLearn Institute home-based and distance learning courses are scheduled individually with each student, so that resumption can occur anytime within that year, or after the year by arrangement with the Director. A student wishing to take a leave-of-absence from a course must notify the course instructor and submit a

letter stating their intention to the iLearn Institute administrative offices. A student who wishes to return from a leave-of-absence should indicate in writing that they wish to return from their leave-of-absence. A student who does not return before their one year leave-of-absence period expires may request an extension of their leave to the Director, or submit a request to receive a pro-rated refund (to be paid to student or third party payor as appropriate) subject to the iLearn Institute refund policy.

STUDENT CONDUCT

No iLearn Institute student shall be deprived of equal treatment and equal access to educational programs, due process, presumption of innocence prior to proof otherwise, free expression, or privacy of thought. Students have the rights to an education, as well as certain responsibilities of citizenship, including respect for the rights of others, as well as compliance with the policies, regulations and procedures of iLearn Institute. Each student bears full responsibility for his or her actions.

The following types of misconduct will not be tolerated at iLearn Institute:

Disruptive behavior, willful disobedience, habitual use of profane or vulgar language, or abuse of school personnel; assault, battery, or any threat of force or violence upon students or school personnel; theft of, or damage to, school property, school employees, students or visitors; Interference with the normal operations of the school; cheating or plagiarism in work of any kind; failure to return borrowed property when reasonable attempts have been made to retrieve it; physical or verbal abuse, or

conduct which intimidates, threatens, or endangers the health or safety of any person or group; physical, verbal, or sexual harassment; the unlawful possession, use, or distribution of alcohol or illicit drugs on school premises; failure to comply with lawful directions of School officials, faculty, and staff.

GRIEVANCE

Students at iLearn Institute have the opportunity to file a written grievance with the Director should they feel that they have received an undeserved “fail” grade for a course final or a course as a whole, with the following requirements:

- Before submission of a written grievance, a student must consult with the instructor from whom they feel they have received an incorrect grade.
- If, after consultation, a solution cannot be reached between the student and the instructor, the student may submit a formal written appeal to the Director, including the following information:
 - a. Nature of the grading dispute
 - b. The date(s) of occurrence of the grading dispute
 - c. The name of the instructor involved
 - d. Copies of all relevant documents
 - e. A brief statement outlining justification for the grade change sought by the student, and the reasons why consultation with the instructor failed to reach this decision

This information will be kept confidential, only viewable by the Director. Within five (5) working days of receipt of a written grievance, the Associate Director will notify the student of the receipt of the written complaint. Meetings with the student and the instructor will be set up within thirty (30) working days of the receipt of the written appeal by the student. Within five (5) working days from this meeting, the Director shall give a written decision to the student.

The decision by the Director shall be final and there shall be no further appeals. If not satisfied, students have the right to write to the California Bureau for Bureau for Private Postsecondary Education in the Department of Consumer Affairs.

ACADEMIC INTEGRITY

In all iLearn Institute courses, original and individual student work is required. Students who do not maintain academic integrity will induce disciplinary measures including but not limited to dismissal from the course and any further instruction at iLearn Institute. Breaches of academic integrity must be reported to the Director by the instructor, with the following information:

- a. Nature of the breach in academic integrity made by the student
- b. The date(s) of occurrence
- c. The name of the student involved
- d. Copies of any relevant documents

This information will be kept confidential, only viewable by the Director. Meetings with the student and the instructor will be set up within thirty (30) working days of the receipt of the written request by the instructor. Within five (5) working days from this meeting, the Associate Director will present a written decision separately to the instructor and student.

GRADUATION REQUIREMENTS

To receive a Certificate of Completion from iLearn Institute in any course, students must receive a "Pass" grade in the final of each course, indicating competency in all course module material. Grading will be determined by the course instructor.

