



## *College Catalog*

*January 1, 2025 to December 31, 2025*



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## WELCOME

We welcome you to our College and congratulate you on your decision to advance your career.

At **California City College**, we are committed to providing you with the most contemporary education that is both technically sound yet practical. No matter what course you take, we will provide you with the latest in these growing fields.

At **California City College**, you will find dedicated professors, administrators, and staff members all of whom care about higher education and the opportunities it affords.

Today you embark upon a new educational path. I look forward to sharing with you the rewarding days ahead on our campus and wish you much success in your educational endeavors.

Sincerely,

Jacqueline V. Aguilar  
Chief Executive Officer  
**California City College**  
2060 Chicago Ave. Suite C5  
Riverside, CA 92507  
909-280-8003  
909-352-1003

## **OWNERSHIP**

**California City College** is a private vocational training institution owned by a California Corporation, and it is in good standing financial status.

### **SCHOOL ADDRESS, PHYSICAL DESCRIPTION, INSTRUCTIONAL EQUIPMENT**

#### **CALIFORNIA CITY COLLEGE ADDRESS**

The campus is located at 2060 Chicago Ave. Suite C-5, Riverside, CA 92507. Our phone number is 909-280-8003. The School is a one-story, fully air-conditioned building with classrooms.

- The class sessions for Computer Maintenance and Repair, Computer Office Specialist, and Computer Application Online are held at our campus at 2060 Chicago Ave. Suite C-5, Riverside, CA 92507

#### **PHYSICAL DESCRIPTION**

The College has a Department for Admissions and Student Services, as well as a Job Placement Center. The Computer Classroom and Lab has 10 individual computer stations, a computer repair and maintenance section, the equipment, tools and supplies have a storage area, and the instructor's work area with a projector and bulletin board for group-training purposes. Maximum occupancy level for the facility is up to 15 students per class. The campus is within easy access from the 60 Freeways.

#### **INSTRUCTIONAL EQUIPMENT**

Students use a variety of hand-held tools, as well as stationary equipment.

Third party students received a set of tools according to their training program for their personal use during the program which they continue to use after the program is completed which it will aid them in seeking and finding employment in the designated field. Also, the student has the option to either receive the tools from the school for the taken program or buy the tools themselves.

#### **EQUIPMENT USED FOR OUR COMPUTER COURSES:**

##### **Computer Maintenance and Repair**

- Desk Top Computer with Windows Operating System
- Microsoft Office Software
- Printer all in one
- Computer Repair Kit
- Projector
- Head sets

## **Accounting with QuickBooks and Microsoft Office Online**

Since this is an online course. Each Student will have:

- Laptop Computer with Windows Operating System
- Microsoft Office Software
- QuickBooks Software
- Printer all in one
- Head phones
- Internet access

## **Accounting with QuickBooks and Microsoft Office**

- Laptop Computer with Windows Operating System
- Microsoft Office Software
- QuickBooks Software
- Printer all in one
- Projector



# ABOUT THE COLLEGE

## MISSION STATEMENT

The Mission of **California City College** is to provide injured and/or displaced workers, and the public with marketable entry-level skills which will enable them to secure employment, and re-enter the workforce as a productive person in today's society, thereby gaining employment, social acceptance and economic independence. Our quality educational programs combine knowledge with professional know-how that inspires, challenges and empowers our students to attain their professional goals and lifelong ambitions.

## OBJECTIVES / PURPOSE

**California City College** in order to continually maintain our School's mission, a set of viable objectives were implemented. These objectives are articulated to the student, school visitors as well as government agencies in order to ensure consistency and quality of our education and job placement services, as well as protection to the students from fraud or deception. The objectives of our programs is to prepare our students with the skills and knowledge required to successfully meet the job requirements of the market place.

**California City College** was founded to provide a unique platform to mature motivated and enthusiastic adults who desire to pursue a career after getting injured in their previous jobs and/or to the general public. Unfortunately, the traditional educational institutions cannot fulfill the needs and demands of these enthusiastic adults due to factors like fixed academic calendars, high cost and tight schedule that does not coincide with their needs. Certificate programs of **California City College** are designed in accordance with the following objectives:

1. Equip students with academic and professional education related to their careers chose.
2. Integrate continuously changing issues and trends emerging in each area of study.
3. Lay relevant foundation for each course.
4. Provide adequate opportunities to students to apply their theoretical / practical knowledge to real life settings
5. Deliver course content using the most appropriate teaching learning strategies and technology available.
6. Upgrade and adopt the program on an ongoing basis
7. Foster commitment to a lifelong learning and provide resources accordingly

## SCHOOL PHILOSOPHY

**California City College** has been set-up to meet the vocational education needs of the rehabilitation industry, dislocated-workers, as well as the general public. The school trains students with entry-level skills in the fields of computer technology. Thus enabling graduates to find employment in their respective field of study, or set-up a shop on their own. The purpose of these programs is to provide the students with marketable skills, helping them to return to the work-force and become financially independent and stable. We constantly strive to improve the quality of our services. The school will modify and/or add new programs to our offering to accommodate the labor-market demands in the community. Thus, our goal is to assist our graduates to obtain employment and/or return to the workforce.

## INSTITUTIONAL FINANCIAL STATUS

**California City College** is in good financial status. This institution does not have a pending petition in bankruptcy, is not operating as a debtor-in-possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy file against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.)

## ADMINISTRATION EXPERIENCE AND EDUCATION

- **Jacqueline V. Aguilar** Chief Executive Officer, CEO  
Bachelor of Arts Degree in Political Science  
School Adm. -Roman War Technical Institute -10 Years  
School Director - International Technical College - 10 Years  
School Owner – Intech College – 12 years
- **Alvaro Vigil** Chief Financial Officer, Secretary  
30 years' management experience  
Managing multiply sites  
Responsible for PML  
Bachelors in Business Management, University of Phoenix
- **Shirley Arriola** Chief Academic Officer, CAO  
School Director, Admissions  
Officer of Student Assistance  
Student Complaints, and Custodian of Records  
Bachelor of Arts Degree in Liberal Arts  
Certificate from CHEP in Leadership  
School Admissions – Glen Oaks College – 3 years  
Director of Education – East Valley College – 8 years
- **Beatriz A. Munoz** Office Administrator and Student Services/ Placement– 15 years  
West Wood College / Paralegal Studies

## INSTRUCTORS EXPERIENCE AND EDUCATION

- **Ruben Jimenez** Computer Technology / QuickBooks Instructor  
Master Degree in Computer Technology University  
National Autonomyde Puebla Mexico – Technical Insitute  
ALMEA AC - Computer  
Technician Roman Ward Technical Institute – Computer Instructor  
– 4 years  
Reuvsens' Computer Center – Bussines Owner - 10  
Years 2007 to Present
- **Sergio Garcia** Computer Technology Instructor  
A+ Certified Computer Repair Technician  
/ COMPTIA  
Instituto Windsor – Guatemala 2 years  
Computer Applications Instructor

University Cipresales Guatemala -2009

Bachelor Degree in Computer Technology  
Instituto Tecnico de Capacitacion y Productividad - 2010  
Microsoft Office Certificate  
Computer Business Owner  
2012 to present

- **Luis Colindres**

Computer Application Instructor  
Certificate of Authorization for Service as Instructor  
Computer /LAN Technology  
Certificate in Computerized Bookkeeping / Accounting  
(Quickbooks) Workshop  
Credential for Computer Applications, Account Occupations and  
Computer Maintenance and Repair

- **Mary Alvarez.**

(Quickbooks)

Computer Application Instructor  
Certificate in Computerized Bookkeeping / Accounting

Instructor year – Intech College 2023 - 24

Instructors maintain their knowledge by attending seminars, workshops and trainings. Institution holds monthly staff meetings to go over any issues and educational updates.

## APPROVAL STATUS DISCLOSURE STATEMENT

**California City College** is a private institution approved to operate by the California Bureau for Private Postsecondary Education. The 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 §94909 (a)(2) & §94897 (1)(1)(2)

Course curriculums must be reviewed and renewed annually; they are subject to continuous review. The school must apply for re-approval and submit annual reports to the Bureau for Private Postsecondary Education (BPPE.)

**California City College** is currently not accredited by any regional or national accrediting agency.

## LIST OF COURSES

### COMPUTER PROGRAMS:

Computer Maintenance and Repair	400 Hours	DOT 033.162-010
Accounting with QuickBooks & Microsoft Office	437 Hours	DOT 209.562.010
Accounting with QuickBooks & Microsoft Office Online	357 Hours	DOT 209.562.010
Contabilidad con QuickBooks y Microsoft Office	437 Hours	DOT 209.562.010
Contabilidad con QuickBooks y Microsoft Office Online	357Hours	DOT 209.562.010

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Instruction is limited to 30 students at one time. A Certification of Completion is awarded to graduates for successful completion of each academic program.

