Welcome to

SOFTTECH

STUDENT CATALOG

YEAR 2014

3150 Hilltop Mall Road, Suite 27
Richmond, CA 94806
OFFICE PHONE: 510-275-9510
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SOFTTECH

All material in this catalog is true and correct in statement and policy

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NAME OF INSTITUTION:	**SOFTTECH**
PHYSICAL AND MAILING ADDRESS:	3150 Hilltop Mall Road, Suite 27 Richmond, CA 94806
TELEPHONE NUMBER:	510-275-9510
TOLL FREE NUMBER:	855-344-6365
EMAIL ADDRESS:	softtechedu@comcast.net

Bureau for Private Postsecondary and Education – Facility Code # 0703001

East Bay Works Regional Training Provider (ETPL)

State of California Employment Development Department – EDD / WIA

U.S. Department of Labor – Office of Workers' Compensation Programs Provider # 614123400

Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code

Catalog effective January 1, 2014 through December 31, 2014

The information contained in this bulletin is true and correct in content and policy.

_____ _____ January 1, 2014

Signature of School Official Date

MISSION OF THE SCHOOL

It is the mission of SoftTech's staff and faculty to provide for each student a positive and creative environment in which to learn. The institution offer programs or courses that will enable students to acquire job skills and competencies for entry-level positions in their chosen fields of study so that they can become productive in workplace environments.

OBJECTIVE AND GOALS

Our goal is to provide the highest quality education to students, who, after graduation, can successfully, enter the job market.

We believe that while theory is taught in the classroom, hands-on experience and modern practical training is stressed to assist the students to meet his/her job market goals. Quality instruction can only come through an environment that is individualized and allows one to gain knowledge progressively at a pace that is relevant to each person.

Students will be encouraged to approach the training as though they were reporting to **"WORK".** The instructors are the **"EMPLOYERS"** and the students are the **"EMPLOYEES"**. Each day the students will be provided with realistic project activities as through they were at work. This method will enhance and develop "soft skills" that will prepare and promote job readiness and job retention.

PROFESSION

The occupations that SoftTech prepares the students for are occupations listed under the Demand Occupations as reported by Private Industry Council. Our programs Word Processing Specialist and Computer Applications prepare students for careers such as General Office Clerks, Secretaries, Computer Operators, Data Entry Operator, Medical Secretary, Customer Service Representative, Legal Secretary, WP/Desktop Publishing, Sales/Order Entry Clerk, Computer Help Desk Tech, and Accounting Clerks.

None of the educational programs require a licensure.

NON-DISCRIMINATION POLICY

SoftTech does not discriminate against anyone on the basis of sex, age, race, national origin, creed, religion, or disability in its programs.

HISTORY OF THE INSITUTION

SoftTech is a Private Institution that was founded in May 2000 and was granted full approval to operate. All Training will be provided at 3150 Hilltop Mall Road, Suite 27, Richmond CA 94806. The site was chosen because it is centrally located within close proximity of local transportation such as, Bart, Buses, and 80 Freeway. The Bureau for Private Postsecondary Education (BPPE) granted the institution approval to operate on January 1, 2010. The institution's approval to operate can be verified by visiting the BPPE's website at www.bppe.ca.gov and clicking on the "***Approved Schools"*** link. Students are encouraged to view both **"Approved Schools" and Denied Schools"** links as any institution's approval to operate can change.

"Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our pending application for re-approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education. For more information, call the Bureau for Private Postsecondary Education at (916) 431-6959, or toll-free at (888) 370-7589, or visit its website at www.bppe.ca.gov".

QUESTIONS

"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, Website address www.bppe.ca.gov Phone: (916) 431-6959; Toll Free: (888) 370-7589; Fax: (916) 263-1897".

REVIEW DOCUMENTS PRIOR TO SIGNING STATEMENT
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.

ADMISSION STANDARDS AND PROCEDURES

Ability-to-Benefit Students
Ability–to-Benefit students are those who do not have a high school diploma or its recognized equivalent (e.g., a GED) may be admitted as a regular student enrolled based upon a determination of his or her ability to benefit from education or training he or she wishes to pursue. Students who are concurrently enrolled in high school are excluded. A student's ability to benefit is demonstrated by:

- The student's passing an Ability-to-Benefit test approved by, or recognized by the US Department of Education Federal Register of listed test.
- The student's satisfactory completion of six credit hours (or equivalent course work) that are applicable toward a certificate offered by the institution.
- If any applicant fails the TABE exam must wait a minimum of 7 calendar days before retaking a second version of the TABE exam. If the applicant fails both versions of the TABE exam, the applicant must wait a minimum of 60 days from the date of the second attempt before reapplying for admission to the school. Passing scores for the TABE exam are valid for five years.

Ability-to-Benefit Test
Students must be able to read, write, and speak English proficiently additionally proof of high school diploma or its equivalent is required. An entrance examination which is the ***(Ability to Benefit Test (TABE Level 9-10 – The Adult Basic Education Test)** will be given to determine the Students basic knowledge and abilities. Students enrolling in the school must have a score of 70%. Each applicant will have an interview with a School Representative and the student academic and career goals discussed. Applicants not meeting the above requirements will be denied admission.

Enrollment: Accepted applicants may complete their enrollment by signing an Enrollment Agreement and arranging to pay tuition and fees. The enrollment becomes official only upon acceptance by the Director and payment of the registration fee. A copy of the Enrollment Agreement will be provided to the Student. Students may enroll at anytime, as the school policy is OPEN ENTRY.

Admission of Foreign Students on an M-1 VISA
This school is not authorized under federal law to enroll nonimmigrant students.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

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

Accreditation: SoftTech is not accredited nor or any of its programs offered. Students please be advised that you are not eligible for federal financial aid programs.

Credit Transfer: Students who expect to transfer course/hours/credit to other schools, private and postsecondary institutions should confirm acceptance of SoftTech hours/credits.

Prior Education Credit: Credit for prior education will be considered for enrolling Students. In keeping with the policies of the institution SoftTech request that veteran or eligible person(s) provide documentation of previous education and training, this include but is not limited to, transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Students must complete a series of tests to measure their past and current level of knowledge and skills. The amount of credit given will be based on achievement of a minimum grade of 85% percent SoftTech reserves the right to limit prior education credit.

Experiential Credit: The school does not award credit for prior experiential learning.

DESCRIPTION OF FACILITIES

The institution is located next to the Richmond Hilltop Shopping Mall, 3150 Hilltop Mall Road, Suite 27, Richmond, CA 94806 it is accessible to BART, AC Transit Buses, and easy access to US Highway 80. The 2 classrooms are 225 square feet and can accommodate 8 students per class. The Administrative Office is 225 square feet and conference room are 225 square feet. There are access to restrooms, and electronic doors for Women and Men and is handicap accessible and free parking. There are many shops including restaurants, bookstores, and other stores.

ACADEMIC POLICIES

Curriculum Changes: In keeping with the school's philosophy of an immediate response to the needs of Students and employers, the school reserves the right to make modification in the course content and the structure of the curriculum. Any such changes, however, will not alter the financial obligation of previously enrolled Students.

Unit of Credit: The curriculum is structured in terms of clock hours. A clock hour equals one class period of 60 minutes where lecture, demonstrations and similar activities are conducted.

Grading System: Overall grade points of 70% or better will be considered passing. The Instructor does all grading. Students are given examinations periodically and graded on academic subject and practical skills. The grading is as follows:

LETTER GRADE	PERCENT
A	100% - 90%
B	89% - 80%
C	79% - 70%
D	69% - 60%
F	59% - 0%
W	WITHDRAWN
IC	INCOMPLETE

Course Incomplete: An "IC" is given, as a final grade when the student does not have any time remaining in one or more required course(s). However, at the end of the term students may, with the instructor's approval, be granted an extension to complete the required course or work, assignments, and tests within a reasonable time frame. The extension cannot be used to make up accrued absences from class. If students do not complete the required course or course work, assignments and tests within the extension period, they will receive a failing grade of "F" for the course. The "F" will be averaged in with the students' other grades to determine the cumulative GPA.

GRADUATION REQUIREMENTS

An overall of 70% grade point average and 80% of class time attendance is required in order for a Student to graduate. A Certificate of Completion is issued upon successful completion of course requirements.