DISMISSAL AND PROBATION

iLearn Institute is a training facility where a large majority of students will take one course at a time and, often, one course only. For this reason, iLearn Institute will not suspend students as a disciplinary action. Unruly, inappropriate, or delinquent behavior, as determined by course instructors, and not covered under attendance policies, will result in disciplinary action if not corrected by the student. In extreme cases, the instructor may discontinue the training session, and may request permanent dismissal of the student from the course. Such a request must be submitted in writing to the Director by the instructor, with the following information:

- a. Nature of the problem(s) or disruption(s) caused by the student

- b. The date(s) of occurrence
- c. The name of the student involved
- d. A statement outlining the reasons why dismissal is sought

This information will be kept confidential, only viewable by the Director. Meetings with the student and the instructor will be set up within ten (10) working days of the receipt of the written request by the instructor. Within five (5) working days from this meeting, the Director will present a written decision separately to the instructor and student.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at iLearn Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in an iLearn Institute 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 iLearn Institute to determine if your certificate will transfer.

PRIVACY

iLearn Institute recognizes the importance of protecting the privacy of student and applicant records. Therefore personally identifiable information from a student or applicant's record may not be disclosed to individuals (with the exception of qualified iLearn Institute employees for legitimate educational interests) except with the student's written permission.

FINANCIAL AND ADMINISTRATIVE REGULATIONS

TUITION AND FEES

Enrolling in iLearn Institute and signing of the enrollment agreement is a legally binding contract. The student is responsible for the full cost of tuition. In the case of a third party payor, iLearn Institute will send payment request to the third party.

iLearn Institute tries to maintain the cost of courses and fees at reasonable prices. However, due to unforeseeable circumstances, iLearn Institute reserves the right to change the cost of tuition and fees as needed. Students who signed enrollment agreements prior to price changes will keep the prices on their enrollment agreements. An explanation of the various fees is listed below:

Registration Fee

The fee covers the administrative expenses associated with the student’s enrollment to iLearn Institute.

Equipment Processing Fee

This fee is applied to cover the expenses associated with ordering, tracking, handling, packaging, and mailing of required software and study materials.

Installation Fee

This fee is applied to cover the expenses associated with setting up equipments and installing software.

Travel Surcharge

This surcharge covers instructor transportation cost beyond the city of San Francisco.

Tuition and Fee Schedule:

Registration Fee	\$75.00
Equipment Processing Fee	\$100.00 / \$50 depending on equipment and materials ordered
Installation Fee (if applicable)	\$200.00 Standard \$300.00 Home
Home Training Fee (if applicable)	\$0.80/mile
Course Tuition	Check for latest tuition (varies by course)
Equipment (ordered through iLearn Institute)	Check for latest pricing (market cost)

CANCELLATION AND REFUND

A student has the right to cancel the enrollment agreement for a refund to be sent to the original payor of the agreement (either student or third party payor, as appropriate) - less non-refundable registration fee, STRF, and cost of materials, services (such as equipment processing and installation), and equipments tendered to the student prior to cancellation. (Cancellation of enrollment in a licensing course may also include a non-refundable application processing fee in the event that the student’s application to the state has already been submitted at the time of cancellation.)

A pro rata refund will be issued for the student who has completed 60 percent or less of the cancelled program. Refund will not be issued for any cancelled program which the student has completed more than

60 percent. iLearn Institute will remit refund to student (or third party payor, as appropriate) within forty five (45) days of cancellation or withdrawal.

A student may terminate enrollment by signing a Notice of Cancellation form, deliver in person or by certified mail to the iLearn Institute administrative offices. The effective cancellation date is the date of postmark or in-person delivery. Once purchased and provided, course materials and equipment are the property of the student. iLearn Institute makes no refunds for materials or equipment provided.