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

*The transferability of credits you earn at **California City College** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate(s) 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 **California City College** to determine if your certificate will transfer. §94909(a)(15)*

### **REQUIRED STATEMENTS**

#### **Review Catalog and School Performance Fact Sheet Prior to Enrollment**

*“ As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encourage to review the School Performance Fact Sheet, which must be provided to you prior to signing and enrollment agreement.”§94909 (a)(3)(B)*

*(a)Except as provided in subdivision (d), prior to enrollment, and institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:*

*(5) A description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion.*

*(9)The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.*

#### **Programs not Designed to Lead to Licensure in the State of California**

It is important to note that **California City College**’s educational programs are not designed to lead to any positions in a profession, occupation, trade, or career field requiring licensure in the State of California.

## For Questions not Satisfactorily Answered by the Institute Contact the Bureau

§94909 (a) (3) (A) “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

**Physical Address:** 1747 North Market, Suite 225 Sacramento, CA

**Mailing Address:** P.O. Box 980818<sup>SEP</sup> Sacramento, CA 95834

**Web Address:** [www.bppe.ca.gov](http://www.bppe.ca.gov) **Fax Number:** (916) 263-1897

**Toll Free:** (888) 370-7589

**Tel.Number:** (916) 574-8900

“ 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). ” §94909(a)(3)(C)

## ADMINISTRATION POLICIES

### Admissions Requirements for All of the Training Programs

“A student shall enroll solely by means of executing and enrollment agreement. The Enrollment agreement shall be signed by the student and by an authorized employee of the institution.” § 94902

The programs offered by the **California City College** are for men and women who poses a strong motivation to learn and a desire to become skilled in the fields of Computer Technology. You must be 18 years of age or older.

1. Applicants must possess a high school diploma, a GED, and/or passing of ATB exam (CELSA) approved by US Department of Education.

Applicants whose English is not their native language and do not have a high school diploma and or GED must take the Combined English Language Skills Assessment (CELSA) ability to Benefit Test

Applicants whose English is not their native language must attain a qualifying score of 97 to get enrolled in any of our programs. If the student does not attain a qualifying score, the student may take the No. 2 CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days and must attain a qualifying score of 97.

2. The test is administered by an independent third party administrator and the cost of the test is paid by the student and/or third party. Testing is arranged by appointment and is handled as a separated

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appointment from the initial enrollment interview. Students are notified of their test scores via telephone.

3. Students must receive a passing score to get enrolled in any of our training programs.

### **Procedure for Enrollment**

1. The School's vocational programs and services are explained. The prospective student's vocational goals and educational needs are discussed.
2. A tour of the facility and classrooms is provided. Teaching methods are explained, and the equipment briefly demonstrated.
3. The prospective student is provided with a School Catalog
4. Each prospective student will receive a copy of the School Performance Fact Sheet (SPFS) for the program(s) of instruction they are interested in taking. As part of the enrollment process the student must sign on the enrollment agreement that they have received a copy of the (SPFS) prior to signing the enrollment agreement. **California City College** annually reports to the Bureau for Private Postsecondary Education, as part of the annual report, and publish in our (SPFS), the completion rate for each program. The completion rate shall be calculated by dividing the number of graduates by the number of students available for graduation. §94929

**California City College** annually reports to the Bureau for Private Postsecondary Education, as part of the annual report, and shall publish in our (SPFS), all of the following:

- (a) *The job placement rate, calculated by dividing the number of graduates employed in the field by the number of graduates available for employment for each program that is either*
  - (1) *Designed, or advertised, to lead to a particular career, or*
  - (2) *Advertised or promoted with any claim regarding job placement*
- (b) *the license examination passage rates for the immediately preceding two years for programs leading to employment for which passage of a state licensing examination is required, calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program.*

*The institution shall use state agency licensing data to calculate license examination passage rates. If those data are unavailable, the institution shall calculate the license examination passage rate in a manner consistent with regulations adopted by the bureau*

- (c) *Salary and wage information, consisting of the total number of graduates employed in the field and the annual wages or salaries of those graduates stated in increments of five thousand dollars (\$5,000) §94929.5*

5. Prospective students are encouraged to visit the classes for 1 to 2 days before signing the contract agreement.
6. The Admissions Representative will go through the catalog with the prospective student, and will explain the Cancellation policy, refund policy, withdrawal policy, STRF protection,

- attendance policy including tardiness, probation and dismissal policies and grading systems.
7. The Student Enrollment Package/Policies Receipt must be signed by the prospective student.
  8. The prospective student then reviews and signs the Enrollment Agreement.
  9. The School Representative approves the Enrollment Agreement and a copy of all signed documents is provided to the prospective student.
  10. The student, as well as the vocational counselor or case manager, are informed of class schedules, refund and cancellation policies, start and completion dates, and requirements needed in order to obtain the Certificate of Completion.
  11. Third party students, their respective insurance companies will be notified and a confirmation of payment will be done prior the client starts the training program.

### **Experiential Credit**

- This institution does not award credits for previous and comparable examinations.
- **California City College** has not entered into an articulation or transfer agreement with any other institution. Therefore, this institution does not accept and credit transfer units.
- This institution does not award credit for experimental learning

### **Financial Aid**

**California City College** is not eligible to offer federal financial aid. So students here do not have federal student loans. The school does not provide, engages nor encourages student loans for any of our training programs. The law states that if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus accrued interest.

*A student enrolled in an unaccredited institution is not eligible for federal financial aid (CEC 94909(a)(16) and CEC 94897 (p))*

**California City College**, does not offer federal financial assistance.

*“If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if a student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. “§94909 (a)(11)*

*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 programs funds. §94911€(2)*

**California City College** may accept payment in full. Students must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school. At the student’s option payments can be made with Cash, Checks, Money Orders, or credit



card. Local bank imprinted checks for the amount due only. No two party checks, post-dated, or altered checks are not accepted. A \$25 service charge is assessed on any item returned by the bank.

*“Institutions that offer short-term programs designed to be completed in one term or four months, whichever is less, may require payment of all tuition and fees on the first day of instruction. §94899.5(a)*

*“For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.” §94899.5(b)*

*“The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs.” §94899.5(c)*

*“An institution that provides private institutional loan funding to a student shall ensure that the student is not obligated for indebtedness that exceeds the total charges for the current period of attendance.” [Ed. Code §94899.5(d)]*

*“At the student’s option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.” §94899.5*

## **Payment Default**

Student (and Co-buyer, if applicable) understands that payments are to be made to the School or assignee. If this Agreement is assigned, Student (and Co-Buyer, if applicable) will be bound by all of its terms and conditions. Payments 10 days delinquent may have LATE CHARGE of \$25. If account is delinquent for over 30 days, the student will be dropped from the program of study. Students who have elected the Payment Plan may pay off the balance in advance.

## **Student Visas**

**California City College** does not facilitate student visas, admits or voucher for students from other countries with student visas.

## **IMPORTANT INFORMATION**

### **Instruction Languages**

Students applying outside the United States, Canada, United Kingdom, Australia, New Zealand, or other English-speaking countries must provide the institutional copy of scores from the Test of English as a foreign Language (TOEFL) for international students whose native language is not English, and who studied in a language, other than English at the high school level. **Paper-based TOEFL – All part scores at least 57: Computer-based TOEFL – at least 23, Essay at Least 4.0.** Testing must be

completed prior to signing the **ENROLLMENT AGREEMENT**. You will be notified of your test results by the testing agency. You must provide a copy of the results of the test.

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain a qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework in English at the college level.

The medium of instruction at this institution is **English and Spanish**. Each student should be able to read, write and understand the English and /or the Spanish Language.

### **Students with Disabilities**

Individuals with special needs and/or are handicap may apply for admission. The School and classrooms are well-lit and easily accessible by wheelchair.

### **Non-Discrimination Policy**

No person will be denied admission, or any other rights and privileges at our school due to race, skin color, sex, national origin, handicap or religion. All persons enrolling must be beyond the age of compulsory secondary education.

### **Drug Abuse Policy**

**California City College** does not tolerate any use of non-prescription and controlled substances, and fully supports the Drug-Free Schools and Communities Act of the United States Congress. The School reserves the right to dismiss immediately, any student who uses non-prescribed drugs while on school premises, or when a student comes to school while under the influence of illegal substance and/or alcohol.