Grade Transcripts: Students will receive one transcript at the time of graduation without charge. Additional transcripts are available for $10.00 each, payable in advanced. No transcript will be issued to Students who have unpaid tuition and fees with the school.

ADVISING

Students are advised regularly on academic issues and are encouraged to discuss their scholastic and vocational goals at length. The school has a sincere interest in the personal welfare and success of each Student and, therefore, the faculty and Director regarding advising employ an open-door policy.

PROGRAM CHANGES

Students may make a change in their program only until the end of the seventh day after an enrollment agreement has been signed. Such changes include transferring from one course to another in the chosen program. This is not recommended; however students who can demonstrate that they can or have had training within course can select a course equal to the same hours. Students may also change from mornings to afternoon classes. If this request is approved it will be considered and documented as a customized change to the selected program.

ATTENDANCE POLICIES

Good attendance will not only help a Student academically, but also reflect well upon a Student should a potential employer want to know a Student attendance history. Attendance is recorded at the beginning of the instructional period.

Absenteeism: Students may be granted excused absences with the approval of the Director and with appropriate documentation for the following: injury or illness of the Student, death of an immediate relative and other special circumstance.

The Student should notify the Instructor to make special arrangements. Students are requested to notify the school if they are to be absent and why. If the Student is absent for three (3) days the Instructor will contact the Student to ascertain the reason for the absence. Students are charged tuition for all absences, excused or non-excused, with the exception of an approved Leave of Absence. Students terminated for absences shall receive a refund of tuition in keeping with the refund policy. The Director will determine re-admission.

Tardiness: Class starts at a specific time, we expect Students to be on time. Students who are late for class miss valuable parts of the training and are very disruptive to the class. A Student tardy more than 15 minutes of the hour is considered absent for that hour. A Student missing all day will be counted absent for the total number of scheduled hours for the day. Students needing special scheduling to prevent tardiness should make arrangements with the Instructor.

Consecutive Absence: A Student shall be terminated when the Student is absent in excess of ten (10) consecutive school days or in excess of 20% of total clock hours in the program, which ever occurs first. To avoid such a termination a student must take a Leave of Absence or have a legitimate excuse, such as a Doctor's off-work order. VA will be notified accordingly.

Make-up Work: Students with excessive absenteeism or tardiness will have to make-up time missed. Work may be made up after school, during lunch hours, or at times, when regular classes are not in progress. All make-up work must be approved and supervised by the Instructor, and the Instructor must certify that the specific hours have been made up. Failure to complete make-up assignments may lead to Academic Probation.

Class work not completed due to absence shall be addressed according to the Incomplete (I) grading policy; however, makeup work shall not be authorized for the purpose of removing an absence.

Required Study Time: In order to complete the required course assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by the instructors and must turn in assignments at the designated period of time.

Leave of Absence: Leave of absence, including military leave, National Guard or Reserves annual two-week training or call to temporary active duty, shall be reasonable in duration, and shall not exceed the lessor of 30 school days or 60 calendar days in any twelve month period and shall be for specific and acceptable purposes. The school attendance records shall clearly show leave of absence granted. A written request for leave of absence must be properly signed and dated by both the Student and an authorized school official and be placed in the individual Student file within one week of the beginning of such leave of absence. If the Student fails to return from leave, the Student will be automatically terminated, and a refund totally consummated within 30 days.

STUDENTS RIGHT TO CANCEL AND OR WITHDRAWAL

Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, which is later. You may withdraw from the school at any time after the cancellation period as described in the (**Student's Right To Cancel)** provision located on the student enrollment agreement) and receive a pro-rata refund if you have completed 60 percent or less of the scheduled days in your "Enrollment Period". **Enrollment Period** *is defined as the time period encompassed by "Program Start Date" through the "Program End Date" as they appear on the first page of the Student's Enrollment Agreement.* Any refund will be less a registration or administration fee not to exceed $250.00, less any deduction for equipment not returned in good condition, and less present Non-Program tuition for all classes started or completed. Any Refund will be paid to student (or third party payer) within 45 days of withdrawal. If the student has completed more than 60% of their Enrollment Period all tuitions considered earned and the student will receive no refund.

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $100.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 consecutive days.
- The student fails to return from a leave of absence.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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

CONDITIONS OF DISMISSAL/TERMINATION

A Student is subject to probation or dismissal for unsatisfactory academic progress, offensive personal conduct, dishonesty, nonpayment of tuition or fees, absence without prior notification, chemical abuse, and for any other reason derogatory to the welfare of SoftTech or the Student body.

RE-ADMISSION

An appeal and request for reinstatement must be submitted in writing to the Director. The Student must state the mitigating circumstances that he/she felt led to the termination or withdrawal, and state reasons for which it would not reoccur. The appeal decision rests with the school Director and is final. The Student will be notified of any conditions to be met, in the case of reinstatement. Any re-admitted Students are required to start at the beginning of the program. Credit is given for previous training, only if they successfully completed that course(s).

CONDUCT AND PERSONAL APPEARANCE

This school assumes that Students eligible to attend are adults who know and practice the social rules governing behavior in the work place. The school's personal conduct rules prohibit dishonesty, un-professional demeanor, and use of profanity, insubordination, and violation of safety rules.

1) Students are encouraged to dress in a neat, clean manner, consistent with apparel required in a business environment. Recreational attire is not acceptable, nor is any clothing, which in the opinion of a school official is hazardous to the Student, other Students, equipment, or facilities.

   This school prohibits the use of any controlled substance, including alcohol, anywhere in the training facility including the parking area. Students under the care of a physician may have prescription medication as long as the use of said medication does not interfere with the Student's learning ability nor pose a hazard to other Students.

3) No Student will be allowed to interfere with another Student's right to learn or the Instructor's right to teach.

4) Smoking, Beverages, and Food are not allowed in the training area.

5) Failure to behave in an acceptable manner can lead to probation or termination, at the Director's discretion. A Student terminated for unacceptable conduct may appeal the decision. A Student who has been terminated for inappropriate conduct and who wants to be reinstated must petition the School Director, in writing. Reinstatement is only with the approval of the School Director. Strong demonstration by the Student of mitigating circumstances and/or corrective action must be evident to insure that the situation will not reoccur. Any Student reinstated will be placed on conduct probation and subject to termination for reoccurrence of the behavior problems. Students will receive written notification of termination and/or reinstatement within three days of each occurrence.

STANDARDS OF SATISFACTORY PROGRESS

Students will be judged to be making satisfactory progress if the following conditions are met:

Students are evaluated monthly to determine satisfactory progress. Satisfactory progress in the Word Processing and Computer Application programs is defined as the Student having and maintaining a cumulative grade point average (GPA) of 2.0 at the midpoint of the program. To avoid academic probation Students must maintain a minimum grade point of a C 70%.

If the Student is maintaining a C, he/she will be counseled by the Instructor, which shall be noted on the satisfactory progress report.

If the Student has not met the conditions, a conference will be scheduled with the Director, and may result in probation.

Notice of Student Academic Progress: Students not maintaining a cumulative grade point average of 70% and 80% attendance shall be provided with a Notice of Student Academic Progress outlining the academic and/or attendance problems. Additionally, a consultation will be scheduled with the Director to discuss the problems surrounding the student's non-satisfactory progress. The student will have 30 days to comply with the minimum standards as describe above. If the end of the 30-day period students benefits does not meet the minimum standards will be terminated. VA will be notified accordingly.

Appeal Process of Satisfactory Progress Report: Students may appeal a negative satisfactory progress determination, and/or disenrollment by providing a written appeal to the SoftTech Director, explaining in detail any mitigating circumstances or reasons for the appeal. The Director will provide a written response to the appeal within 10 days of its receipt, during which time the Student will be allowed to remain in school and continue with his/her course work. However, no financial aid will be disbursed during this 10-day period.

PROBATION:

If the Student has failed to maintain satisfactory progress after the midpoint, the Student will be placed on probation for 30 days. At the end of the period, the Student will be re-evaluated. During this period the Student must:

1) Maintain at least 80% percent attendance.
2) Maintain satisfactory progress 70% academic minimums based on feedback from his/her Instructors.

