



# **Creative Career Options**

**1/1/2018 to 12/31/2018**

**19 Wimbledon Court, Dana Point CA 92629**

# Contents

MISSION.....	3
OBJECTIVES .....	3
FACILITY AND EQUIPMENT .....	3
ADMISSION POLICY AND PROCEDURE.....	3
INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES.....	4
FOREIGN TRANSCRIPT EVALUATION.....	4
ABILITY-TO-BENEFIT.....	4
TRANSFER OF CREDIT .....	4
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION .....	4
ARTICULATION AGREEMENTS .....	5
PROGRAMS.....	6
MICROSOFT OFFICE .....	6
MICROSOFT WORD.....	8
MICROSOFT EXCEL.....	10
MICROSOFT POWERPOINT.....	12
ACADEMIC POLICIES .....	14
SATISFACTORY PROGRESS.....	14
PROBATION .....	14
GRADING SYSTEM.....	14
ATTENDANCE .....	15
LEAVE OF ABSENCE POLICY.....	15
STUDENT SERVICES.....	16
ACADEMIC ADVISING.....	16
HOUSING.....	16
LIBRARY.....	16
EMPLOYMENT ASSISTANCE.....	16
STUDENT RECORDS .....	16

GRIEVANCE PROCEDURE ..... 16

TUITION AND FEES ..... 17

REFUND POLICY ..... 18

    STUDENT’S RIGHT TO CANCEL..... 18

    WITHDRAWAL FROM THE PROGRAM..... 18

    STUDENT TUITION RECOVERY FUND..... 19

MANAGEMENT, STAFF AND FACULTY ..... 20

    MANAGEMENT & STAFF ..... 20

    FACULTY ..... 20

STATE OF CALIFORNIA CONSUMER INFORMATION..... 20

## MISSION

---

Our mission is to offer educational programs which enable students to achieve their potential by obtaining the abilities, attitudes, and skills needed for personal and professional growth to stimulate re-employment and/or upgrade current employment opportunities.

## OBJECTIVES

---

We provide individualized and intensive training to the community of injured workers to acquire new skills for re-employment. The programs allow us to offer entry level training in job preparation and short course employment training. Part of our mission is to convey to students the importance of continuing education.

## FACILITY AND EQUIPMENT

---

Creative Career Options main campus is located at 19 Wimbledon Court, Dana Point, CA 92629. The campus houses an administrative office that maintains student records.

The school provides one-on-one instruction at the student's residence. Also, provides instruction at main campus.

Instructional Equipment:

All students must have access to an IBM® compatible computer with Internet access.

## ADMISSION POLICY AND PROCEDURE

---

### POLICY

Admission into any of the programs requires that the applicant have a high school diploma or equivalent.

Recognized equivalent of secondary education includes a GED, passing results of the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates high school graduation on the transcript, or completion of a bachelor degree.

### PROCEDURE

Admission procedures include meeting with a school representative to review goals, programs offered, school policies and procedures, the school performance fact sheet, and graduation requirements. Each prospective student must provide documentation of:

1. prior education documentation as outlined in the Admission Policy for the program of interest;
2. complete an enrollment agreement; and
3. make payment arrangements.

## INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES

---

Creative Career Options does not offer visa services to prospective students from other countries or English language services. Creative Career Options does not offer English as a Second Language instruction. All instruction occurs in English or Spanish. Language proficiency is documented by:

1. the admissions interview; and
2. receipt of prior education documentation as stated in the admission policy.

## FOREIGN TRANSCRIPT EVALUATION

---

All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency.

The following is a sample of foreign transcript and degree evaluators. Creative Career Options does not endorse any evaluators.

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/> • International Consultants of Delaware: <http://www.icdel.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

## ABILITY-TO-BENEFIT

---

Creative Career Options does not admit ability-to-benefit students.

## TRANSFER OF CREDIT

---

Creative Career Options does not accept hours or credit through transfer of credit, challenge examinations, achievement tests, or experiential learning.

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

---

The transferability of credits you earn at the Creative Career Options is at the complete discretion of the institution to which you may seek transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain

that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Creative Career Options to determine if your credits or certificate will transfer.

## ARTICULATION AGREEMENTS

---

Creative Career Options has not entered into a transfer or articulation agreements with any other college or university.