The school reserves the right to cancel an enrollment agreement and that a withdrawal may be effectuated by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Student has one calendar year to complete all coursework from the time tuition was paid or forfeit tuition made to iLearn Institute at which point refund will not be given. Student is allowed to reschedule an appointment for home-based training if he or she notifies the school 24 hours in advance. Missed home-based training session without notification will be counted toward total hours. Classroom session could not be rescheduled and missed lesson will be counted toward total hours.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. However, please note that at this time iLearn Institute does not offer state or federal financial aid programs.

STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if the student paid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. This is a state-imposed assessment and is a state requirement.

To be eligible for STRF, the student must be a "California resident" and reside in California at the time the enrollment agreement is signed or when the student receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident." If the student is the recipient of third-party payer tuition and course costs, such as workforce investment vouchers or rehabilitation funding, the student is not eligible for protection under and recovery from the Student Tuition Recovery Fund.

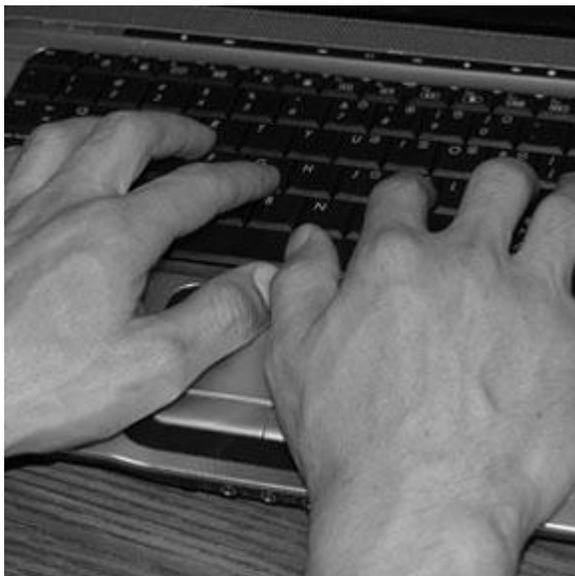
To qualify for STRF reimbursement the student must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If student do not receive notice from the Bureau, the student has four years from the date of closure to file a STRF application. If a judgment is obtained student must file a STRF

application within two years of the final judgment.

It is important that the student keeps copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1625 North Market Blvd., Suite S202, Sacramento, CA 95834, <http://www.bppve.ca.gov>, (916) 574-7720.

FINANCIAL AID

At this time, no state or federal financial aid programs are offered to students.



RECORD RETENTION

Student academic and financial records will be maintained and stored for a minimum of five years at iLearn Institute offices. All hard copy documents will also be scanned into electronic copies and stored in a data

repository for permanent storage. Current students' record will be available in electronic databases organized and accessible by students' names.

SCHOOL FINANCIAL DISCLOSURE

iLearn Institute is in good financial standing and has not filed a petition for bankruptcy protection since the inception of school operation.

STUDENT SERVICES

FLEXIBLE SCHEDULES

Home-based and distance learning allow students the flexibility to set their own learning schedules. Students are expected to engage actively in the course content, participate in student-instructor communications, and complete assignments and exams according to the requirements and time frames supplied by the instructor. Students must organize their time, workload and study environment to promote learning, focus and to meet the instructional goals of each course.

The **Classroom environment** allows students to interact and learn from one another. This is offered to students who enjoy a more traditional setting for learning. Classes are offered on weekdays and weekends to meet students' schedules. Classes are held at iLearn Institute.



EQUIPMENT AND STUDY MATERIALS

Each student is required to have his or her own computer. For those students who do not own computers, iLearn Institute facilitates the purchase of hardware and

software components relevant for completion of coursework. Once purchased and provided, course materials and equipment are the property of the student. The cost of course textbooks and other required or relevant reference materials are included in the tuition for each class.

