



School Catalog

2012

Attendance

Students must fulfill 384 clock hours by one of the following:

1. Attending 13 weeks, five days per week from 8:30 a.m. to 4:30 p.m.
2. Attending 16 weeks, four days per week from 8:30 a.m. to 4:30 p.m., with your off-day selected by the school according to your training needs.
3. By special scheduling arrangements mutually agreeable between the student and the school administrator.

Students may attend evenings or Saturdays to make up absences or missed hours. Your classes will be held at the school location 1655 North Mountain Avenue, #113, Upland, California 91784 and you may reach the staff at (909) 981-6331.

Sample Occupation that Utilize Computer Operations:

*Skills in computer operations have been extremely valuable in helping our students gain employment in many varied occupations that rely on computers for one of their tools in the business world. Below are some **general examples** of some of the professions that utilize computer operations.*

Computer Office Automation

Secretary, Office Assistant, Administrative Assistant, Receptionist, Word Processor, Data Processor, General Office Clerk, Sales Representative, Shipping and Receiving Clerk, Warehouse Clerk, Warehouse Supervisor, Stock Clerk, Estimating, and Job Bidding.

Computer Graphics & Web Design

Web Designer, Web Developer, Typesetter, Graphics Design Assistant, Marketing Graphics Designer, and Graphics Designer.

Computerized Accounting

Accounting Clerk, Payroll Clerk, Bookkeeper, Accounts Receivable Clerk, Accounts Payable Clerk, Financial Administrator, Collections Clerk, Secretary/Accountant, Billing Clerk, Accounting Assistant, Office Assistant, and Office Secretary.

Computerized Property Management & Computerized Office Operations

Property Manager for Apartments, Residential, Shopping Center, Office, and Condominiums; Office Assistant, Administrative Assistant, Receptionist, Data Processing Clerk, or General Office Clerk.

Small Business Entrepreneur

Small Business Owner, President, Executive, CEO, COO, Office Manager, Supervisor, Secretary, or Administrative Assistant.

Computerized Medical Front Office

Front office Clerk, Front Office Assistant, Receptionist, Insurance Company Representative, Administrative Assistant, Clerical, Appointment Clerk, Data Entry Clerk, Data Processing Clerk and Word Processor

Spanish Computer Office Automation (same as Computer Office Automation

Program Costs:

Computer Office Automation **\$4,995**

\$100 Registration
\$295 Materials
\$4600 Training

Computer Graphics & Web Design **\$5,275**

\$100 Registration
\$275 Materials
\$4900 Training

Computerized Accounting **\$4,995**

\$100 Registration
\$295 Materials
\$4600 Training

***Computerized Property Management
& Office Specialist*** **\$5,275**

\$100 Registration
\$275 Materials
\$4900 Training

Medical Front Office Specialist **\$5,275**

\$100 Registration
\$275 Materials
\$4900 Training

Small Business Management **\$5,275**

\$100 Registration
\$275 Materials
\$4900 Training

Spanish Office Automation **\$5,275**

\$100 Registration
\$275 Materials
\$4900 Training

Assessment Policy

Instructors rate each student each day of class they attend. Our rating system is a scale from 1 to 5. One represents the Novice level and five represents a skilled level. You will find the assessment section in your daily sign-in book on each class sheet where the teachers sign to verify your attendance. In addition, instructors will give hands-on exams to students to assess computer skills.

Prior Credit Policy & Acceptance of Units of Credit Earned Policy

California Computer Schools does not award credit for prior experiential learning. All six vocational programs require a minimum of 384 clock hours. California Computer Schools does not apply previous units of credit earned by the student towards their vocational program. If a student has prior skills in an area of instruction and scores 4 or 5 on their assessment of that course, they will be provided alternative or higher level topics.

Housing Policy

California Computer Schools does not provide housing or dormitory facilities.

Rules of Operation & Other Important Information

For general rules of operation, please see the booklet Intensified Training Orientation and Policies.

Catalog Time Frame

This catalog is valid January 1, 2012 until December 31, 2012. Prices are modified July and December of each year.