## **DISTANCE EDUCATION**

**California City College** will begin to offer Distance Education, starting October 17, 2018

### **Computer Requirements**

ll need to have an up-to-date browser.

Below is a list of the minimum Hardware and Software requirements to access Moodle and Meeting Cameron Online course materials.

#### **Operating System:**

- Windows 7, Windows 8 or Windows 10, Windows 11
- Mac OSX 10.8, 10.9, 10.10 or 10.11

### **Hardware:**

- Processor (CPU) with 2 gigahertz (GHz) frequency or above
- A minimum of 2 GB of RAM
- Monitor Resolution 1024 X 768 or higher
- A minimum of 20 GB of available space on the hard disk
- Internet Connection Broadband (high-speed) Internet connection with a speed of 4 Mbps or higher
- Keyboard and a Microsoft Mouse or some other compatible pointing device
- Sound card
- Speakers or headphones
- Microphone and Webcam

### **Software:**

- Microsoft Office
- Java -- To view and interact with all available blackboard applications.
- Real Player--for audio/video content.
- Quick Time--for audio/video content.
- PowerPoint viewer--PowerPoint Viewer lets you view full-featured presentations created in PowerPoint 97 and later versions.
- Adobe Shockwave--for Macromedia content.
- Adobe Acrobat Reader --for PDF files Adobe® Reader® software is the global standard for electronic document sharing. It is the only PDF viewer that can open and interact with all PDF documents. Use Adobe Reader to view, search, digitally sign, verify, print, and collaborate on Adobe PDF files.
- Adobe Flash Player--Flash Player allows you to enjoy content with video, graphics and animation.

Some of the documents in this course will be available to you in PDF form. If you do not have Adobe Acrobat Reader software on your computer, you can download it by going to <http://get.adobe.com/reader/>



## ACADEMIC POLICIES

### **Grading and Progress Systems for all of the Training Programs**

Grades and grade-averages are based on a combination of attendance, assignments and projects completed, and evaluations. An assessment/test is given to the student after the completion of each module. The Student must get a grade of 71-80 (C) or better to pass the module. These ratings are assigned and the student is informed of them on a regular basis. Incomplete grades must be cleared within two weeks following notification. If this is not done, the incomplete grade will be recorded as unsatisfactory. Graduating students receive a Certificate of Completion when all the required clock hours have been completed with an average grade of “C” or better. No final exam, however all assignments/projects/hours must be satisfactorily complete.

### **Grading your progress**

Self-assessment activities can be found in each module that will reinforce the information covered. These activities offer the student a point of reference for his or her own retention of the material. Some activities may be assigned for homework or submitted for extra credit.

. Grades will be calculated as such:

GRADE	PERCENT		GRADE POINTS
A	91 - 100		4.0
B	81 – 90		3.0
C	71-80		2.0
D	61-70		1.0
F	69-and below		0.0
I	Incomplete		0.0

### **Class Size and Personal Property**

Class size varies with each course. There is a maximum student ratio of fifteen per instructor. The average class size of our computer lab is approximately ten.

Each student is assigned her/his own workstation and/or desk. Our school is not responsible for loss or damage to any personal property.

## STATEMENT OF SATISFACTORY ACADEMIC PROGRESS

### General Statement

The Higher Education Act mandates that the institutions of higher learning establish minimum standards of "satisfactory academic progress" for students receiving financial aid. The College applies these standards to all students, regardless of the sources of payment of tuition. Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the Institute. These objectives are directly correlated with the performance standards set by the Institute. Students are graded as they complete projects specified in the curriculum. Grades are determined as a compilation of tests scores (written and practical)

1. To maintain satisfactory academic progress, a student attending on a full-time basis has a maximum time frame in which to earn a Certificate of Completion, as follows:

Course Title	Length	Maximum Time Course Allowable
<b>COMPUTER PROGRAM:</b>		
• Computer Maintenance and Repair	4 months	6.5 months
• Accounting with QuickBooks & Microsoft Office	4.5 months	6 months
• Accounting with QuickBooks & Microsoft Office Online	6 Months	9 months

*These time frames can be adjusted in the event the student changes from one curriculum to another on a prorated basis, and to accommodate special medical or other personal needs at the discretion of the Administration.*

Student/instructor ratios will be maintained at the lowest level commensurate with the depth and intensity of the training presented. Each applicant to this program will be administered assessment and proficiency exams for the evaluation of performance standards. All students will be evaluated upon completion of module of study, or monthly (depending on the specific curriculum), in order to determine whether the student has made adequate progress towards the standards required by employers for entry-level positions, or according with the School's exit requirements, and the completion of the entire curriculum within the maximum time frame allotted for the course.

## **Incomplete Subjects and Remedial Studies**

To maintain satisfactory academic progress, students who incur an absence are required to make-up time equivalent to missed instructional clock hours at no more than 15%. Lost time while a student is on a leave of absence will not be counted as an absence. A student will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat or make up lost time. The work done during made up time shall be given full credit.

## **Withdrawal and Reinstatement**

A student who does not maintain satisfactory academic progress during the first 25% of the stated course period will be placed on academic probation for the next 25% of the course. If, at the end of the probationary period, the student does not correct these deficiencies, she/he will be subject to dismissal at the discretion of the School Director. No student will be permitted to graduate until all the course work is completed. In that event, the student will be required to expend her/his course of study, at their own expense, until all work is made up and all other graduation criteria are met. If not, the student may be subject to dismissal at the discretion of the School Director.

## **Academic Review and Appeal Process**

A student placed on academic probation may review this decision and appeal it through the Admissions Department. A request for any change in the student file must be made in writing, and the reasons stated in full. All requests are reviewed by the director in consultation with the student's instructor, and a determination made. The student may meet with any school official in order to review the determination. In the event the student further disputes the record, a third party who has no interest in the School and who is knowledgeable in the respected field of training will be asked to review the student's record and make a written recommendation to the Director for a final action.

## **ATTENDANCE POLICY**

Students are expected to attend scheduled classes, as they would be present for work. The School Director will counsel students failing to maintain a minimum of 85% attendance. All absences, punctuality and attendance are recorded and the student will be required to make up the instructional time originally establish by the institution.

### **Absence**

Absences will be considered as excuses under the following circumstances: death or birth in the immediate family. Students under the "Workers' Compensation System" have appointments from the attorney, doctor(s), vocational counselor, and other valid reasons, substantiated in writing and related with the WC Rehabilitation case. If the students don't provide to the office with a note and a copy of the appointment,

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this specific absence will be taken as “un-excused absence”.

### **Tardiness**

Tardiness is a disruption of a learning environment and is discouraged. Being "on time" is not only important for academy; it is a fact of life in the industry. Tardiness (10 minutes +) without a legitimate reason on two occasions will be considered as one unexcused absence.

### **Probation and Suspension for Unsatisfactory Attendance**

Students who incur in five unexcused absences within a month will be placed on probation. If attendance is not improved and maintained within 85% of the time, students may be suspended.

### **Missing Class**

Will be considered as an absence.

### **Make-Up Work**

All absences will result in the need to make-up the time lost from class and the missing assignments. Make-up hours will not be considered as regular classroom time.

### **Leave of Absence**

Leave of absence (LOA) may be granted under special circumstances. Students may receive one leave of absence during the course of their training.

1. General LOA for emergency or personal purposes, up to 60 days,
2. Medical LOA for medical situations.
3. Only Executive Director is authorized to grant a Leave of Absence.
4. All medical Leaves of Absence whether requested in advance or based on an emergency situation must be documented by a doctor’s statement.
5. Periods longer than 60 days for non-medical reasons will not be granted.
6. Leave of Absence for medical reasons may be granted for periods not to exceed 6 months, pending a note from the student's treating physician.
7. All requests must be made in advance of the leave.
8. In the event of an emergency, the student is required to make all efforts to contact the school.
9. A student who has not returned to school after the leave of absence period has expired, and has not notified the school of the need for additional time, will be automatically dismissed.
10. Failure to return to school as scheduled without prior written notification to an approval from the Executive Director will result in immediate dismissal.
11. The Executive Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will



- have an adverse impact on the student's satisfactory progress in the academic program.
12. No waivers will be provided for graduation requirements.
  13. Time for an approved leave of absence will not be included in the calculation of a student's maximum time frame.