## PROGRAMS

---

### MICROSOFT OFFICE

---

Length of Course

100 Hours

Class Sessions

Morning Session: 7:00 AM – 11:00 AM, Mon. Tue. Wed. Thu. Fri. Sat. Afternoon Session: 12:00 PM – 4:00 PM, Mon. Tue. Wed. Thu. Fri. Sat. Night Session: 5:00 PM – 9:00 PM, Mon. Tue. Wed. Thu. Fri.

Students successfully completing this program will receive a certificate of completion and be qualified to obtain entry-level employment in the field of Office/Business Administration with some of the following career opportunities: Administrative Assistant, General Office (Clerks, Secretary, Receptionist and Information Clerks).

Program Description

MS Office Suites Introduction focuses on computer concepts and Windows, Internet Explorer, Word, Excel, PowerPoint and basic integration of the components of this integrated application software suite and prepares the learner to apply the concepts.

Through the use of specialized tutorials, practical applications, and demonstrations participants will be introduced to presentation applications for use in any type of business.

Program Objectives

Competencies are measured by both practical and written testing. Upon completion of this course, the graduate will be able to:

Explain basic computer concepts.

Perform basic functions of file and program window management with Windows.

Browse the Web with Internet Explorer.

Use Word to create various types of documents, including business letters and flyers with graphics.

Use the Excel spreadsheet program to create spreadsheet and analyze data.

Use the PowerPoint presentation graphics program to create and deliver slide shows.

Instructional Mode

Lecture and Lab participation.

Textbooks and other materials

Text: Equipment: Software:

Computer Book on Microsoft Office (English or Spanish versions available) IBM compatible Computer  
Microsoft Windows 10 and Microsoft Office 365 (updated July 31, 2015)

Graduation Requirements

To complete this program a student must complete all prescribed courses and receive a pass.

Final Tests or Exams

None

Required Internship or Externship

None



## MICROSOFT WORD

---

### Length of Course

40 Hours

### Class Sessions

Morning Session: 7:00 AM – 11:00 AM, Mon. Tue. Wed. Thu. Fri. Sat. Afternoon Session: 12:00 PM – 4:00 PM, Mon. Tue. Wed. Thu. Fri. Sat. Night Session: 5:00 PM – 9:00 PM, Mon. Tue. Wed. Thu. Fri.

Students successfully completing this program will receive a certificate of completion and be qualified to obtain entry-level employment in the field of Office/Business Administration with some of the following career opportunities: Administrative Assistant, General Office Clerks, Secretary, Receptionist and Information Clerks.

### Program Description

Word processing application software is used for the creation of a wide variety of business forms, manuals and other documents. Student will develop the skills and knowledge for document creation, formatting for specific purposes, and text editing.

Through the use of specialized tutorials, practical applications, and demonstrations participants will be introduced to word processing applications for use in any type of business.

### Program Objectives

Competencies are measured by both practical and written testing. Upon completion of this course, the graduate will be able to:

Create, modify, format, and print letters and documents with Word Create Headers and Footers

Sort paragraphs and tabular information Insert graphics, charts, and special characters

Utilize spell-check, thesaurus, and other useful writing tools Create borders, frames and tables

Create and editing columns Merge documents Instructional Mode

Lecture and Lab participation.

Textbooks and other materials

Text: Computer Book on Microsoft Word -ISBN 0-9749060-2-6 (English or Spanish versions available)

Equipment: IBM compatible Computer

Software: Microsoft Windows 10 and Microsoft Word (updated July 31, 2015)

### Graduation Requirements

To complete this program a student must complete all prescribed courses and receive a pass.

Final Tests or Exams

None

Required Internship or Externship

None

## MICROSOFT EXCEL

---

### Length of Course

60 Hours

### Class Sessions

Morning Session: 7:00 AM – 11:00 AM, Mon. Tue. Wed. Thu. Fri. Sat. Afternoon Session: 12:00 PM – 4:00 PM, Mon. Tue. Wed. Thu. Fri. Sat. Night Session: 5:00 PM – 9:00 PM, Mon. Tue. Wed. Thu. Fri.

Students successfully completing this program will receive a certificate of completion and be qualified to obtain entry-level employment in the field of Office/Business Administration with some of the following career opportunities: Administrative Assistant, General Office Clerks, Secretary, Receptionist and Information Clerks.

### Program Description

Students will learn spreadsheet concepts, terms, skills and how to work with data in worksheets; i.e., formatting, calculations, creating charges and printing. Spreadsheet application software is used for the creation of a wide variety of business forms and other calculating documents. Student will develop the skills and knowledge for document creation, formatting for specific purposes, and text editing.

Through the use of specialized tutorials, practical applications, and demonstrations participants will be introduced to spreadsheet applications for use in any type of business.