COURSE LISTING

iLearn Institute was granted instructional approval pursuant to California's Educational Code Section 94915 for the following courses:

Computer Application Courses

Introduction to Computers

Microsoft Windows

Microsoft Office

Photoshop Elements

QuickBooks Pro

Dragon NaturallySpeaking

CompTIA A+ Certification

Language Courses

Multimedia-Assisted English as a Second Language

Multimedia-Assisted Conversational Spanish (using Rosetta Stone)

Licensing Courses

CA Contractor Licensing Exam Preparation

Real Estate Salesperson Exam Preparation

INTRODUCTION TO COMPUTERS

Description:

This course is designed for the student who has little to no experience on a computer. *Introduction to Computers* introduces the student to the fundamentals of the computer, operating system, and Internet. Basic skills taught through hands-on training include how to use the mouse and keyboard and how to navigate the desktop and the Internet.

Course Length:

1 day of 6 hours (6 total course hours)

Lesson Sequence:

Lesson 1: Introduction to PC

Lesson 2: Connecting a Desktop

Lesson 3: Introduction to Windows OS

Lesson 4: Laptop and Wireless

Lesson 5: Introduction to the Internet

Lesson Schedule:

This course is intended for completion in 6 hours and is suited for both home-based training and classroom training. This course may be started at any time.

To successfully complete this course and receive a Certificate of Completion, the student must pass the final exam.

Course Materials and Requirements:

- Absolute Beginners Guide to Computer Basics
- iLearn Introduction to Computers Learning
- Mavis Beacon Teaches Typing
- IBM-compatible computer is required to complete course requirements.

- IBM-compatible computer is required to complete course requirements

MICROSOFT WINDOWS

Description:

Microsoft Windows provides basic training in the commands and elements of the current and most up-to date Microsoft Windows operating system, with emphasis on task-oriented procedures that pertain to a variety of real-world business scenarios. Covered topics include: how to get started, computer security concerns, adding software, file management, customizing, and recreational options for Windows.

Course Length: 1 day of 6 hours (6 total course hours)

Lesson Sequence:

Module 1: Getting Started and Customizing with Windows 7

Module 2: Working with Programs and Editing Documents

Module 3: Managing Files and Windows Media Player

Module 4: Managing Account and Homegroups

Module 5: Getting Internet Connection and Surfing the Web

Lesson Schedule:

This course is intended for completion in 6 hours and is suited for both home-based training and classroom training. This course may be started at any time.

To successfully complete this course and receive a Certificate of Completion, the student must pass the final exam.

Course Materials and Requirements:

- Microsoft Windows: Teach Yourself Visually

- Guide To Microsoft Windows: An iLearn Learning Guide
- IBM-compatible computer is required to complete course requirements.

MICROSOFT OFFICE

Description:

Microsoft Office provides basic training in the current and most up-to date Microsoft Office applications (Home and Student) with emphasis on task-oriented procedures that pertain to a variety of real-world business scenarios. General themes include: efficiently creating documents, communicating, analyzing data, sharing files, delivering content, and managing information. Applications include: Word, Excel, PowerPoint, and OneNote.

Course Length:

2 days of 6 hours (12 total course hours)

Lesson Sequence:

Module 1: Introduction to Microsoft Office 2007

Module 2: Getting Started with Microsoft Word

Module 3: Formatting with Microsoft Word

Module 4: Getting Started with Microsoft Excel

Module 5: Formatting with Microsoft Excel

Module 6: Presenting with Microsoft PowerPoint

Lesson Schedule:

This course is intended for completion in 12 hours and is suited for both home-based training and classroom training. This course may be started at any time.

To successfully complete this course and receive a Certificate of Completion, the student must pass the final exam.

Course Materials and Requirements:

- Microsoft Office Home and Student

- Microsoft Office – Teach Yourself Visually
- Guide To Microsoft Office: An iLearn Learning Guide
- IBM-compatible computer is required to complete course requirements.

PHOTOSHOP ELEMENTS

Description:

Explore the exciting world of digital photography using Adobe Photoshop Elements, the powerful yet simple software to easily tell great stories with your photos. Use the step-by-step editing assistance or perform advance retouching with the built-in tools. Create greeting cards, slide shows, interactive web galleries and more.