## **STUDENT CONDUCT POLICY**

Students are expected to act in a professional and courteous manner towards other students, as well as school staff and instructors. **California City College** reserves the right to dismiss students for intoxication or possession or use of nonprescription drugs while on school premises or for behavior which creates a safety hazard or which otherwise disrupts the school activities.

### **Probation and Dismissal Policies**

In the event the student is placed on probation, suspended or dismissed due to academic or other violations of school rules or policies, the student will receive the reasons for the action, in writing, from the School Director. Probation periods shall not exceed 60 calendar days. If the student has not corrected the problem within the probation period, the student shall then be subject to termination at the discretion of the School Director. If you fail to attain a passing grade for any course/module, you will be placed on probation for the next module. Your failure to achieve a passing grade at the end of the probationary evaluation period may result in your being administratively withdrawn.

## **STUDENTS RIGHTS**

### **Student Grievance Policy**

Any unresolved complaints about any concerns the student must communicate their concerns to the instructors and the School Director using the grievance resolution form.

The following procedure must be followed to handle any and all complaints:

First, the concern must be addressed in writing to the instructor for resolution.

1. If the instructor cannot solve the issue, then a copy of the written request should be submitted to the School Director for resolution.
2. The School Director will call a grievance session and include all of the concerned parties. All the parties will be allowed to present testimony or evidence concerning the incident. The Director will issue a statement to all parties within 24 hours of the meeting conclusion. If the decision is unacceptable to the student, the student must send written letter to the School Director explaining why the student believe the decision is unacceptable.
3. Finally, if the student disputes a decision made by the School Director, the student may call or write to:

#### **Bureau for Private Postsecondary Education**

*Physical Address:* 1747 North Market, Suite 225, Sacramento, CA 95833

*Mailing Address:* P.O. Box 980818, Sacramento, CA 95834

*Web Address:* [www.bppe.ca.gov](http://www.bppe.ca.gov) *Fax Number:* (916) 263-1897

*Toll Free:* 1 (888) 370-7589 *Tel. Number:* (916) 574-8900

**E-mail:** [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

The College's designated Student Complaint Investigator is Mrs. Shirley Arriola. The Student Complaint Investigator is regularly accessible during normal business hours.

## **STUDENT RECORDS**

No one, except appropriate school faculty and staff or, an authorized representative or an Accrediting Commission or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency (i.e. WIA, Student's Insurance Company) may review any educational records without the approval of the student. Students may request a review of their records by writing to the Director of the School. All such reviews will be scheduled during regular school hours under appropriate supervision. No transcripts will be issued until all tuition and other fees due are paid.

### **Right Of Privacy**

The Federal Right of Privacy Act of 1974 (P.L. 93-380, section 438) commonly known as the Buckley Amendment confidentiality of student records is protected. Student records are confidential and are kept by the Registrar office for five years. *Transcripts are kept permanently* in accordance with Bureau for Private Postsecondary Education § 94900, 94900.5.

## **GRADUATION REQUIREMENTS**

Upon completion of all the classroom and laboratory education with a grade point average of at least 2.0 (C) or better, the student will be issued a certificate attesting to her/his successful completion. Students who have not achieved minimum 2.0 (C) grade average may obtain a Certificate of Attendance.

### **Course Length**

Instruction is measured in completion of course module. The required projects for each course must be completed. The duration of each course varies and depends on the requirements of the industry.

### **Change of Program**

Program changes must be initiated with the Director. A student must attend all classes in which he/she has originally enrolled until the curriculum change is authorized.

## **STUDENT SERVICES**

### **Advising**

Each student will have a review of his/her progress every month. Any student experiencing problems that affect his/her progress will be counseled by an instructor or the School Administrator to assist him/her to

overcome the difficulty.

### **Tutoring**

Tutoring may be arranged with the individual instructor. Tutoring Services are free-of-charge.

### **Housing**

**California City College** does not provide any form of student housing assistance. The College does not have any dormitory facilities or housing for students under its control. Although there is student housing in the immediate area or near campus, and the cost may range from \$450 per room to \$1,350 for a one to two-bedroom apartment. The School does not make any type of recommendations regarding housing and/or costs. This institution is “non-residential” and does not have any responsibility to find or assist students in finding housing.

### **Transportation**

Public bus transportation is available with stops located near the School campus. There are student bus passes available for purchase from the Southern California Rapid Transit District.

### **Job Placement Assistance**

**California City College** provides one year of job placement assistance to its graduating students at no additional cost, and without any guarantee of employment, or any amount of compensation that can be obtained. The following is a list of our job placement services: resume and cover letter preparation, skills on how to complete an employment application properly, interviewing techniques through mock-interviews, using technology and internet services to seek possible job opportunities and current job leads, and net-working within the respected industry, while reaching out to other community non-profit organizations and government-base agencies to assist in obtaining employment.

- **Resume and Cover Letter:** Educate students on the different types of resumes and cover letters, and assist them in preparing their own job-seeking marketing tools.
- **Employment Application:** Teach students the proper form to complete any employment application.
- **Interviewing Techniques:** Prepare students to interview properly, to identify their transferable skills, and to market all their knowledge, abilities, and experience.
- **Technology and Internet Services:** Instruct students on how to use the internet services to seek and obtain employment.
- **Job Leads:** Train Students to seek current job leads in their respective field.
- **Job Placement Net-working:** Direct and guide students to reach out and use community non-profit organizations and government agencies for job placement purposes.

## Student Assistance Services

The Office of Student Assistance and Relief is available to support prospective students, current students or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached calling (888-370-7580) or by visiting ([www.osar.bppe.ca.gov](http://www.osar.bppe.ca.gov))

## Library Resources

At the present time we do not have a physical library. We are using online libraries for extra learning resources. The internet and online resources will supply plenty of information for the students to finish their course work. The libraries listed below will contain Magazine, newspaper articles, encyclopedias and other reference books. The online libraries are searchable by Keywords, Subject, Author, Magazine Title, Date, etc.

<https://openlibrary.org>

<https://www.getabstract.com>

<http://www.ellibs.com>

<http://www.thefreelibrary.com/>

<https://www.questia.com/>

<http://publiclibrariesonline.org/>

<http://www.lioninc.org/>

[http://tour.playster.com/?ref=5031034&sub\\_id=NOB&utm\\_campaign=bingbook&utm\\_source=Bing](http://tour.playster.com/?ref=5031034&sub_id=NOB&utm_campaign=bingbook&utm_source=Bing)

<http://library.harvard.edu/>

<http://www.libraries-online.com/>

<http://www.library.nd.gov/onlineresources.html>

<http://www.prattlibrary.org/research/database/index.aspx?id=6528>

Our Students will be given a training section on how to use these resources. Our computer room is open during office hours and available for all students to use if they need to use the Library Resources.”

Also, the local library is located at:

- SPC. Jesus S. Duran Eastside Library, 4033-C Chicago Avenue, Riverside, CA 92507, (951) 826-2235
- Riverside Public Library, 3581 Mission Inn Ave. Riverside, CA 92501 951-826-5201

## SCHOOL PERFORMANCE FACT SHEET

Each prospective student will receive a copy of the SCHOOL PERFORMANCE FACT SHEET for the program(s) of instruction they are interested in taking. As part of the enrollment process the student must sign on the ENROLLMENT AGREEMENT that they have received a copy of the SCHOOL PERFORMANCE FACT SHEET prior to signing the ENROLLMENT AGREEMENT.

**California City College** annually reports to the Bureau for Private Postsecondary Education, as part of the annual report, and publish in our SCHOOL PERFORMANCE FACT SHEET, the completion rate for each program. The completion rate shall be calculated by dividing the number of graduates by the number of students available for graduation. §94929.

**California City College** annually reports to the Bureau for Private Postsecondary Education, as part of the annual report, and shall publish in our SCHOOL PERFORMANCE FACT SHEET, all of the following:

- (a) *The job placement rate, calculated by dividing the number of graduates employed in the field by the number of graduates available for employment for each program that is either (1) signed, or advertised, to lead to a career, or (2) advertised or promoted with any claim regarding job placement*
  - (b) *The license examination passage rates for the immediately preceding two years for programs leading to employment for which passage of a state licensing examination is required, calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program. The institution shall use state agency licensing data to calculate license examination passage rates. If those data are unavailable, the institution shall calculate the license examination passage rate in a manner consistent with regulations adopted by the bureau*
  - © *Salary and wage information, consisting of the total number of graduates employed in the field and the annual wages or salaries of those graduates stated in increments of five thousand dollars (\$5,000)*
- §94929.5

## CANCELLATION NOTICE

(Date) \_\_\_\_\_  
(Enter date of first class received)

"You may cancel this Contract from School, without any penalty or obligation by the date stated below."