If these conditions are met, the probationary status will be lifted. The Students may be judged as making satisfactory progress if the conditions of the probationary period are met. Failure to achieve satisfactory progress after the probationary period will result in dismissal from the school unless a special condition is made and documented by the Director.

Appeal of Probationary Status: If a Student is placed on probation for any reason, said Student may submit a written appeal of this status to the Director. All such requests will be evaluated and acted upon promptly.

EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act of 1974 give the Student the right to inspect their educational records upon reasonable notice. The Act also guarantees the privacy of Student educational records, and sets forth the conditions and circumstances under which a Student's educational records may be shown to others. Students who feel that their rights under the Act have been violated are entitled to request a hearing with the Director of the school in an effort to resolve the problem.

Record Retention Policy: The institution shall maintain Student records for each Student, whether or not the Student completes the educational service, for a period ending five years after the date of the Student's graduation, withdrawal, or termination, and transcript kept permanently.

Examination of Student Records: Students may make a written request to see their academic records. Challenges, for purpose of correction or deletion, must be made in writing. Grades and course evaluations may be challenged **ONLY** on the grounds that they are improperly recorded.

SEXUAL HARASSMENT

Students or applicants who feel they are victims of sexual harassment should report any such incident to a staff member of the school immediately. Reports of incidents received by the school will be investigated in a confidential manner immediately. Students receiving independent government agency funding (such as EASTBAY WORKS, AND CAL-WORKS, etc.) should also report the incident to their agency representative. Any Student who is found to have sexually harassed other Students will be terminated immediately.

CAMPUS CRIME

As required by the State of California, this school will publish all known occurrences of crime committed on campus. In the event of a crime, an incident report must be completed and a police report may be filed.

Incident forms are available from the administrative offices. Any and all occurrences of crime should be reported immediately. In addition to the above information, the State of California requires that the institution post policies pertaining to sexual assault.

The victim and any witnesses present are to report the crime to campus staff immediately. Precautions will be taken to ensure the comfort, support and dignity of the victim.

The crime will be fully investigated and brought to justice the police will be contacted. It is the policy of the institution to summon a medical emergency team to ensure the health and well being of the victim.

STUDENT RIGHTS & GRIEVANCE PROCEDURE

A Student with a grievance first must make a reasonable attempt to resolve the issue on an informal basis with the person involved. The student should request a Summary of the Institution's Complaint Procedure Summary and a Student Complaint Form and submit it to a school official for investigation. If the issue is not resolved satisfactorily, the Student will meet with the Director of the school, and provide a written statement of the issues involved. If the grievance is not yet resolved, the Director will review the grievance with all parties involved. If Director cannot resolve the complaint the student will be advised of his/her right to contact the Bureau for Private Postsecondary and Education for further resolution of the complaint.

Students may appeal a grade by:

1) Discussing with the Instructor the grade received and the criteria for its determination.

2) A copy of the documented conference that took place with the Student and Instructor should be presented at the appeal.

3) The Student and the Instructor should request a conference with the Director of the school. The Director's determination is final.

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."

Veterans may also contact the **DEPARTMENT OF VETERANS AFFAIRS** at 1-888-442-4551 or contact the **CALIFORNIA STATE APPROVING AGENCY FOR VETERANS EDUCATION** 1227 O Street, Suite 314, Sacramento, CA 95814 (916) 503-8317.

STUDENTS SERVICES

Student Service provide students with information regarding transportation, childcare, professional counseling services available within the community, as well as attend to any other special concerns which may arise while attending SoftTech.

HOUSING

SoftTech does not provide student housing, and has no responsibility to find or assist a student in find housing. The institution's program is "non-residential".

ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTION

SoftTech does not offer ESL instruction. Students must be able to read, write, speak, understand and communicate in English. SoftTech does not offer any Programs or Courses in other languages other than English.

LIBRARY

SoftTech does not have a traditional library. Students are encouraged to obtain library cards with local libraries in there residential area. For a list of libraries, locations, hours of operations in Contra Costa County, go to www.ccclib.org.

ARTICULATION AGREEMENTS

SoftTech does not currently have articulation agreements with other institutions.

DISTANCE EDUCATION
The institution does not offer distance.

EMERGENCY
During the tour of the facility students are expected to become familiar with all fire and other emergency evacuation routes and procedures

All cases of illness or injury should be reported promptly to an available staff member. Should an emergency, accident, or illness occur during enrollment, SoftTech reserves the right to call a physician or refer the Student for medical assistance. Any expense incurred shall be the sole responsibility of the Student and/or parent or guardian.

JOB PLACEMENT

Placement assistance is provided. However, it is understood that SoftTech does not and cannot promise or guarantee employment or level of income or wage rate to any Student or Graduate. Students can elect to participate in the following placement assistance activities: 1) Preparation of resumes and cover letters; 2) Interviewing techniques; 3) Job referrals. The student will be provided with information on job openings from employers in the area. Participation in the job assistance program includes students actively developing their own leads from the direction provided by the school. Graduates may continue to utilize the placement assistance at no additional cost.

FINANCIAL AID INFORMATION

Although SoftTech does not offer Title VI Federal Financial Aid; students may be eligible for financial aid through other sources. Students eligible for Cal Works/WIA, JTPA, GAIN or Federal, State and Private Vocational Rehabilitation organizations should have their counselors call the School directly. The Student understands that if a separate party is financing his/her education that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

LOANS

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Payment Procedures: If the Student has a low or moderate income, there are funding sources available those who qualify. Students interested should contact East Bay Works to find out if they qualify. Students who qualify will be referred to the Private Industry Council (PIC), at which time they will be registered, and a determination made regarding assistance.

Schedule payments may be arranged for long term and short-term programs. For single courses there are no schedule payment options, fees are due and payable before or on the first day of class.

Books and Supplies: The cost of books and necessary supplies are not included in the total program cost; but is a separate charge. Incidental supplies are to be furnished by the student, such as paper, pens, etc. Book prices are subject to amendment as prices increase.

Tuition, Fees, and Other Charges: The tuition for each course including textbooks if applicable, i.e., pre-paid. In some cases the school will pre-enrollment. A meeting with the Director shall take place in the event pre-enrollment is granted. Additionally, the student, or the third party payer must submit a written letter of payment responsibility.

PROGRAMS OF INSTRUCTION

Word Processing Specialist - Long term – 6 mos.

Registration Fee	100.00
Laboratory Fee	100.00
Tuition	6,600.00
Total	6,800.00

Computer Applications - Long term – 8 mos.

Registration Fee	100.00
Laboratory Fee	100.00
Tuition	8,800.00
Total	9,000.00

Computerized Accounting- Long term - 12 mos.

Registration Fee	100.00
Laboratory Fee	100.00
Tuition	9,800.00
Total	10,000.00

Computer Graphics & Design Long term – 1 yr. 3 mos.

Registration Fee	100.00
Laboratory Fee	100.00
Tuition	12,800.00
Total	13,000.00

Students may require more or less time needed to complete the courses. If a Student completes the course in less than the scheduled time, the Student will be offered additional contiguous training at no additional tuition charge. The additional training plus the completed training cannot exceed the total scheduled course hours or ending date show on the Enrollment Agreement. No refund of Tuition, Registration Fee, or Laboratory Fee will be made if the additional contiguous training offer is declined. The institution reserves the right to repurchase any unused books, if applicable. Students who do not satisfactorily complete a course within the scheduled hours may be allowed limited additional time to complete the course without additional charges. Students needing more than the additional time, will incur additional tuition costs at the per hour rate. SoftTech reserve the right to increase its ***Tuition, Fees, and Other Charge***.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at **1-888-442-4551**.

REFUND – (VETERANS ONLY)

This school has and maintains a policy for the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course should bear to its total length. Note: The maximum non-refundable registration fee allowed by VA is $10.00 for non-accredited schools.

REFUND

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $100.00, and less any deduction for equipment not returned in good condition, within 40 days after the notice of cancellation is received.

The school will also refund money collected for sending to a third party on the student's behalf. The student would receive a refund if he/she paid for all are apart of the tuition. The third party payer would receive a refund on the basis of what they paid under the same conditions.

Please Note: For all students except Veterans, once 60% of the course is offered and no drop has been requested, tuition is due in full and the student will receive no refund.