### Program Objectives

Competencies are measured by both practice and written testing. Upon completion of this course, the graduate will be able to:

Create, modify, format, and print spreadsheets and documents with Excel Create Headers and Footers and make margin adjustments

Sort columns and tabular information

Insert graphics, charts, and special characters

Format numbers, create formulas Create borders and frames

Work with multiple worksheets Utilize the drawing toolbar Instructional Mode

Lecture and Lab participation.

Textbooks and other materials

Text: Computer Book on Microsoft Excel- ISBN 0-9749060-4-2 (English or Spanish versions available)

Equipment: IBM compatible Computer

Software: Microsoft Windows 10 and Microsoft Excel (updated July 31, 2015)

## Graduation Requirements

To complete this program a student must complete all prescribed courses and receive a pass.

## Final Tests or Exams

None

## Required Internship or Externship

None

## MICROSOFT POWERPOINT

---

Length of Course

80 Hours

Class Sessions

Morning Session: 7:00 AM – 11:00 AM, Mon. Tue. Wed. Thu. Fri. Sat. Afternoon Session: 12:00 PM – 4:00 PM, Mon. Tue. Wed. Thu. Fri. Sat. Night Session: 5:00 PM – 9:00 PM, Mon. Tue. Wed. Thu. Fri.

Students successfully completing this program will receive a certificate of completion and be qualified to obtain entry-level employment in the field of Office/Business Administration with some of the following career opportunities: Administrative Assistant, General Office Clerks, Secretary, Receptionist and Information Clerks.

Program Description

Students will learn presentation concepts, terms, skills and how to work with presentation concepts; create a PowerPoint presentation; edit a PowerPoint presentation; print a PowerPoint presentation in a variety of ways; use PowerPoint's outline feature; use PowerPoint templates.

Through the use of specialized tutorials, practical applications, and demonstrations participants will be introduced to presentation applications for use in any type of business.

Program Objectives

Competencies are measured by both practical and written testing. Upon completion of this course the graduate will be able to:

Prepare a PowerPoint presentation

Modify an existing PowerPoint presentation Format slides

Add visual appeal and animation to a PowerPoint presentation Add visual elements to a PowerPoint presentation

Link and embed objects and files

Instructional Mode

Lecture and Lab participation.

Textbooks and other materials

Text: Computer Book on Microsoft PowerPoint -ISBN 0-9749060-8-5 (English or Spanish versions available)

Equipment: IBM compatible Computer

Software: Microsoft Windows 10 and Microsoft PowerPoint (updated July 31, 2015)

Graduation Requirements

To complete this program a student must complete all prescribed courses and receive a pass.

Final Tests or Exams

None

Required Internship or Externship

None

## ACADEMIC POLICIES

---

### SATISFACTORY PROGRESS

---

Student progress is evaluated throughout each course on a bi-weekly basis by the instructor. Progress is based on completion of work. Failure to maintain progress will result in a verbal warning and students who are more than 50% behind in required activities will be placed on probation.

### PROBATION

---

Students who are more than 50% behind in required activities and are required to complete make-up work and will be placed on probation for a one week period.

A student who fails probation is subject to withdrawal or secondary probation (an additional period of required make-up work scheduled with the instructor). A student who fails secondary probation will be withdrawn.

### GRADING SYSTEM

---

Checklists are used by instructors to record student acquisition and mastery of assorted skills. Students must achieve a "pass" rating on all quizzes and skill demonstrations.

Grade

P: Pass F: Fail

Definition

Has satisfactorily met all minimum program requirements Has not satisfactorily met all minimum program requirements

Incomplete (I)

If the course has not been completed, the instructor may grant an Incomplete and a two-month extension of the term, at no additional tuition cost, provided that the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade will be recorded.

Withdraw (W)

The student withdrew or was withdrawn administratively prior to the end of the program.

WITHDRAWAL

A student shall be considered withdrawn from a program if 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; for failure to abide by the rules and regulations of the institution; for absences in excess of maximum set forth by the institution; and/or for failure to meet financial obligations to the School.

## ATTENDANCE

---

Students are required to attend a minimum of 90% of the scheduled hours throughout the entire program. When a student falls below 90% attendance they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. If class time is missed while on probation and make-up hours are not scheduled between the instructor and student the student will be withdrawn from the program.

## LEAVE OF ABSENCE POLICY

---

Should circumstances be such that a leave of absence is to be requested, a student must submit a written request for a leave of absence.

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time (maximum of 180 calendar days), as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.