"If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 45 days following the School's receipt of your Cancellation Notice."

"But, if the School gave you any equipment, you must return the equipment within 45 days of the date you signed a Cancellation Notice. If you do not return the equipment with this 45-day period, the School may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item shall be separately stated. The amount charged for each equipment item shall not exceed the equipment's fair market value. The Institution is required to refund any amount over that as provided above, and you may keep the equipment."

*" To cancel the Contract for School, mail or deliver a signed and dated copy of this Cancellation Notice, or any other written notice to*

**CALIFORNIA CITY COLLEGE**  
2060 Chicago Ave. Suite C-5, Riverside, CA

### "NOT LATER THAN"

(Enter midnight of the date that is the SEVENTH business day following the day of the first class or the day the first lesson was received; or, if the program is fifty or fewer days, midnight of the date that is one day for every 10 days of scheduled program length, rounded up for any fractional increment thereof; or, if the lesson was sent by mail, the eighth business day following the day of mailing, whichever is applicable)

"I (your name) \_\_\_\_\_ cancel the Contract for School." \_\_\_\_\_ (date) \_\_\_\_\_  
Student's Signature) \_\_\_\_\_

**"REMEMBER, YOU MUST CANCEL IN WRITING.** "You do not have the right to cancel by phone, by sending an e-mail or by not attending classes.

*"If you have any complaints, questions, or problems which you cannot resolve with the School, write or call:*

**Bureau for Private Postsecondary Education**  
**Physical Address:** 1747 North Market, Suite 225, Sacramento, CA  
**Mailing Address:** P.O. Box 980818, Sacramento, CA 95834  
**Web Address:** [www.bppe.ca.gov](http://www.bppe.ca.gov) **Fax Number:** (916) 263-1897  
**Toll Free:** 1 (888) 370-7589 **Tel.Number :** (916) 574-8900

## REFUND POLICY

### Tuition and Other Fees

If the student is rejected from training by the administration of **California City College**, the student will receive a 100% refund of all monies paid. Students who are accepted into their chosen course, have a right to withdraw from a program of instruction at any time. You may cancel your training without any penalty or obligation at any time.

#### Calculation of Prorated Refund:

The refund shall be calculated as follows:

1. Deducting the registration fee of \$250.00 from the total cost of training.
2. Dividing the tuition by the number of hours in the program.
3. The quotient is the hourly charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by Multiplying the total hours attended by the hourly charge for instruction.
5. The refund will be any amount in excess that was paid by the student's third-party.

The following example, is a refund calculation for a student attending a total of 300 hours of training:

● Amount Paid (Total):	\$5,350.00
● Less Equipment Costs: (if equipment was returned)\$	0.00
● Less Non Refundable Registration Fee:	\$ 150.00
<b>Total Amount Paid for Instruction (Tuition):</b>	<b>\$5,200.00</b>
● Total Hours of Instruction Paid For:	240
● Hours of Instruction Completed:	120
● Hours of Instruction Paid For But Not Received:	120
● Tuition divided by Total Hours=Cost Per Hour	21.66
● Total Cost of Instruction Paid For	\$5,200.00
● Less Tuition for Hours Received and Paid For (120 x \$21.66)	\$2,600.00
<b>Total Refund:</b>	<b>\$2,600.00</b>

#### Tuition Refunds and Credit:

The Institution shall pay or credit refunds due within 45 days following the date upon which the student withdrawal has been determined.

#### Materials and Tools:

The student must return the equipment in good condition, allowing for reasonable wear and tear, within 45 days following the date of the student's withdrawal. The Institute will refund the charge for the equipment paid by the student. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within 45 days following the date of the student's withdrawal, the Institute will offset against the refund calculated.

## REFUND TABLE

### TUITION REFUND AFTER CLASSES BEGIN:

School shall refund 100% of the amount paid by institutional charges, less a registration fee not to exceed \$250.00, if notice of cancelation is made thru attendance of the first class session or the **seventh(7<sup>th</sup>) day after enrollment**, whichever is later.

A student must withdraw or cancel by or before the date that the student completes 60 percent of the attendance period, in order to receive the pro-rate refund according the Refund Table.

A student will **not be eligible for a refund**, if the student withdraws or cancels after the 60.1 percent of the attendance period. For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the program when any of the following occurs:

1. **Cancellation must be done in writing**, and the Student shall be refunded all monies paid within 45 days after receipt of the notice.
2. If a Student is rejected for training or if a course is canceled, the Student will receive a refund of all monies paid within 45 days.
3. For computation purposes, the date of withdrawal or termination is the actual last date of attendance by the student.
4. The refund policy for students who have completed 60 percent or less of the period of attendance will be a pro-rata refund according to the refund table.
5. You have failed to attend classes for a three-week period with proper authorization.
6. The date of your withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid. The student shall be deemed to have withdrawn at the end of the three-week period.
7. If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.(CEC 94911(f))
8. If the student defaults on a federal or state loan, both 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) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.. (CEC 94911(g)(1)(2))
9. If the student received federal student financial aid funds, the student is entitled to a refund of moneys no paid from federal student financial aid program funds.

### EXAMPLE OF REFUND TABLE

#### Period of Attendance on a Percentage Basis

PROGRAMS	10%	25%	50%	60%
<b>Computer Maintenance and Repair 400 Hours \$5,350</b>	<b>40 Hrs. \$4,815</b>	<b>100 Hrs. \$4,012.50</b>	<b>200 Hrs. \$2,675</b>	<b>240 Hrs. \$2,140</b>
<b>Accounting with QuickBooks &amp; Microsoft Office Online 357 Hours, \$6,475.</b>	<b>36 Hrs. \$5,824.5</b>	<b>84 Hrs \$4,856.25</b>	<b>168 Hrs. \$3,237.5</b>	<b>144 Hrs. \$2,590</b>
<b>Accounting with QuickBooks &amp; Microsoft Office 437 Hours, \$6,475</b>	<b>44 Hrs. \$5,824.5</b>	<b>110 Hrs. \$4,856.25</b>	<b>220 Hrs. \$3,237.5</b>	<b>74 Hrs. \$2,590</b>



## TUITION REFUNDS TO THIRD-PARTY STUDENTS

Tuition refunds for students whose training is paid by a third-party (i.e. workers compensation insurance carrier, The South Bay Work Source Investment Board (SBWIB) workforce Centers, etc.), refunds shall be made to that third party first. Any excess refunds, if any, will be made to the student. Their respective Vocational Counselor will receive a **Notice of Refund** stating the amount of the refund and to whom the refund was made with a copy of the check.

## STUDENT TUITION RECOVERY FUND (STRF)

§76215

*"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF of \$.00 per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, or it must be paid on your behalf, if 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.*

*You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."*

*(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:*

*"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.*

*To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:*

- 1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.*
- 2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.*
- 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.*
- 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.*
- 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in*

excess of tuition and other costs.<sup>[11]</sup><sup>[SEP]</sup>6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.<sup>[11]</sup><sup>[SEP]</sup>7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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, 94924 and 94925, Education Code.

## NOTICE OF STUDENTS RIGHTS

1. You may cancel your contract with the school, without any penalty or obligation on the first class session, or the seventh day after enrollment, whichever is later. As described in the Notice of Cancellation form that will be given to you on the first class you go to.

Read the Notice of Cancellation Form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation Form, ask the school for a sample copy.