Hypothetical Refund Example: Assume that a student, upon enrollment in a 400 hour course, pays the full tuition of $2,000, $100 for non-refundable registration and $150 for equipment as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be $1,500 based upon the above calculations. If the student returns equipment in good condition within forty [40] days following his/her withdrawal, the School shall refund the charge for the equipment paid by the student.

STATE OF CALIFORNIA - STUDENT TUITION RECOVERY FUND

(a) A qualifying institution shall include the following statement on both its enrollment agreement for and educational program and its current schedule of student charges:

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

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

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

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

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.
Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

GENERAL INFORMATION

SoftTech has never had a pending petition in bankruptcy, and is not operating as a debtor in possession, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 101 et seq.).

Any Student that files a lawsuit against the school will be responsible for attorney fees should they lose the case.

HOLIDAYS

New Year's Day	January 1
MLK, Jr. Birthday	January 19
Lincoln's Birthday	February 12
Presidents' Day	February 15
Malcolm X	May 19
Memorial Day	May 25
Independence Day	July 4
Labor Day	September 7
Veteran's Day	November 11
Thanksgiving	November 25-26
Christmas Break	December 16-31

FACULTY

Our instructors are carefully selected specialists, with years of experience in business and industry. As a result of their expertise and contacts, we are able to react quickly to the changing trends and training needs of employers. All instructors are licensed by the State of California Commission on Teaching Credentialing and/or have 3 years of training or experience in the subject area to be taught.

SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY

Owner/Director	Administrative Officials	Instructor
Elaine La'van	Elaine La'Van – Director, VA Certifying Official	Elaine La'van - Instructor
		D'Kema Jackson - Instructor

STATEMENT OF OWNERSHIP OF PRIVATE INSTITUION THAT IS APPROVED TO OPPERATE BY THE BUREAU

SoftTech 3150 Hilltop Mall Road, Suite 27, Richmond, CA 94806, is owned and operated by Elaine La'Van, Director, and is subject to the Director's leadership, guidance, control, and responsibility. The information contained in this catalog is true and correct to the best of my knowledge.

Tuition $6,800

COURSE OUTLINE AND PROGRAM OBJECTIVES

WORD PROCESSING SPECIALIST

The Word Processing Specialist program is design to teach employment skills as a Word Processor, General Office Clerk, Secretary, Data Entry Operator, Administrative Assistant, Legal Secretary, and Medical Administrative Assistant. Sound fundamentals in keyboarding, telephone techniques, filing, proofreading and office procedures are stressed. The student will learn different document formats in general business, finance, legal, and medical document preparation. The course will provide an experience similar to that encountered on-the-job. An extensive business case study is presented to simulate the business world projects and activities as it relate to the use of computers in many office environments. In addition the student will learn basic computer skills, as well as, basic and advanced features using MS-Word word processing software. The student will also learn the basics of spreadsheets and presentation software. Job training preparation is also offered within this program, the student will learn beginning job search techniques including interviewing skills, developing positive attitude, personal presentation skills, the application process, and resume composition skills.

Instructional method: Lecture, Guest Speakers, Use of Computer Equipment, assignments, projects, Video, quizzes, and tests.

Books: Pearson Hall Publisher: Learning Microsoft Word 2010, Keyboarding Course, **(CLASS USE ONLY):** Telephone Techniques, Alpha Filing, Proofreading, Computer Literacy, Windows OS, General Business, Insurance, Legal, and Medical learning materials are provided by the school**.**

Equipment used: 19" Dell Monitors & Dell mini tower/OPTIPLEX 745, BOTHER LASER PRINTER, HP DESKTOPS / P6-2102t

Course Length

Days: 5 hours per day, 4 days per week, (Monday - Thursday) **CLOSED FRIDAY**, 20 hours per week, 29.5 weeks, 6 months, 590 clock hours. A Certificate of Completion is awarded. Time: (Day 8:30 a.m. – 1:30 p.m.) (Afternoon 1:30 p.m. – 6:30 p.m.)

	CLASS TITLE	LECTURE HOURS	LAB HOURS	CREDIT HOURS	CLOCK HOURS
TY101	TYPING I	10	20	1.25	30
TY201	TYPING II	10	20	1.25	30
TY301	TYPING III	10	20	1.25	30
TY401	TYPING IV	10	20	1.25	30
BE201	ORAL COMMUNICATIONS	10	10	.75	20
OP101	FILING	10	10	.75	20
OP201	OFFICE PRACTICE	10	10	.75	20
OP301	PROOFREADING I	10	10	.75	20
PC101	INTRO TO COMPUTERS	10	25	1.50	35
PC201	INTRO WINDOWS OS	10	20	1.25	30
WP101	MS-WORD BASIC	10	20	1.25	30
WP201	MS-WORD ADVANCED	10	35	2.00	45
SS101	MS-EXCEL BASIC	10	20	1.25	30
PP101	MS-POWERPOINT BASIC	10	20	1.25	30
DP101	DOCUMENT PREP. – GEN. BUS.	10	30	1.75	40
DP201	DOCUMENT PREP. – INSURANCE	10	30	1.75	40
DP301	DOCUMENT PREP. – LEGAL	10	30	1.75	40
DP401	DOCUMENT PREP. – MEDICAL	10	30	1.75	40
PR101	JOB DEVELOPMENT TRAINING	10	20	1.25	30
TOTAL		**190**	**400**	**24.75**	**590**

Tuition $10,000

COURSE OUTLINE AND PROGRAM OBJECTIVES

COMPUTERIZED ACCOUNTING

The Computerized Accounting program is designed to teach employment skills as a, Bookkeeping Clerk, Accounting, and Auditing Clerks, Information and Record Clerks, Payroll and Timekeeping Clerks, Bill and Account Collectors, Insurance Processing Clerks, and billing, posting clerks. Sound fundamentals in keyboarding/10-key office procedures are stressed. The Microsoft Office Suite Application courses are included and will reinforce the knowledge and skills students will need to know in order integrate with quick books. The course will provide an experience similar to that encountered on-the-job. An extensive business case study is presented to simulate the business world projects and activities. The student will master entry-level financial record keeping procedures such as those methods used in the electronic processing of financial data. Emphasis is placed upon the basic accounting principles. This course will introduce all the necessary concepts you need to create and setup vendor accounts, payroll accounts, and prepare reports such as, financial reports, balance sheets, and general ledgers.

Instructional method: Pearson Hall: QuickBooks Pro 2014 – Integration with Microsoft Word, and Excel

Equipment used: 19" Dell Monitors & Dell mini tower/OPTIPLEX 745, BOTHER LASER PRINTER, HP DESKTOPS / P6-2102t

Course Length

Days: 5 hours per day, 4 days per week, (Monday - Thursday) **CLOSED FRIDAY**, 20 hours per week, 12 months, 988 clock hours. A Certificate of Completion is awarded. Time: (Day 8:30 a.m. – 1:30 p.m.) (Afternoon 1:30 p.m. – 6:30 p.m.)

	Class Title	Lecture Hours	Lab Hours	Total Instructional Clock Hours	Total Credit Units
PC101	INTRODUCTION TO COMPUTERS	10	20	30	1.25
CA101	ACCOUNTING PRINCIPALS	10	20	30	1.25
QB101	QB BASICS INTRO TO QUICKBOOKS PRO	33	55	88	2.80
QB201	SALES AND RECEIVALBES: *Service Business*	30	55	85	2.75
QB301	PAYABLES AND PURCHASES: *Service business*	30	55	85	2.75
QB401	GENERAL ACCOUNTING AND END-OF-PERIOD PROCEDURES	30	55	85	2.75
QB501	SALES AND RECEIVALBES: *Merchandising Business*	30	55	85	2.75
QB601	PAYABLES AND PURCHASES: *Merchandising Business*	30	55	85	2.75
QB701	GENERAL ACCOUNTING AND END-OF-PERIOD PROCEDURES	30	55	85	2.75
QB801	PAYROLL	30	55	85	2.75
QB901	CREATING A COMPANY IN QUICKBOOKS PRO	30	55	85	2.75
QB010	**Integration w/ QuickBooks (ONLY)** MS-WORD	10	30	40	1.75
	Integration w/ QuickBooks (ONLY) MS-EXCEL	10	30	40	1.75
DP101	DOCUMENT PREP. GENERAL BUSINESS	10	30	40	1.75
DP201	DOCUMENT PREP. FINANCE	10	30	40	1.75
TOTAL		**333**	**655**	**988**	**34.3**