Course Length:

2 day of 6 hours (12 total course hours)

Lesson Sequence:

Lesson 1: Getting Started with Photoshop Elements

Lesson 2: Organizing with Photoshop Elements

Lesson 3: Creating with Photoshop Elements

Lesson 4: Editing with Photoshop Elements

Lesson 5: Fixing Images with Photoshop Elements

Lesson 6: Combining Images with Photoshop Elements

Lesson Schedule:

This course is intended for completion in 12 hours and is suited for both home-based training and classroom training. This course may be started at any time.

To successfully complete this course and receive a Certificate of Completion, the student must pass the final exam.

Course Materials and Requirements:

- Adobe Photoshop Elements software
- Adobe Photoshop Elements Classroom in a Book

- iLearn Photoshop Elements Learning Guide
- Digital camera (12 MP or higher)
- IBM-compatible computer is required to complete course requirements

QUICKBOOKS PRO

- IBM-compatible computer is required to complete course requirements

Description:

Creating and maintaining the books and a budget has never been so easy. Along with individualized instruction, our step-by-step lessons will get you going quickly using QuickBooks Pro software. Stay on top of payables and receivables, and make more informed business decisions. Learn how to set up a company, generate invoices, write checks, keep inventory and run important financial reports. *QuickBooks Pro* combines interactive software, expert instruction and a hands-on approach to make you QuickBooks proficient.

Course Length:

2 day of 6 hours (12 total course hours)

Lesson Sequence:

Module 1 Getting Started

Module 2 The Program

Module 3 QuickBooks

Module 4 Common Tasks

Module 5 Bookkeeping Basics

Module 6 Other Tasks & Reports

Lesson Schedule:

This course is intended for completion in 6 hours and is suited for both home-based training and classroom training. This course may be started at any time.

To successfully complete this course and receive a Certificate of Completion, the student must pass the final exam.

Course Materials and Requirements:

- Intuit QuickBooks Pro
- QuickBooks For Dummies
- iLearn Quickbooks Learning Guide

DRAGON NATURALLY SPEAKING

Description:

Voice recognition software offers an effective alternative to mouse and keyboard usage for hands-free keyboarding. *Dragon NaturallySpeaking* provides basic training in Dragon NaturallySpeaking voice recognition software. Covered topics include: instruction in fundamental techniques, dictation, correction, editing, interfacing with applications, controlling the operating system, and using the MyCommands Editor.

Course Length:

2 days of 6 hours (12 total course hours)

Lesson Sequence:

Module 1: Getting Started with Voice Recognition Software

Module 2: Dictation, Correction, and Editing

Module 3: Working with Applications, Controlling Windows, and Formatting Text

Module 4: Using the MyCommands Editor

Lesson Schedule:

This course is intended for completion in 12 hours and is suited for both home-based training and classroom training. This course may be started at any time.

To successfully complete this course and receive a Certificate of Completion, the student must pass the final exam.

Course Materials and Requirements:

- ScanSoft Dragon NaturallySpeaking 10 Preferred Edition
- Microsoft Office Home and Student

- Zephyr-TEC Fasttrack Learning Guide and Macros for NaturallySpeaking V10
- IBM-compatible computer is required to complete course requirements.

CompTIA A+ CERTIFICATION

Description:

Our *CompTIA A+ Certification* course validates technical competency in computer support, administration, and basic networking. Students learn to install, repair, diagnose, and perform preventive maintenance. The course measures the necessary competencies for an entry-level IT professional with 500 hours of hands-on experience. To successfully pass the A+ certification, the student must pass the Essentials exam and one of three Specialist exams. The course provides instructor-led training to compliment audio and video study materials for individual home study prior to class instruction.