Admission Requirements & Record Retention

Admission Requirements are: Basic English verbal skills, a willingness to work hard, physical ability to focus for 6.5 hours a day in a classroom setting. California Computer Schools, Inc. retains student records for a period of 10 years.

English-as a Second Language & Level of English Required

We do not offer English-as-a-second language instruction at this time and Students are required to complete the Wonderlic Scholastic Level Exam.

Institutional Approval

In Accordance with the provisions of California Education Code 94915, California Computer Schools, Inc., has been approved by the Bureau for Private Postsecondary Education, Certificate No. 007517 and our School Code Number is 3601801(M). Our renewal to operate started on 12/29/2012.

Student Rights and Responsibilities

Cancellation, Withdrawal, and Refund Policies

Withdrawal Information

You have a right to a full refund of all charges paid if you cancel this agreement prior to or on your first day of instruction. After your first day of instruction you may withdraw from a course if you have completed 60% or less of the course. If you are with Worker's Comp, your Worker's Compensation Company will receive a refund for training days paid for that you have not received because of your withdrawal. If you are a private pay, you will receive a refund for training days paid for that you have not received because of your withdrawal. Please note that the registration fee of \$100.00 is non-refundable after your first day of training.

NOTE: *Also, your materials allotment will not be refunded if you have received those items.*

Refund Example: You are in the 16-week program for office automation or computer accounting and you decide to withdraw at the end of your fourth week and you have received your computer. Your total fees would be:

\$ 100.00	registration
\$ 295.00	materials
<u>\$ 1,150.00</u>	four weeks of training (25% of total training fee)
\$1,545.00	total expenses

If the total program costs of \$4,995 had been paid, your refund would be \$3,450.00

\$ 4,995.00
<u>-\$ 1,545.00</u>
\$ 3,450.00

If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and telephone number printed below for information

Bureau For Private Postsecondary Education Physical
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Phone Number: (916) 431-6959
Toll Free: (888) 370-7589

Leave of Absence Policies

Students will not be charged during a Leave of Absence if they request the leave of absence in writing to any of the office staff members.

Suggestions, Concerns, or Complaints Procedure

If you have any suggestions, complaints, or concerns during your training program, please write them on the form located by your sign-in forms and give them to any staff member or place them on any staff member's desk. If a staff member does not get back to you within 10 school days with a resolution, please let the President (Gail Horton) know immediately.

Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary Education Physical, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 (916) 431-6959.

Affirmative Action Policy & Nondiscrimination Policy

California Computer Schools, Inc. declares and reaffirms a policy of equal opportunity for all students. The School reaffirms its policy of administering all of its educational programs and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed or religion, sex, national origin, or other characteristic which cannot be lawfully the basis for provision of such services.

Further, CCS commits itself to encourage the application of minority and women students and to facilitate procedures which assure equal treatment and equal access to the facilities and educational benefits of the institution for all students, as required by law.

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 you prepaid 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.

To be eligible you must be a "California resident" and reside in California at the time the enrollment is signed or when you received 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 you are a recipient of third-party payer tuition and course costs you are not eligible for protection under STRF. If you are responsible for paying tuition directly to the school then you are responsible for paying the state assessment amount for the STRF.

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

It is important that you keep 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 Physical
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Phone Number: (916) 431-6959
Toll Free: (888) 370-7589

Faculty

California Computer Schools has an extremely dedicated staff committed to serving your educational needs. Below, you will find a brief biography of our teaching faculty:

Gail Marie Horton, President/School Director

BPPVE Certificate Number: EROO-4N3LNG2000 Expiration Date Open

Gail has over 25 years experience in the field of education and has earned her BA Degree, MS Degree, California Teaching Credential, and Administrative Credential. She has taught at elementary, under graduate, and graduate levels and has over 21 years experience in administration. She founded California Computer Schools in 1982.