Tuition $9,000.00

COURSE OUTLINE AND PROGRAM OBJECTIVES

Computer Applications

The Computer Applications program is designed to teach employment skills as a, Web Developer, Desktop Publishers, and Computer and Information Operators. Sound fundamentals in keyboarding, and office procedures are stressed. The Microcomputer Application course will reinforce the knowledge and skills students obtain in the software courses. The course will provide an experience similar to that encountered on-the-job. An extensive business case study is presented to simulate the business world projects and activities. The student will master entry-level financial record keeping procedures such as those methods used in the electronic processing of financial data. Emphasis is place upon the basic principles. This course will introduce all the necessary concepts you need to design, create, and publish a Web site. This course will familiarize you with Internet terminology and what you need to know to start designing your own Web site. Additionally, the student will design the site, create text for the web, manage graphics, and edit and update the pages published on the site. In addition the student will learn basic computer skills, as well as, basic and advanced features using MS-Office Suite software, MS-Publisher, Adobe CS5 and Keyboarding techniques.

Instructional method: Lecture, Guest Speakers, Use of Computer Equipment, Assignments/Projects, Video, quizzes, and tests.

Books: Pearson Hall Publisher: Microsoft Office Suite Deluxe 2010, Publisher 2010, Learning Microsoft Media Design with Adobe CS5, Learning Web Design with Adobe CS5, Learning Keyboarding Course, and Computer Literacy.

Equipment used: 19" Dell Monitors & Dell mini tower/OPTIPLEX 745, BOTHER LASER PRINTER, HP DESKTOPS / P6-2102t.

Course Length

Days: 5 hours per day, 4 days per week, (Monday - Thursday) **CLOSED FRIDAY**, 20 hours per week, 33.25 weeks, 9 months, 665 clock hours. A Certificate of Completion is awarded. Time: (Day 8:30 a.m. – 1:30 p.m.) (Afternoon 1:30 p.m. – 6:30 p.m.)

CODE	COURSE TITLE	LECTURE	LAB	CREDIT HOUR	CLOCK HOUR
TY101	TYPING I	10	20	1.25	30
TY201	TYPING II	10	20	1.25	30
EC101	PROOFREADING I	10	20	1.25	30
PC101	INTRO TO COMPUTERS	10	25	1.50	35
PC201	INTRO WINDOWS OPERATING SYSTEM	10	20	1.25	30
WP101	MS-WORD BASIC	10	20	1.25	30
WP201	MS-WORD ADVANCED	10	35	2.00	45
SS101	MS-EXCEL BASIC	10	20	1.25	30
SS201	MS-EXCEL ADVANCED	10	35	2.00	45
PP101	POWERPOINT BASIC	10	20	1.25	30
PP201	POWERPOINT ADVANCED	10	35	2.00	45
DB101	ACCESS BASIC	10	20	1.25	30
DB201	ACCESS ADVANCED	10	35	2.00	45
CGD101	PUBLISHER	10	20	1.25	30
	CS5 Integration w/ Computer Applications Microsoft Office Suite (ONLY)				
AP101	ILLUSTRATOR CS5	10	20	1.25	30
	PHOTOSHOP CS5	10	20	1.25	30
	INDESIGN CS5	10	20	1.25	30
AP201	DREAMWEAVER CS5	10	20	1.25	30
	FIREWORKS CS5	10	20	1.25	30
	FLASH CS5	10	20	1.25	30
TOTAL		200	465	28.25	665

Tuition $13,000.

COURSE OUTLINE AND PROGRAM OBJECTIVES

COMPUTER GRAPHICS & DESIGN

The Adobe Graphics and Design Program is designed to teach employment skills as a, Graphic Designer, Interior Designer, Multimedia Animator, Web Developer, Web Administrator, Film and Video Editor, Senior Art Director, Video Game Designer. Design and Create graphics to meet specific commercial and promotional needs, such as packaging, displays or logos. Develop layouts for product illustrations and Internet websites. Understanding of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings and models. Fundamentals of media production, communication, dissemination techniques and methods: including alternative ways to inform and entertain via written, oral, and visual media. Understanding of techniques involving music, visual arts, drama, and sculpture. Write and design web page content and producing content. Understanding of identifying problems uncovered by testing website and correcting problems. Evaluate code to ensure that is valid, and is properly structured to meet industry standard and that website is compatible with browsers, and devices. Design, build, and maintain web sites using authoring and scripting languages and digital media. Understand of web site security measures, firewalls and message encryption. Edit films and videotapes to insert music, dialogue, and sound effects, to arrange films into sequences, and to correct errors using editing tools. Understand of how to review assemble films or edit videotapes on screens and monitors to determine if corrections are necessary. Formulate basic layout design and presentations and photographs, graphics, animation, video and sounds.

Instructional method: Lecture, use of computer equipment, assignments/projects, video, quizzes, and final examinations.

Books: ***CLASSROOM IN A BOOK (CS6 Vol.) – Adobe Press Publisher*:** Adobe After Effects, Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Adobe Fireworks, Adobe Flash Professional, Adobe Premiere Pro, Adobe Dreamweaver, Adobe Audition, Adobe Design & Web Premium. Publisher Pearson Hall: Learning Media Design and Learning Web Design

Equipment used: 19" Dell Monitors & Dell mini tower/OPTIPLEX 745, BOTHER LASER PRINTER, HP DESKTOPS / P6-2102t

Course Length

Days: 5 hours per day, 4 days per week, (Monday - Thursday) **CLOSED FRIDAY**, 20 hours per week, 1 Year, 3 months, 1288 clock hours. A Certificate of Completion is awarded. Time: (Day 8:30 a.m. – 1:30 p.m.) (Afternoon 1:30 p.m. – 6:30 p.m.)

	Class Title	Lecture Hours	Lab Hours	Total Instructional Clock Hours	Total Credit Units
GWD101	ADOBE PHOTOSHOP	50	78.8	128.8	3.94
GWD201	ADOBE INDESIGN	50	78.8	128.8	3.94
GWD301	ADOBE ILLUSTRATOR	50	78.8	128.8	3.94
GWD401	ADOBE FIREWORKS	50	78.8	128.8	3.94
GWD501	ADOBE FLASH PROFESSIONAL	50	78.8	128.8	3.94
GWD601	ADOBE PREMIERE PRO	50	78.8	128.8	3.94
GWD701	ADOBE AFTER EFFECTS	50	78.8	128.8	3.94
GWD801	ADOBE DREAMWEAVER	50	78.8	128.8	3.94
GWD901	ADOBE AUDITION	50	78.8	128.8	3.94
GWD10	ADOBE DESIGN & WEB PREMIUM	50	78.8	128.8	3.94
TOTAL		500	788	1288	39.4

SYNOPSIS OF EACH COURSE

TY101 TYPING I
Electronic keyboarding is introduced to each Student to aid individuals in developing efficient alpha/numeric keyboarding skills on both the standard keyboard and the ten-key pad. Emphasis is placed on learning the keyboard by touch, and extensive drills. Pretest/practice/post testing, foster speed and accuracy.

TY201 TYPING II
Drill typing is designed to fill the needs of both beginning and advanced students for practice material that will build greater keyboard skill. It includes a variety of drills constructed to provide selective practice on the alphabetic characters. Many of drills stress individual fingers or individual keys, while others help typists overcome common typewriting errors. Each drill is composed of a selection of words that emphasize specific letters or combinations of letters.

TY301 TYPING III
This class provides instruction and lab work that addresses the skills required to key straight alpha/numeric copy at 40 words per minute (wpm), key straight numeric copy using the keypad at 30 word per minute (wpm), and production levels of 20 wpm with any errors corrected for document preparation, text editing, and file management.

TY401 TYPING IV
Students concentrate on speed and technique and include business letters, report and statistical formats. Extensive pretest/post testing will be priority in this area of the training. Advanced skill building with emphasis on application production assignments reflecting a real-world office environment.