Course Length:

1 day of 6 hours (6 total course hours)

Lesson Sequence:

- About A+ Certification
- About This Guide
- Introduction
- Why Certification is required?
- An Insight to A+ Certification
- A+ Certification Exam- Objectives and Structure
- Domains included in the latest A+ Certification Exam
- How to Prepare for A+ Certification Exam
- Benefits of A+ certification
- Conclusion
- Terms
- References
- About QuickCert
- QuickCert Guarantee

Lesson Schedule:

This course is intended for completion in 6 hours and is suited for both home-based training and classroom training. This course may be started at any time.

To successfully complete this course and receive a Certificate of Completion, the student must pass the final exam.

Course Materials and Requirements:

- CompTIA A+ Complete Study Guide
- CompTIA A+ Certification Multimedia Course DVDs
- IBM-compatible computer is required to complete course requirements

MULTIMEDIA-ASSISTED ENGLISH AS A SECOND LANGUAGE

Description:

Multimedia-Assisted English as a Second Language (ESL) provides training for adults of all English proficiency levels in ESL and the use of multimedia-assisted ESL self-guided training using Rosetta Stone software. This course provides students with the technical tools they need to develop English language skills at three levels of proficiency (Beginning, Intermediate and Advanced) independently and at their own pace. The instructor determines the student's English proficiency at the start of training. Students are trained to use this multimedia-assisted software as they make their way through the Rosetta Stone exercises. This course maintains the flexibility to serve students at any skill level.

Course Length:

2 days of 6 hours (12 total course hours)

Lesson Sequence:

Module 1: Multimedia-Assisted Beginning
ESL – Rosetta Stone Technical
Skills/Practice

Module 2: Multimedia-Assisted Intermediate
ESL – Rosetta Stone Tech Skills/Practice

Module 3: Multimedia-Assisted Advanced
ESL – Rosetta Stone Technical
Skills/Practice.

Lesson Schedule:

This course is intended for completion in 12 hours and is suited for both home-based training and classroom training. This course may be started at any time.

To successfully complete this course and receive a Certificate of Completion, the student must pass the final exam.

Course Materials and Requirements:

- Rosetta Stone English Version 3: Levels 1, 2 & 3
- Multimedia-Assisted ESL Workbook 2008: An iLearn Learning Guide
- Larousse Concise Dictionary: Spanish-English/English-Spanish or Pocket Oxford Chinese Dictionary, 3rd Edition
- IBM-compatible computer is required to complete course requirements.

MULTIMEDIA-ASSISTED CONVERSATIONAL SPANISH (USING ROSETTA STONE)

Description:

Build a foundation of essential language skills in Spanish (Latin America) by incorporating traditional language lessons with Rosetta Stone computer language software. The instructor determines the student's Spanish proficiency at the start of training. Students learn how to use this multimedia-assisted software as they make their way through the Rosetta Stone exercises. This course maintains the flexibility to serve students at any starting skill level.

Course Length:

2 days of 6 hours (12 total course hours)

Lesson Sequence:

Level 1

- Language Basics
- Greetings & Introductions
- Work and School
- Shopping

Level 2

- Travel
- Past and Future
- Friends and Social Life
- Dining and Vacation

Level 3

- Home and Health
- Life and World
- Everyday Things
- Places and Events
- Final Exam

Lesson Schedule:

This course is intended for completion in 12 hours and is suited for both home-based training and classroom training. This course may be started at any time.

To successfully complete this course and receive a Certificate of Completion, the student must pass the final exam.

Course Materials and Requirements:

- Rosetta Stone Levels 1, 2, & 3 Spanish (Latin America)
- iLearn Spanish Learning Guide, Level 1, 2, & 3
- Spanish-English dictionary
- IBM-compatible computer is required to complete course requirements

CA CONTRACTOR LICENSING EXAM PREPARATION

Description:

Contractor Licensing Exam Preparation prepares students for the California Contractor Licensing Exam, including Law & Business (required for all contractor licensing exams) and the specific Trade exam of their choice. This training provides guidance through the licensing process for contractor occupations of all classifications. The course provides instructor-led training to complement DVD study materials provided to each student for individual home study prior to class instruction. Spanish materials for the Law & Business portion are available upon request. An iLearn representative will assist student with the completion of the state application. Payment of the following fees and expenses are included in tuition: Original Application Fee (requiring exam), Initial License Fee, Fingerprint fee, and Fingerprint Processing fee.