Kelly Kaliher, Instructor

Kelly has 5 successful years of experience in vocational training schools with a history of 10 years as a Director of a Learning Center and business experience in both customer services and purchasing. She has extensive knowledge in the Microsoft Office Suite up to power user levels for Word, Excel, Access, PowerPoint, Publisher, and Outlook.

Christie Threlkeld, Instructor

She has owned and operated a bookkeeping service since 1990 and has work experience as a Senior Staff Accountant where she managed the Accounting Department and assisted the Business Manager.

Tami Wilberding, Instructor

Tami has over 14 years of office management which includes managing A/R, A/P. Taxes, payroll, inventory, deposits, and employee supervision. She is extremely skilled in Accounting, Spreadsheets, Word Processing, Data Processing, Contact Management and Literacy programs

James Lewis, Instructor

Jim has extensive experience in computer setup and system design, instruction on over 20 software programs, and programming. He is a Microsoft Certified Systems Engineer (MCSE) and Microsoft Certified Trainer (MCT). Mr. Lewis has educational training from Ventura Community College, Oxnard Community College and California State Los Angeles.

Gary Good, Instructor

Gary has a solid background of 16 years in the marketing and graphics design industry. He holds a Bachelors degree from Cal Poly University. His expertise includes Microsoft Office, Dreamweaver, Photoshop, Illustrator, Adobe Premiere, FrontPage, Scanners, Digital Cameras, and other web graphics programs.

Note: Students anonymously evaluate our classes and instructors at the end of each one or two day session topic. Students have the opportunity of sharing their suggestions in a nurturing and supportive environment. Our philosophy is that evaluations give us the opportunity of growing and improving our skills and services, which will strengthen our placement in the industry.

Student Services

Library

The library contains the actual manuals from the publisher of the software programs you are learning. We encourage you to browse the manuals that are applicable to your program. They offer additional information that will be helpful on the job. In addition, computer industry magazines are available in the break room to keep you updated on latest developments in hardware and software.

Resume and Cover Letter

For students who desire job placement, we develop a cover letter and resume for you to assist in your job search. These and matching envelopes will be printed for you at no charge both during and upon completion of your program. We will stamp and mail or fax your resumes to prospective employers. You must highlight the want ads in a newspaper that you are interested in applying for. You may also give us any other addresses or fax numbers that you want us to submit your resume and cover letter to. **The most important is that you must give us the information of your past employment and experience in the first month of your training so that we may have sufficient time to develop the resume and cover letter and to submit it to your counselor for approval and/or redraft!!**

Starting Your Own Business

For students who desire to start their own business or have a business in progress, in lieu of sending out resumes, we assist them in creating the logos, forms, stationery, and business cards for their business. Students in our Small Business Management program also receive a web site design and 1 year of hosting at no charge.

Counseling

Our staff is available to provide counseling regarding your needs during your training program. Please contact the Office Staff and they will arrange for time with the President, CEO, Office Manager, Instructors, other students, or other appropriate school personnel. Our goal is to help make your experience at California Computer Schools enjoyable and academically beneficial.

Elective Classes

You may be interested in one-day classes that are not in your program. If you are, write your interests on the Change Schedule Request Form and meet with the Office Manager to discuss your interest and off days that you are willing to come in to take the additional class(es).



Dear Prospective Student:

Thank you for considering California Computer Schools for your training needs. California Computer Schools offers a personalized vocational training program that offers our students a 100% "hands on" program in small classrooms with enthusiastic and interesting instructors. During our program, students receive step-by-step curriculum that is easy to follow and use during practice days. CCS has open entry every two weeks.

In addition to our scheduled program, students may attend extra classes on their "off" day, evenings, or Saturdays at no charge. For as long as I own the school and CCS offers regularly scheduled classes, graduating students may return to take new versions or learn new software programs in our one-day or two-evening classes at no extra charge!

We assist in placement efforts by composing a top-notch resume and cover letter, which we print on high-quality watermark stationery with matching envelopes. We print, mail, fax, post on the Internet, and also give the counselor as many resumes as are requested. We do not stop placement assistant until the student has obtained employment!

Thank you again for your interest in our school.

Michelle Metzner

Office Manager