BE201 ORAL COMMUNICATIONS
Emphasis on the practical side of communication in a business setting. Includes speaking, language, listening, and perception skills. In addition this course focuses on the personal skills needed to use the telephone professionally in an office environment. This includes, taking messages, managing problem calls, transferring calls, voice mail, and customer service, using directories, telephone services and equipment.

0P101 FILING
Students learn the efficient use of the filing process by arranging and storing materials in an orderly manner, so that they can be located (retrieve) quickly and easily. Students will develop filing skills that apply to each of the four filing systems -- alphabetic, geographic, subject, and numeric. Students will be able to apply this knowledge of filing rules and the basic filing systems in any business in which they might work.

OP201 OFFICE PRACTICE
Emphasis is focused on office procedures in the modern office. Students will learn the proper procedures in writing, editing, and processing written information and mail to staff, and management. Students learn how to analyze and organize various project materials, and the establishment of production schedules, etc. There is a specific set of project and instructions for administrative assistant tasks.

OP301 PROOFREADING I
Develop competent proofreading skills, including spelling, and word division, format, punctuation, and word usage.

PC101 INTRO TO COMPUTERS
This course will cover hardware, software (operating systems and applications), input/output devices, and basic terminology. Students will be able to identify computer hardware components and types of software, perform basic file management operations, to identify and use standard peripherals.

PC201 INTRO TO WINDOWS OPERATING SYSTEM
Students will learn how to start Windows operating system. Emphasis is based on the following: group icons, desktop, menus minimizing and maximizing windows scroll bars, mouse cursor shapes, rename or delete files, change current drives, select and copy a diskette, format and erase diskettes, search for help on various windows topics, arrange icons in a group customizing your desktop and using wallpaper feature and much more.

BE301 MS-OUTLOOK – INTERNET COMMUNICATIONS
Microsoft Outlook is a personal information management program. Students will learn to create, store and organize data, including e-mail messages, names and addresses, and lists of tasks, appointments, and meetings. Email, Calendar, Contacts, Tasks, and Notes is the primary focus in this course study. The Microsoft Outlook introductory course is designed to teach students fundamental features of Outlook. We recommend this course for students who are new to Outlook or need a refresher course.

WP101 MS-WORD BASIC
Microsoft Word Basics course helps students become familiar with the MS-Word program, and learn all the core operations of the program. Students will learn Word Fundamentals and gain proficiencies in the following areas: Understanding the new Word features, Creating and Editing Documents, Formatting page elements, inserting objects, controlling page appearances and proofreading documents. This is a perfect class for those who need a refresher in Word or are looking to build fundamental skills in the program. We recommend this course for students who are new to Microsoft Word.

WP201 MS-WORD ADVANCED
MS Word Advanced course builds off of the MS Word Basics course to put your fundamental skills to work. Students will gain proficiencies in the following areas: Customizing Tables and Charts, Customizing Formatting with Styles and Themes, Creating Customized Graphic Elements, Automating Mail Merges and Using Macros to Automate Tasks. The Microsoft Word Advanced course puts together all the skills learned in the Basic Word course help students get the most out of MS-Word. We recommend this course for students who have extensive experience using MS-Word.

SS101 MS-EXCEL BASIC
This course introduces the basic functions of one of the most popular spreadsheet application packages. Students will learn to identify the parts of a spreadsheet, move around in a worksheet distinguish between values and labels, correct entries, create formulas and use functions, selecting cells, copying formulas, etc.

SS201 MS-EXCEL ADVANCED
MS Advanced Excel course helps students become proficient in the most challenging areas Excel. The course covers all the advanced features and functionality of Excel including: creating and using macros, importing and exporting data, data formatting, linking workbooks and advanced data analysis. This is an ideal course for Excel power users who want to fully leverage all features MS-Excel has to offer.

PP101 MS-POWERPOINT BASIC
Our introductory Microsoft PowerPoint course helps students learn basic presentation development, and learn all the core operations needed to manage MS-PowerPoint. Students will learn PowerPoint Fundamentals and gain proficiencies in the following areas: beginning a presentation, formatting text slides, adding tables, charting data, modifying objects, adding images and presentation delivery. This is an ideal class for those who need a refresher in MS-PowerPoint, or are looking to build fundamental skills in the program.

PP201 MS-POWERPOINT ADVANCE
This advanced course in PowerPoint leverages skills learned in the MS PowerPoint Basics class to help the student become proficient in the following areas: creating custom design templates, adding organization charts and diagrams, adding special effects and transitions, creating web presentations and collaborating in PowerPoint. This is the perfect class for those who know the basics of MS-PowerPoint and want to make more effective presentations.

DB101 MS-ACCESS BASIC
Our introductory Microsoft Access course helps students become familiar with the MS-Access program, and learn all the core operations of the program. Students will learn Access Fundamentals and gain proficiencies in the following areas: Creating Databases, Working with Tables, Working with Data, Creating Relationships, Using Forms, Running Queries and Working with Reports. These are great classes for those who need a refresher in MS-Access or are looking to build fundamental skills in the program.

DB201 MS-ACCESS ADVANCED
MS Advanced Excel course helps students become proficient in the most challenging areas Excel. The course covers all the advanced features and functionality of Excel including: creating and using macros, importing and exporting data, data formatting, linking workbooks and advanced data analysis. This is an ideal course for Excel power users who want to fully leverage all features MS-Excel has to offer.

CGD101 MS-PUBLISHER
The Microsoft Office Publisher's course is designed to provide the student with real-life business activities. Students will use Publisher to create newsletters, brochures, business cards, and Web Pages, which combine text, graphics, charts, tables, and photographs.

DP101 DOCUMENT PREP. GENERAL BUSINESS
This hands-on laboratory course provides an opportunity for students to practice procedural skills by preparing actual business documents in various areas of different type of corporate business environments. There will be no instruction while completing the project assignments. Documents include letters, forms, memorandums, reports, budgets, outlines, and more. In addition you will learn various terminology used in business environments on a daily basis.

DP201 DOCUMENT PREP. FINANCE
This hands-on laboratory course provides an opportunity for students to practice procedural skills by preparing and formatting financial documents such as, finance charts, and graphics, merge letters, memorandums, proposals, reports, spreadsheets and more. In addition you will learn various finance terminology used in finance companies.

DP301 DOCUMENT PREP. LEGAL
This hands-on laboratory course provides an opportunity for students to practice procedural skills by preparing actual legal documents in various areas of the law. The documents relate to two areas: 1) client documents and 2) court documents. Documents include: legal pleadings, wills & trusts, warranty deed, bylaws, certificate of incorporation, affidavit of service by mail, court orders, petition for discovery, order for discovery and more. In addition you will learn various legal terminology used in law offices and law firms.

DP401 DOCUMENT PREP. MEDICAL
This hands-on laboratory course provides an opportunity for students to practice procedural skills by preparing actual medical document in various areas of the medical field. The documents include operative reports, discharge summaries, medical history reports, physical examination reports, utilization review reports, outcomes reports of therapy treatments and rehabilitative medicine reports and more.

DP501 DOCUMENT PREP. INSURANCE
This course offer interesting, challenging, and realistic exercises based on actual samples that would be used in an insurance environment. The documents used in this course include: letters, newsletters, memos, tables, creating insurance forms: insurance policies, accident reports, remittance form, etc., and reports. The course provides an overview of the day-to-day activities involved in insurance business and the vocabulary used, i.e., words and phrases used in most insurance organizations are covered. The goals excepted are for the student to complete the exercises without workbook instruction, but instead to follow Work Request instructions as given on an actual job. The student will also so have to make critical decisions on which program application software to use in order to complete the exercise.

CA101 ACCOUNTING PRINCIPLES
The Accounting Principles course is design to put your fundamental skills to work with everyday transactions. Students will gain proficiencies in the following areas: invoices, sales receipts, payments, deposits, credit memos, and customer statements, bills, bill payments, checks, bill payment stubs, bills vs. checks, credit memos, and petty cash purchase orders, receive items, adjust inventory, bank reconciliation and locate discrepancies. This is the perfect class for those who are beginners and want to seek a job in the accounting field.