Course Length:

1 day of 6 hours (6 total course hours)

Lesson Sequence:

Module 1: Law & Business Section Review

Module 2: Trade Section Review

Lesson Schedule:

This course consists of two sets of home-study materials intended for students to review prior to taking the California Contractor Licensing Exam. Six hours of one-on-one instruction consisting of the two review modules listed above will supplement those materials.

Course Materials and Requirements:

- Law & Business DVD Study Kit
- Trade DVD Study Kit
- Fees included
- IBM-compatible computer is required to complete course requirements.

California Contractor Licensing Information:

To qualify to become a licensed contractor in California, applicant must be 18 years of age or older and possess, within the ten years immediately prior to applying for licensing, at least four full years of experience at a journey level, or as a foreman, supervisor, or contractor in the classification for which he or she is applying. Fees and costs are associated with obtaining a California Contractor License: Original Application Fee (requiring exam), Initial License Fee, Fingerprint fee, and Fingerprint processing fee. (State website has a link to Lifescan with fees posted.) The Licensed Contractor must buy a bond. Additionally, all applicants for a new contractor's license, other than those applying for a joint venture license, must have more than \$2,500 worth of operating capital. For additional information: <http://www.cslb.ca.gov/applicants/blueprint.asp>

CA REAL ESTATE SALESPERSON EXAM PREPARATION

Description:

This program prepares students for the California Real Estate Salesperson. Students study from three qualifying courses: Real Estate Principles, Real Estate Practice, and Real Estate Finance. Each final examination can be taken a minimum of 18 days from the date the student has had access to the course materials. No two courses can be completed in less than five weeks. The program provides instructor-led training to complement audio and video study materials provided to each student for individual home study prior to class instruction.

Course Length:

3 day of 4 hours (12 total course hours)

Lesson Sequence:

Lesson 1: Real Estate Principles Course

Lesson 2: Real Estate Practice Course

Lesson 3: Real Estate Finance Course

Lesson Schedule:

This course is intended for completion in 12 hours and is suited for classroom training. This course may be started at any time.

To successfully complete this course and receive a license, the student must pass the final exam.

Course Materials and Requirements:

- RE Principles Course Study Kit
- RE Practice Course Study Kit
- RE Finance Course DVD Study Kit

- Real Estate Salesperson Exam Prep DVD Kit
- Examination and License Fees
- Fingerprints and processing
- IBM-compatible computer is required to complete course requirements

CA Real Estate Salesperson Licensing

Information: To obtain a real estate salesperson license, you must first qualify for and pass a written examination. Those who pass the examination are provided a license application which must be submitted to and approved by the DRE.

This license is required of individuals who conduct licensed real estate activities as described in the [Real Estate Law](#) under the supervision of a licensed broker. A license may also be obtained by a person who does not immediately intend to be employed by a broker. However, a salesperson without an employing broker may not perform acts requiring a real estate license.

GENERAL REQUIREMENTS:

Age: You must be 18 years of age or older to be issued a license.

Residence: [Proof of Legal Presence](#) in the United States is required. If you are not a California resident, see [Out-of-State Applicants](#).

Honesty: Applicants must be honest and truthful. Conviction of a crime may result in the denial of a license. Failure to disclose **any** criminal violation or disciplinary action in an applicant's **entire history** may also result in the denial of a license. For further information, see [Help Avoid Denial of Your License Application](#) and [Application Eligibility Information \(RE 222\)](#)

http://www.dre.ca.gov/exm_sales.html