2. 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 refund for the part of the course not taken. Your refund rights are described in the contract. If you lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

### Bureau for Private Postsecondary Education

**Physical Address:** 1747 North Market, Suite 225 Sacramento, CA 95798-0818

**Mailing Address:** P.O. Box 980818<sup>[SEP]</sup> Sacramento, CA 95833 W.

**Web Address:** [www.bppe.ca.gov](http://www.bppe.ca.gov) **Fax Number:** (916) 263-1897

**Toll Free:** 1 (888) 370-7589 **Tel. Number:** (916) 574-8900<sup>[SEP]</sup>

## STUDENT ENROLLMENT PACKAGE FORM

The Student has been provided with a School Catalog which contains the following forms:

	Form Description	Student Initials	Date
1.-	Cancellation Notice Form (page #30)		
2.-	Refund Policy (page #31)		
3.-	Refund Table Form (page #31)		
4.-	Student Tuition Recovery Information (STRF) (pages #32,33 )		
5.-	Notice of Students Rights Form (page #34)		
6.-	Attendance Policy (page 22, 23)		
7.-	Probation and Dismissal Policies (Page 24)		
8.-	Drug Abuse Policy (Page 17)		
9.-	Right of Privacy (Page 24, 25)		
10.	Job Classification Form (Page 60 )		

\_\_\_\_\_ The Student has also been provided with a School Performance Fact Sheet  
Initials/Date and Training Programs Job Classifications.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OUR COURSES SUMMARY OF PROGRAMS

PROGRAMS	COURSE LENGTH /CLOCK WEEKS HOURS	TOTAL HOURS	Registration fee	STRF	Equipment, Tools, Books and Supplies	Tuition fees for the Period of Attendance	Total Cost	Estimated schedule of total charges	Class Clock Hours Schedule
<b>COMPUTER</b>									
Computer Maintenance and Repair	Morning 16 weeks  Evening 34 weeks  Saturdays 73 weeks	400	150 Non-refundable	0.00	1,000	\$5350.	\$6,500	\$6,500	Monday-Friday 8:30am-2:00pm or Evening Classes Monday - Thurs 6 pm-9:00 pm Or Saturday 9:00 a.m.- 3:00 p.m
Accounting with QuickBooks and Microsoft Office	Morning 17 Weeks  Evening 36 Weeks	437	150 Non-refundable	0.00	1,315.00	\$5,350	\$6,665.00	\$6,665.00	Day Classes : Monday through Friday 8:30 a.m. to 2:00 p.m. Evening Class: Monday through Thursday 6:00 p.m. to 9:00 p.m.
Accounting with QuickBooks and Basic Microsoft Office Online	Morning 24 Weeks  Evening 30 weeks	357	150 Non-refundable	0.00	1,315.00	\$5,350	\$6,665.00	\$6,665.00	Day Classes : Monday through Friday 9:00a.m. to 12:00 p.m. (16 Weeks) Evening Class: Monday through Thursday 6:00 p.m. to 9:00 p.m. (20 Weeks)

## COMPUTER COURSES

### COMPUTER MAINTENANCE AND REPAIR

**16 Weeks - 400 Clock Hours**

*(Equipment Required for Enrollment in the Program)*

*(Open Enrollment – Bi-weekly)*

<b>Credential Level</b>	Certificate of Completion
<b>Program Schedule</b>	400 Clock Hours to complete
<b>Class Schedule</b>	Day Classes: Monday through Friday 8:30 A.M to 2:00 P.M. (16 Weeks) Evening Classes: Monday through Thursday 6:00 P.M. to 9:00 P.M. (34 Weeks) Weekend Class: Saturdays 8:30 A.M to 2:00 P.M (73 Weeks)
<b>Location</b>	<b>California City College</b> , 2060 Chicago Avenue, Suite C-5, Riverside, CA 92507
<b>Method of Delivery</b>	Residential
<b>Prerequisites:</b>	None
<b>Graduation Requirements</b>	To graduate from a certificate of Completion, Students are required to successfully complete all required modules and clock hours. There will be no final exams, only module exams which the student has to pass with a score of 71% or more. In addition, all financial obligations to the program must be fulfilled.
<b>Internship or Externship are not Required</b>	
<b>Special Note:</b>	<b>Computer Service and Repair</b> meets the requirements of the CompTIA Authorized Quality Curriculum (CAQC) program for A+ certification exams

### COURSE OVERVIEW AND DESCRIPTION

This program is designed to equip students with proficiency in Computer Maintenance and Repair. The goal of this course is to provide a thorough, step-by-step process for learning the fundamentals of supporting and troubleshooting computer hardware. This course covers a wide range of material about operating systems, from using the different Windows operating systems to demonstrating how the boot

process works, as well as installing, supporting, and troubleshooting the different hardware and Windows operating systems. Other topics include supporting hard drives from a software point of view, supporting and troubleshooting Windows on networks and the Internet, and an introduction to the Linux and Mac OS operating systems. The final topic addresses issues related to notebook computers. The course takes a hands-on approach to learning the steps to installing, troubleshooting and supporting the most common hardware and operating systems in use on the personal computer. In addition to explaining concepts, the course uses a multitude of real world examples of problems and issues related to operating systems, making it a practical preparation for the real world.

As a graduate of this program you'll be prepared to perform diagnostic test and fix computers and laptops. Also maintain and upgrade computers.

**COURSE PREREQUISITE(S):**

1. Provide a valid high school diploma / transcript, GED, California High School Proficiency Certificate or a third party evaluation of foreign transcripts or diploma.
2. Be at least 18 years old. If younger than 18, the applicant must provide a valid high school diploma or equivalent for admission.
3. Interview with an admission representative
4. Tour the campus with the admissions representative
5. Or Passing of ATB exam approved by US Department of Education

**Textbooks Required**

<p><b>Title:</b> <i>Computer Service and Repair</i> Laboratory Manual</p> <p><b>Authors:</b> Richard M. Roberts</p> <p><b>Publisher</b> The Goodheart-Willcox Company</p> <p><b>ISBN</b> 978-1-61960-801-6</p> <p><b>Edition:</b> 4th</p>	<p><b>Title:</b> <i>Computer Service and Repair</i> Text Book</p> <p><b>Authors:</b> Richard M. Roberts</p> <p><b>Publisher</b> The Goodheart-Willcox Company</p> <p><b>ISBN</b> 978-1-61960-795-8</p> <p><b>Edition:</b> 4th</p>
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Storage device for saving files (any of the following: multiple diskettes, CD-RW, flash drive, OneDrive, etc.)

## COURSE OVERVIEW

Module Number	Class/Subject Title	Number of Theory Hours	Number of Clock Hours
1	Introduction to a Typical PC	25	25
	Operating Systems		
	Motherboards		
2	Central Processing Unit (CPU)	25	25
	Power Supplies		
	Memory		
3	Input Devices	25	25
	Video and Audio Systems		
	Magnetic and Solid State Storage Devices		
4	Optical Storage Technology	25	25
	Printers		
	Laptops and Mobile Devices		
5	Modems and transceivers	25	25
	Physical and Digital Security		
6	PC troubleshooting	25	25
	Introduction to Networking		
	Network Administration		
7	Wide Area Network (WAN)	25	25
	Small Office / Home Office Networking		
8	Customer Support, Communication and Professionalism	50	
	Employment and Advance Education		
	<b>Total Hours</b>	<b>225</b>	<b>175</b>



## Tuition

Registration fee ( Non refundable)	\$ 150
Tuition	\$5,350
Tools	\$1000
Total Training Cost	6,500

## COURSE OBJECTIVES

### Introduction to a Typical PC

- Give examples of how computers are used.
- Contrast analog and digital electronics.
- Give examples of computer data.
- Interpret binary and hexadecimal numbers 0 through 15.
- Compare bit, byte, and word.
- Contrast serial and parallel data transfer.
- Interpret the common prefixes associated with the computer's size and speed.
- Identify external computer connections.
- Identify the major components of a typical PC.
- Explain how the major computer components interact with each other.
- Contrast electrostatic discharge, electromagnetic interference, and radio frequency interference.
- Identify common PC service tools.
- Recall common safety practices related to computer repair.

### Operating Systems

- Explain the basic model of an operating system.
- Recall the common characteristics of all operating systems.
- Compare Windows features.
- Carry out a Windows operating system installation.
- Explain the Windows boot sequence.
- Give examples of common portable devices and tasks.
- Give examples of cloud computing resources and services.
- Summarize the guidelines for selecting software and drivers for 32-bit and 64-bit systems.

### Motherboards

- Recall motherboard bus systems and their function.
- Identify common motherboard form factors.
- Explain motherboard bus architecture.
- Identify expansion card slot architectures.
- Use Device Manager and System Information to identify system resources.
- Carry out a software driver installation.
- Carry out a BIOS upgrade.

- Use the Setup utility to view system settings.
- Identify major parts of a motherboard.
- Check a motherboard for pinched cables, loose connections, oxidation, and high-voltage damage.

### **Central Processing Unit (CPU)**

- Recall the purpose of an instruction set.
- Explain the basic operation of a CPU.
- Recall the technologies used to enhance CPU operation.
- Use processor descriptive terminology to explain, identify, and compare CPUs.
- Identify the three top CPU manufacturers.
- Compare Intel and AMD CPUs.
- Explain the construction and operation of multi-core processors.
- Use Task Manager to set processor affinity.
- Identify sockets associated with the CPU.
- Evaluate a computer system's performance.
- Evaluate whether to upgrade a CPU.
- Carry out a CPU installation.
- Carry out a cooling system installation

### **Power Supplies**

- Explain the terms *voltage*, *current*, *resistance*, and *power* in relation to electrical energy.
- Use a digital multimeter to check a fuse, cable, switch, and power outlet.
- Identify possible commercial power problems.
- Identify the signs of a bad power supply.
- Explain the operation of UPS systems and power strips.
- Use the appropriate guidelines when handling and disposing of a battery.
- Use Windows Power Options to control PC power consumption

### **Memory**

- Evaluate the type and amount of memory needed for an upgrade.
- Identify physical memory packages.
- Recall various memory types and their characteristics.
- Use proper procedures to install memory.
- Apply knowledge of RAM characteristics when adding or replacing RAM modules.
- Explain the construction of flash memory devices.
- Identify memory map areas and functions.