QB101 INTRODUCTION TO QUICKBOOKS PRO AND COMPANY FILES
Identify QuickBooks Pro desktop features, be familiar with the QuickBooks Centers, and understand the QuickBooks Home Page. Recognize menu commands and use some keyboard shortcuts. Recognize QuickBooks Pro forms and understand the use of lists and registers in QuickBooks Pro. Access QuickBooks Pro reports and be familiar with Quick Zoom. Open and close QuickBooks Pro. Copy a company file and open a company. Add your name to a company name. Access QuickBooks Pro reports and be familiar with Quick Zoom. Prepare QuickBooks Pro graphs and use Quick Report within graphs. Use Quick Math and the Windows Calculator. Download a company file. Back up a company. Restore a company from a backup file. Close a company.

QB201 SALES AND RECEIVABLES: SERVICE BUSINESS
Create invoices and record sales transactions on account. Create sales receipt to record cash sales. Edit, void, and delete invoices/sales receipts. Create credit memos/refunds. Add new customers and modify customer records. Record cash receipts. Enter partial cash payments. Display and print invoices, sales receipts, and credit memos. Display and print Quick Reports, Customer Balance Summary Reports, Customer Balance Detail Reports, and Transaction Reports by Customer. Display and print Summary Sales by Item Reports and Itemized Sales by Item Reports. Display and print Deposit Summary, Journal Reports, and Trial Balance. Display Accounts Receivable Graphs and Sales Graphs.

QB301 PAYABLES AND PURCHASES: SERVICE BUSINESS
Understand the concepts for computerized accounting for payables. Enter, edit, correct, delete, and pay bills. Add new vendors and modify vendor records. View Accounts Payable transaction history from the Enter Bills window. View and/or print Quick Reports for vendors, Accounts Payable Register, etc. Use the Quick Zoom feature. Record and edit transactions in the Accounts Payable Register. Enter vendor credits. Print, edit, void, and delete checks. Pay for expenses using petty cash. Add new accounts. Display and print the Accounts Payable Aging Summary Report, an Unpaid Bills Detail Report, and a Vendor Balance Summary Report. Display an Accounts Payable Graph by Aging Period.

QB401 GENERAL ACCOUNTING AND END-OF-PERIOD PROCEDURES: SERVICE BUS.
Complete the end-of-period procedures. Change account names, delete accounts, and make accounts inactive. View an account name change and its effect on subaccounts. Record depreciation and enter the adjusting entries required for accrual-basis accounting. Record owner's equity transactions for a sole proprietor including capital investment and owner withdrawals. Reconcile the bank statement, record bank service charges, automatic payments, and mark-cleared transactions. Print Trial Balance, Profit and Loss Statement, and Balance Sheet. Export a report to Microsoft® Excel. Perform en-of-period backup and close the end of a period.

QB501 SALES AND RECEIVABLES: MERCHANDISING BUSINESS
Enter sales transactions for a retail business. Prepare invoices that use sales tax, have sales discounts, and exceed a customer's credit limit. Prepare transaction for cash sales with sales tax. Prepare transactions for customers using credit cards. Add new accounts to the Chart of Accounts and new sales items to the Item List. Add new customers and modify existing customer records. Delete and void invoices. Prepare credit memos with and without refunds. Record customer payments on account with and without discounts. Deposit checks and credit card receipts for sales and customer payments. Record a transaction for a NSF check. Customize report preferences and prepare and print Customer Balance Detail Reports, Open Invoice Reports, and Sales Reports. View a Quick Report and use the Quick Zoom feature. Use the Customer Center to obtain information regarding credit customers.

QB601 PAYABLES AND PURCHASES: MERCHANDISING BUSINESS
Understand the concepts for computerized accounting for payables in a merchandising business. Customize a Purchase Order template. Prepare, view, and print purchase orders and checks. Enter items received against purchase orders. Enter bills, enter vendor credits, and pay bills. Edit and correct errors in bills and purchase orders. Add new vendors, modify vendor records, and add new accounts. View accounts payable transaction history from the Enter Bills window. View, use the Quick Zoom feature, and/or print Quick Reports for vendors, accounts payable register, and so on. Record and edit transactions in the Accounts Payable Register. Edit, void, and delete bills, purchase orders, and checks. Use various payment options including writing checks, using Pay Bills to write checks, and company credit cards. Display and print a Sales Tax Liability Report, an Accounts Payable Aging Summary Report, an Unpaid Bills Detail Report, and a Vendor Balance Summary Report. Use the Vendor Detail Center to obtain information for an individual vendor.

QB701 GENERAL ACCOUNTING AND END-OF-PERIOD PROCEDURES: MERCHANDISING BUSINESS
Complete the end-of-period procedures. Change the name of existing accounts in the Chart of Accounts, view the account mane change, and view the effect of an account name change on subaccounts. Delete an existing account from the Chart of Accounts. Enter the adjusting entries required for accrual-basis accounting. Record depreciation and an adjustment for Purchases Discounts. Understand how to record owners' equity transactions for a partnership. Enter a transaction for owner withdrawals, and transfer owner withdrawals and net income to the owners' capital accounts. Reconcile bank statement, record bank service charges, and mark cleared transactions. Reconcile a credit card statement. Undo a reconciliation and customize the layout of the conciliation screen. Print the Journal. Print reports such as Trial Balance, Profit and Loss Statement, and Balance Sheet. Export a report to Microsoft® Excel and import data from Excel. Perform end-of-period backup, close a period, record transactions in a closed period, and adjust inventory quantities.

QB801 PAYROLL
Create, preview, and print payroll checks. Adjust pay stub information. Correct, void, and delete paychecks. Change employee information and add a new employee. Print a Payroll Summary by Employee Report. View an Employee Earning Summary Report. Print a Payroll Liabilities Report. Pay Taxes and Other Liabilities. Print a Journal.

QB901 CREATING A COMPANY IN QUICKBOOKS
Set up a company using the Easy Step interview. Establish a Chart of Accounts for a company. Set up Company Info and start dates. Create lists for receivables, payables, items, customers, vendors, employees, and others. Complete the payroll setup and create payroll items and employee defaults. Customize reports and company preferences.

QB010 QUICKBOOKS PROGRAM INTEGRATION WITH MS-WORD, AND MS-EXCEL
QuickBooks Pro is integrated to work in conjunction with MS-Word and MS-Excel to prepare many different types of letters and/or send QuickBooks reports directly to an Excel workbook. You will prepare collection letters and export reports to Excel and import data from Excel, in addition to adding and editing multiple list entries related to different vendors. The integration features are important because QuickBooks will insert information, such as the amount a customer owes, from your customer files directly into a letter and Import/Export reports from and to MS-Excel.

AP101 (COMPUTER APPLICATIONS ONLY) ADOBE CS5 MEDIA DESIGN PHOTOSHOP, ILLUSTRATOR, AND INDESIGN FUNDAMENTALS INTEGRATED W/ MICROSOFT OFFICE SUITE
Adobe CS5 Design is a suite of powerful applications – Adobe Illustrator CS5, Adobe Photoshop CS5, and Adobe InDesign CS5. This part of the course includes exercises that incorporate tasks and features from each of the three programs to give you a comprehensive understanding of the suite. Additionally, it provides an integrated approach as to how the applications work together. Hands-on exercises and applications provide students with a practical method to learning software skills as well as design concepts for print publications. Exercises introduce basic skills then build to **integrate Photoshop, Illustrator and InDesign** together with **Microsoft Office Suite**.

AP201 (COMPUTER APPLICATIONS ONLY) WEB DESIGN FUNDAMENTALS
Adobe Web CS5 is a suite of powerful applications that include: Adobe Dreamweaver CS5, Adobe Fireworks CS5, and Adobe Flash CS5. This aspect of the course incorporate tasks and features from each the three programs to give you a comprehensive understanding of the major programs in the Web Premium suite. This course and its exercises are designed to replicate the steps you take when you create a new site for a client. The student with creating the site in Dreamweaver, adding pages and page elements, and then move to Fireworks to create and enhance graphics for the site. After you add the graphics to the Web site in Dreamweaver, you move to Flash to learn how to create simple animations for the site. Hands-on exercises and applications provide students with a practical method to learning software skills as well as web design concepts. Exercises introduce basic skills then build to **integrate Dreamweaver, Flash and Fireworks** together with **Microsoft Office Suite**.