## STUDENT SERVICES

---

### ACADEMIC ADVISING

---

Academic advising may be initiated by school personnel or the student when the need is identified.

### HOUSING

---

Creative Career Options does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Dana Point, CA rental properties start at approximately \$1,200 per month.

### LIBRARY

---

Creative Career Options provides students all learning resources required for the program within the curriculum. Students can access the Internet or local libraries for additional resources should they want to obtain additional information related to program content.

### EMPLOYMENT ASSISTANCE

---

Creative Career Options does not provide employment assistance. Creative Career Options cannot and does not guarantee employment or salary.

### STUDENT RECORDS

---

Creative Career Options maintains student records at the institution's administrative office address in a locked fireproof metal cabinet. Student records for all students are kept for five years. Transcripts are kept permanently.

### GRIEVANCE PROCEDURE

---

When a concern occurs, the student is asked to discuss the concern directly with his/her instructor. If a resolution does not occur, the student is to document the concern in writing and make an appointment to speak with the Chief Executive Officer. The formal written concern must state the issue and desired outcome, and should include any documentation that supports the concern. The Chief Academic Officer will review the written statement and any supporting documentation, gather facts, and provide a written response to the student within five business days.

A student or any member of the public may file a complaint about this institution with the Bureau for

Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## TUITION AND FEES

---

All fees are subject to change from time to time, without notice.

Course	Tuition	Books & Equipment	Registration Fee	*STRF Fee	**Fees
Microsoft Word	3,925.00	40.00	35.00	0.00	4,000.00
Microsoft Excel	5,925.00	40.00	35.00	0.00	6,000.00
Microsoft PowerPoint	7,925.00	40.00	35.00	0.00	8,000.00
Microsoft Office	9,925.00	40.00	35.00	0.00	10,000.00

\*Since January 1st 2015 the STRF fee has temporarily been reduced to \$0.00

\*STRF: \$0 for every \$1,000 of tuition rounded to the nearest \$1,000.

\*\*Charges for the period of attendance and the entire program including textbook. No software fee applies.

\*\*These are the total charges for the period of attendance and are the total charges for the entire program.

A student must pay all applicable fees, as per the current published fee schedule at the time of signing an enrollment agreement or make other arrangements acceptable to the school.

### LOAN

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

## REFUND POLICY

---

### STUDENT'S RIGHT TO CANCEL

---

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a 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.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 19 Wimbledon Court, Dana Point, CA 92629. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration fee not to exceed \$250.00 and within 45 days after the notice of cancellation is received.

### WITHDRAWAL FROM THE PROGRAM

---

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 your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00. 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.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge

for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

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.

## STUDENT TUITION RECOVERY FUND

---

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all 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.

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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.

## MANAGEMENT, STAFF AND FACULTY

---

### MANAGEMENT & STAFF

---

Porta, Jorge

Chief Executive Officer and Instructor

Mr. Porta received his Bachelor of Science from California State University Long Beach in 1976. Mr. Porta has over 20 years of experience utilizing computer software, which includes Microsoft products. Mr. Porta has served professional organizations and his community as a board member, advisor, counselor and business owner with his extensive experience. Jorge has a particular loyalty to industrially injured workers and has spent most of his career providing guidance and rehabilitation services to those who have met with injuries that preclude their ability to continue working in their respective positions. He also brings with him a wide variety of training skills and experience in the industry, which enhances the school's ability to attract and recruit well-rounded and effective instructors, personnel and students.

Porta, Manzilda

Chief Academic Officer and Chief Operations Officer

Ms. Porta received her Bachelor of Science in Business Administration at Uniban University in Sao Paulo, Brazil in 1984. Ms. Porta has over 20 years of experience utilizing computer software, which includes Microsoft products. She owned and managed a clinic in Brazil before relocating to California where she applied her administrative skills to provide assistance to injured workers. She brings a variety of knowledge and experience to delivering quality education and services.

### FACULTY

---

Farias, Patricia Instructor

Ms. Farias has earned her Bachelor degree in Business Administration from the University of Sao Paulo in 1999. She has over 15 years of experience utilizing computer software, which includes Microsoft products. Her professional experience includes working in a multi-disciplinary environment where she coordinated the duties of the employees while assuming the responsibilities of the account and human resources departments.

### STATE OF CALIFORNIA CONSUMER INFORMATION

---

Creative Career Options is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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.

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

Creative Career Options has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Creative Career Options does not participate in federal aid programs, but does accepted payment through the worker's compensation state aid program.

Creative Career Options is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.