- Explain the benefits and operation of virtual memory and Windows ReadyBoost.
- Recognize typical memory problems.

### **Input Devices**

- Recall the purpose of the Human Interface Device standard for USB devices.
- Explain how a keyboard scan code is generated and interpreted.
- Explain how an optical mouse operates.
- Explain how a bar code reader, scanner, and digital camera operate.
- Recall the characteristics of the major touch screen technologies.
- Recall the characteristics of Bluetooth, Wi-Fi, WUSB, and UWB.
- Use Device Manager, Devices and Printers, and the Ease of Access Center to manage computer input devices

### **Video and Audio Systems**

- Recall the characteristics common to all monitors.
- Explain the basic operation of a CRT, an LCD, and a gas-plasma monitor.
- Carry out general procedures for troubleshooting a video display.
- Use the generally-accepted guidelines to properly clean a display.
- Compare video adapter card types.
- Carry out a video card installation.
- Use the **Appearance and Personalization** dialog box to change the display properties.
- Identify computer monitor and home theater center connection types.
- Explain how data compression works.
- Explain analog-to-digital conversion.
- Explain the operation of microphones and speakers.
- Carry out a sound card installation.
- Recall common codecs and their characteristics.

Select components to create a customized configuration to meet customer specifications

### **Magnetic and Solid State Storage Devices**

- Explain how magnetic principles are applied to data storage.
- Explain disk geometry.
- Identify disk partition systems.
- Recall common file systems and their characteristics.
- Use Disk Defragmenter and Chkdsk.

- Carry out a PATA, a SATA, and an eSATA hard drive installation.
- Compare SAS and SCSI technologies.
- Recall the uses of Solid-State Drives and their advantages over disk and disc storage devices.

Use Computer Management to create a Virtual Hard Disk

### **Optical Storage Technology**

- Explain how magnetic principles are applied to data storage.
- Explain disk geometry.
- Identify disk partition systems.
- Recall common file systems and their characteristics.
- Use Disk Defragmenter and Chkdsk.
- Carry out a PATA, a SATA, and an eSATA hard drive installation.
- Compare SAS and SCSI technologies.
- Recall the uses of Solid-State Drives and their advantages over disk and disc storage devices.
- Use Computer Management to create a Virtual Hard Disk.

### **Printers**

- Explain the operating principles of a laser printer.
- Explain the operating principles of an LED printer.
- Explain the operating principles of an inkjet printer.
- Explain the operating principles of a dot matrix printer.
- Explain the operating principles of a color thermal printer.
- Explain the operating principles of a dye-sublimation printer.
- Explain the operating principles of a solid ink color printer.
- Identify the common features of all-in-one products.
- Carry out a printer installation.
- Use the print queue window to view and manage print jobs.
- Carry out a printer memory upgrade.
- Identify and diagnose common printer faults.
- Explain how fonts are generated and installed.

### **Laptops and Mobile Devices**

- Compare and contrast laptops, tablets, and smartphones.
- Identify portable PC parts.
- Use Windows **Power Options** to configure power management features.
- Compare and contrast mobile operating systems.
- Identify the features of Windows Mobility Center.
- Compare and contrast the IEEE 802.11 standards.

- Compare and contrast methods of securing mobile devices.
- Identify the ways data can be transferred between a mobile device and a full-size PC.
- Carry out a laptop upgrade.
- Use common laptop troubleshooting practices to evaluate and repair a faulty laptop.
- Carry out a laptop disassembly.
- Use common preventive maintenance tips to maintain a laptop

### **Modems and transceivers**

- Recall the characteristics of the public telephone system.
- Recall the characteristics of telephone wiring systems.
- Carry out a typical telephone modem installation and configuration.
- Recall the characteristics of ISDN, DSL, cable, and satellite.
- Explain the basic operation of a multiplexer and demultiplexer.
- Recall the characteristics of mobile broadband.
- Carry out a residential Internet connection installation and configuration.
- Use McAfee Internet Connection Speedometer to determine Internet connection speed.
- Use common troubleshooting practices to diagnose modem problems.

### **Physical and Digital Security**

- Implement appropriate security practices for securing the physical area of a computer system and disposing of and destroying critical data.
- Implement security best practices for securing a workstation.
- Recall the purpose and characteristics of common Microsoft security applications.
- Classify malware by their action or description.
- Recall the purpose and characteristics of a firewall.

### **PC troubleshooting**

- Implement common sense practices when troubleshooting a PC.
- Identify the three stages of computer operation.
- Recognize common startup problems and identify their causes.
- Recognize common hard drive failures and identify their causes.
- Recognize common mechanical problems and identify their causes.
- Use a variety of troubleshooting modes and utilities to recover from a system startup failure.
- Use the appropriate diagnostics utility given a specific problem.
- Recall the boot sequence for Windows XP and later.
- Recall basic data recovery methods.
- Implement appropriate practices when preparing to upgrade or install an operating system.
- Implement preventive computer maintenance.

- Interpret the CompTIA A+ troubleshooting steps.

### **Introduction to Networking**

- Recall the benefits of a network.
- Compare the client/server and peer-to-peer administrative models.
- Recall the characteristics of a LAN, MAN, WAN, and PAN.
- Recall the characteristics of common network topologies.
- Explain how networks communicate.
- Identify common network cabling materials.
- Select the proper cable tool for a specific task.
- Recall the characteristics of basic network equipment.
- Carry out a typical network adapter card installation.
- Compare a diskless workstation and thin client.
- Recall the three most common network operating systems.
- Match the OSI model layer to its function.
- Recognize common IEEE 802 standards.

### **Network Administration**

- Implement the various types of file sharing available in Windows XP and later.
- Identify the characteristics of centralized and decentralized network administration.
- Identify the features of Windows Server 2012.
- Recall the general procedures and tools used for installing multiple copies of an operating system and application software onto multiple computers.
- Identify the most common RAID levels and their characteristics.
- Differentiate between Microsoft Storage Spaces and Storage Pools.

### **Wide Area Network (WAN)**

- Identify the various methods of TCP/IP addressing.
- Identify equipment associated with a WAN.
- Use common diagnostic utilities associated with networks.
- Explain the physical structure of the Internet and how a web browser locates a webpage.
- Use e-mail client software or a webmail program to set up an e-mail account.
- Recall common Internet protocols and their characteristics.
- Identify cloud service terminology and characteristics.
- Implement basic knowledge of networking when troubleshooting network problems.

### **Small Office / Home Office Networking**

- Design a SOHO network based on the media, the number of PCs, and the type of Internet access that will be used.
- Select the best media for use in a SOHO network based on cost and building structure.

- Select an appropriate file sharing and storage media method based on overall cost for equipment and administration.
- Select an appropriate Internet access configuration based on the number of PCs and the type of network media used in a SOHO network.
- Select an appropriate level of administration for a SOHO network.
- Identify methods to secure a SOHO network.
- Construct a Windows XP SOHO network.
- Construct a Windows Vista or later SOHO network.
- Identify common problems that can occur in a new SOHO network installation.
- Recall the role of backups as related to data protection.
- Use the Remote Desktop feature to connect to a remote PC.

### **Customer Support, Communication and Professionalism**

- Explain common customer support organization models.
- Use proper communication skills in the workplace.
- Identify the traits that exhibit a professional image.
- Identify the key steps related to handling a prohibitive content or prohibitive activity incident.

### **Employment and Advance Education**

- Plan a career in an IT field, including education, certification, and keeping up-to-date with changes in technology.
- Carry out a job search.
- Identify appropriate interview skill

## **MODULE DESCRIPTION**

### **Course Description**

#### **Module 1 – Introduction to a Typical PC, Operating Systems, Motherboards (Lecture – 25 hours, Lab – 25 hours)**

In this module the student will learn to remove the case from 3 different PC's. They will select a major brand of PC and use the Internet to access the website of the manufacturer. Look for technical reference material to help you identify the component locations on the motherboard and on the outside of the case. In the second part of the module they will access the command prompt and explore more text based commands. And lastly, the student will remove a motherboard, setup utilities, such as the hard drive, CD/DVD drive configurations. They will open Device Manager and study the way the system resources are displayed and assigned. Identify the IRQ, memory, and DMA assignments for various devices.