GWD 101 ADOBE PHOTOSHOP
Professional imagery is critical in differentiating your creative work from the others. Photoshop is a foundational tool for most creative projects and effective designers know Photoshop well. This class is an easy and fun way to learn layer basics, photo retouching and image editing. If you want to create great images, this is the place to start.

This class is appropriate for novice to intermediate level users of Photoshop. We also recommend that you have the Adobe Photoshop software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe website.

Workspace and Palettes in Photoshop Photo Retouching and Editing Working with Selections Working with the Layers in Photoshop Working with Masks and Channels Camera RAW and Photoshop Typographic Design Compositing and Printing in Photoshop.

GWD 201 ADOBE INDESIGN
World Class documents begin with world-class people using world-class software. InDesign produces the best design publications in the world for print, PDF distribution and now EPUB and tablets. Learn to use InDesign to create marketing materials that transform your organizations communications. Learn to create proposals that sizzle, catalogs that sell, and top notch magazines, newsletters and documents of all sorts. In this beginning course, you will learn type controls, graphics file management, layers and document setup and more as you become a capable and effective InDesign literate professional.

This class is appropriate for novice to intermediate level users of InDesign. It is expected that users have a basic understanding of why and how they expect to use InDesign for publishing their documents. Bringing samples of desired or previous work is helpful but not required. We also recommend that you have the Adobe InDesign software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe website.

Navigating within InDesign Working with Layers Working with Color Formatting with Styles Output and PDF Exporting Converting Quark Documents Creating and Formatting Text Creating Graphic Working with Master Pages Creating and Editing Tables Working with Long Documents Refighting and Packaging

GWD 301 ADOBE ILLUSTRATOR
Learn to produce better designs by mastering the pen tool and learning how to use the most powerful tool for Vector design in the graphic arts industry. You'll be able to create logos, professional type effects, complex airbrush effects and impressive designs that unlock the artistic potential within you.

This class is appropriate for novice users of Illustrator. This course focuses on the fundamentals of using Illustrator's diverse tools and creating complex shapes from simple ones. We also recommend that you have the Adobe Illustrator software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe web site. Lines and shapes Selection Tools The Pen Tool Using the Live Trace Tool Type Basics Transform Tools Fill and Stroke Gradients Using Layers Using Blends Transparency Exporting to EPS and PDF.

GWD 401 ADOBE FIREWORKS
Adobe Fireworks is a professional imaging application that combines vector and bitmap imaging technologies and techniques in a single graphics application.

Student will learn how to create and manipulate screen graphics for the Web or for other screen-based tools such as mobile applications or Adobe Flash products. Fireworks is a tool that lets you quickly and easily create, edit, or alter graphics and designs.

You will learn how to configure the panels and document windows in Fireworks to suit your workflow. You will learn how to edit bitmap images and work with vector paths to create web interfaces. You will learn how to create and edit symbols, a powerful feature of Fireworks, and learn how Fireworks integrates with other Adobe applications like Dreamweaver, Photoshop, Bridge, and Flash. You should have a working knowledge of your computer and its operating system. Make sure that you know how to use

GWD 501 ADOBE FLASH PROFESSIONAL
Over this two day course, you will build a Flash based website with interactivity, video and components, with some beginning Action Script, In addition to learning the key elements of the Flash interface, including panels, timelines, and frames, you'll learn how to work with graphics, create and edit symbols, modify text, add interactivity with Action Script 3.0, and incorporate animation and sound into your projects. This class also covers the new text engine, Deco drawing tools, and Spring feature for inverse kinematics, video enhancements, and more.

This class is designed for both new users to Flash and intermediate users interested in learning the latest features of Flash CS5. No previous experience with Flash is necessary, but if you have used some Flash you'll still get a lot from the class. Knowledge of your operating system and basic computer navigation is required for all classes.

We also recommend that you have the Adobe Flash software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe website.

The Flash Workspace and Panels Drawing and Color Basics Using the Timeline and Layers Learning the basics of Symbols and the Flash Library Using Filters and Blend Modes Animation with the Timeline in Flash Working with Sound and Video Exporting and Publishing From Flash For a more extensive list of topics, click the outline tab above.

GWD 601 ADOBE PREMIERE PRO
Adobe Premiere Pro is a powerful program for editing digital video. Premiere helps you create dynamic video or film. This course helps you understand and work with basic through advanced concepts and features of Adobe Premiere. You will run through a typical series of steps for creating, editing and fine-tuning a series of video pieces. We also recommend this course for those planning to obtain the Adobe Certified Expert status.

This class is appropriate for novice to intermediate level users of Premiere. It is expected that users have a basic understanding of why and how they expect to use Premiere in their environment. We also recommend that you have the Adobe Premiere software before starting the class. You can purchase the software or obtain a trial version of it for the Adobe website.

The Premiere Interface The Project Window Creating Dynamic Titles The Clip Window Capturing and Editing with DV Transparency. Transitions Editing in the Timeline Adding Video Effects Stop Motion Creating Cuts-only Videos Adding Motion Effects Storyboarding with Stills Adding Video Transitions.

GWD 701 ADOBE AFTER EFFECTS
Are you ready to create gorgeous visual effects and motion graphics that separate your work from the pack? Learn to create impressive, dynamic designs for commercial video and motion picture production, for the web, or for use in presentations and learning material.

This class is appropriate for novice users of After Effects. Experience with Photoshop or attendance of our Photoshop class will be necessary in order to get the most out of this class. We also recommend that you have the Adobe After Effects software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe web site.

Basic Animation and Effects Key-frames and Layers Working with text Parenting and Nesting Transparency Track and Key Using Paint and Vector Paint Expressions and Time Advanced Motion techniques.

GWD 801 ADOBE DREAMWEAVER
Adobe Dreamweaver is a course that provides web designers with the knowledge and hands-on practice they need to build and manage professional web sites using industry standard for professional web development and design. This class introduces the student to the fundamentals of Dreamweaver with an emphasis on best practices and current web standards.

Knowledge of your operating system and basic computer navigation is required for all classes. We also recommend that you have the Adobe Dreamweaver software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe website.

Dreamweaver Interface Basics Getting started with web design and layout Working with text and images. Creating links and anchors Designing for devices with CS5 Building Successful Site Navigation. Building forms in Dreamweaver Fireworks CS5 integration Accessibility and Standards Site maintenance.

GWD 901 ADOBE AUDITION
Edit audio faster with greater precision—Work faster with dozens of timesaving audio editing features. Accelerate restoration processes with accurate noise reduction and sound removal. Perform precise clip spotting with new features for audio alignment, key-frame editing, and clip timing.

This class is appropriate for novice to intermediate level users of Audition. It is expected that users have a basic understanding of why and how they expect to use Audition in their environment. We also recommend that you have the Adobe Audition software before starting the class. You can purchase the software or obtain a trial version of it for the Adobe website.

Audio Interfacing The Audition Environment Basic Editing Signal Processing Audio Restoration Mastering Sound Design Creating and Recording Files Multitrack Editor Orientation The Multitrack Mixer View Editing Clips Creating Music with Sound Libraries Recording in the Multitrack Editor Automation Mixing Scoring Audio to Video

GWD 10 ADOBE DESIGN & WEB PREMIUM
Putting it together with Adobe CS6 Master Collection. Write and design web page content and producing content. Understanding of identifying problems uncovered by testing website and correcting problems. Evaluate code to ensure that is valid, and is properly structured to meet industry standard and that website is compatible with browsers, and devices. Design, build, and maintain web sites using authoring and scripting languages and digital media. Understand of web site security measures, firewalls and message encryption.

PR101 JOB PLACEMENT TRAINING
Students learn HOW TO MAKE IT HAPPEN. Topics covered in this section of the program include: self evaluations, present and future; setting goals; barriers; job training; establishing employment and life time goals, identification of potential job possibilities and how to find a job. Students become actively involved in planning and pursuing there careers through a variety of activities which, when assembled at course end, provide them with a personal career-planning/job search reference. Additional topics covered include the job hunt, resume preparation, letters of application, and interviewing, as well as, techniques for succeeding on the job once employment has been obtained. Students become actively involved in planning and pursing there careers through a variety of activities which, when assembled at course end, pride them with a personal career-planning/job search reference.