## **Module 2 - Central Processing Unit (CPU), Power Supplies, Memory (Lecture – 25 hours, Lab – 25 hours)**

In this module the student will learn all about the Central Processing Unit of the computer, From installation to performance. Also, the student will learn to remove a power supply from a typical PC. Take voltage and resistance readings. Lastly the student will learn how to remove and add more memory to the computer, run the menu command format the command prompt and view the information concerning conventional, XMS, Extended, and HMA memory.

## **Module 3 – Input Devices, Video and Audio Systems, Magnetic and Solid-State Storage Devises (Lecture – 25 hours, Lab – 25 hours)**

In this module the student will Recall the purpose of the Human Interface Device standard for USB devices. Explain how a keyboard scan code is generated and interpreted. Explain how an optical mouse operates. Explain how a bar code reader, scanner, and digital camera operate. Recall the characteristics of the major touch screen technologies. Recall the characteristics of Bluetooth, Wi-Fi, WUSB, and UWB. Plus, Use Device Manager, Devices and Printers, and the Ease of Access Center to manage computer input devices. Under the topic of Video and Audio Systems, the student will Make a sound recording and experiment with changing the sampling rates. Use the control panel to install and modify the properties of a digital camera input system. Locate and identify the driver for the monitor. Under the section “Solid State Storage Devices” the student will install a hard drive, install a second SATA hard disk drive. Open the storage spaces wizard and view the options available. Access the firmware Setup Utility and find information about the hard drive configuration.

## **Module 4 – Optical Storage Technology, Printers, Laptops and Mobile Devices (Lecture – 25 hours, Lab – 25 hours)**

In this module the student will learn about Optical Storage Technology. They will learn how to install an optical storage device into a PC, check the Hardware Compatibility List to see if all CD and DVD drive systems are compatible. With windows. Also, a student will set up a laptop to access your home or school PC. The student will also inspect the wireless encryption configuration associated with a wireless device.

## **Module 5 – Modems and Transceivers, Physical and Digital Security (Lecture – 25 hours, Lab – 25 hours)**

In this module the student will learn about Modems and transceivers. Also, Physical and Digital Security of a PC.

## **Module 6 – PC Troubleshooting, Introduction to Networking, Network Administration (Lecture – 25 hours, Lab – 25 hours)**



In this module the student will learn how to trouble shot a PC. Plus, they will Learn all about Networking, and Networking Administration.

**Module 7 – Wide area Network (WAN), Small Office / Home Office Networking (Lecture – 25 hours, Lab – 25 hours)**

In this Module the student will learn how to troubleshoot tools and utilities for networking. They will demonstrate automatic assignment of IP address using various versions of Windows operating systems. Also, demonstrate multiple operating systems on one computer. Plus, the student will set up a SOHO network with a shared internet connection.

**Module 8– Customer Support, Communication and Professionalism, Employment and Advance Education (Lecture – 50 hours)**

In this module the student will learn all about customer support, Communication and Professionalism in the new work place. They will learn how to write a resume, and prepare for their first interview. Also, they will go over the requirement for the MTA certification.

## **ACCOUNTING WITH QUICKBOOKS AND MICROSOFT OFFICE**

**17 Weeks - 437 Clock Hours**

*(Equipment Required for Enrollment in the Program)*

*Pre-training required: 1 hour for 12 hours*

***(Open Enrollment)***

**Credential Level** Certificate of Completion

**Program Schedule** 437 Hours

**Class Schedule** Day Classes : Monday through Friday 8:30 a.m. to 2:00 p.m. (17 Weeks)

Evening Class: Monday through Thursday 6:00 p.m. to 9:00 p.m. (36 Weeks)

**Internship or Externship not required**

**Special Note: This course will prepare you for the Microsoft Office Special Certification exam.**

**(Special New Add On to this course: Microsoft Office 365 and Quickbooks have implemented AI into their software. We will be teaching the student how to use it and**

**implemente it in the business world.**

## **Course Overview and Description**

This Course will introduce the Student to Windows 10, Microsoft Office 2016 and QuickBooks. The Student will learn Office Features, Word and Excel, PowerPoint, Publisher, OneNote, Outlook and accounting with QuickBooks. The Student must get a grade of 71-80 (C) or better to pass the module. Graduate students will gain the skills and expertise to obtain entry level employment in an office requiring computer clerical business skills and or any businesses which computer knowledge and skills are needed.

### **COURSE PREREQUISITE(S):**

1. Provide a valid high school diploma / transcript, GED, California High School Proficiency Certificate or a third party evaluation of foreign transcripts or diploma.
2. Be at least 18 years old. If younger than 18, the applicant must provide a valid high school diploma or equivalent for admission.
3. Interview with a admission representative
4. Tour the campus with the admissions representative
5. Or Passing of ATB exam approved by US Department of Education

### **Textbooks Required:**

- Microsoft Office 2021 “Microsoft Office 2021, by Joan Lambert  
ISBN: 978-0-13-754476-9
- Windows 11 – by Paul Mc. Fedries  
ISBN: 978-1119866442
- Computer Accounting with Quickbooks 2022  
ISBN: 9781260888065
- **Software:** Microsoft Office 2021
- Window 11
- QuickBooks 2023

## ACCOUNTING WITH QUICKBOOKS AND MICROSOFT OFFICE

UNITS / MODULES		HOURS
<b>Pre-training</b>	How to get started / office features	12

<b>Section 1</b>		
<b>Module 1</b>	Windows 11 Office Features	50
<b>Module 2</b>	Microsoft Word	50
<b>Module 3</b>	Microsoft Excel	75
<b>Module 4</b>	Microsoft PowerPoint / Outlook	50
<b>Module 5</b>	Microsoft Publisher / OneNote	50
<b>Section II</b>		
<b>Module 6</b>	QuickBooks I	50
<b>Module 7</b>	QuickBooks II	50
<b>Module 8</b>	QuickBooks III	50
<b>TOTAL</b>		<b>437</b>

### **Tuition**

Registration fee ( Non refundable)	\$ 150
Books	190.
Tuition	\$5,350
Tools	975
 Total Training Cost	 \$6,665

**Course Objectives: Upon completion of this course, the student will be able to:**

- Overview of QuickBooks
- Different types of QuickBooks
- Bookkeeping with QuickBooks
  
- Accounting with QuickBooks
  
- Start working with Windows 11
- Use the user interface improvements in Windows 11.
- Organize your documents and files into libraries.
- Quickly search for programs and files.
- Learn the features found in Office 2016 that are common in all Office programs
- Edit and proofread a document in Word
- Change the look of the text in Word
- Organize information in Columns and Tables in Word
- Add Simple Graphic Elements in Word
- Preview, print and distribute documents in Word
- Create a workbooks in Excel
- Work with Data and Excel tables
- Perform Calculations on data in Excel
- Change Workbook Appearance in Excel
- Focus on Specific Data by using filters in Excel
- Work with slides in PowerPoint
- Work with Slide text
- Format Sheets
- Add simple visual enhancements
- Review and deliver presentations
- Create and configure Notebooks in OneNote
- Create and organize notes in OneNote
- Store and access contact information in Outlook
- Manage scheduling in Outlook
- Display different views of a calendar in Outlook
- Track task in Outlook
- Create visual interest in Publisher
- Create colorful Cards in calendars in publisher

## Module Descriptions

### **Pre-training**

**12 hours**

This training is required for all students. Students will be taught how to get started with the computer including Basic Office Features.

### **Module 1: Windows 11**

**50 Hours**

In this module the student will learn how to work with Windows 11. They will learn to use the interface, organize documents and files into libraries. Topics covered will be: how to use the start button and the start menu, work with apps and programs on the taskbar, use the Settings app and the Control Panel, adjust accessibility settings for hearing and vision impaired users, create accounts in Windows, navigate and use the browser Microsoft Edge, plus many more topics.

### **Module 1: Microsoft Features**

In this module the student will learn all of the features of Office 2021 that share a common look and feel. Some of the topic that we will be covering will be, the Ribbon, the Quick Access Toolbar, program window controls and the File Tab. The student will learn how to navigate common office features and learn basic tasks.

### **Module 2: Microsoft Word**

**50 Hours**

In this module the student will learn in Microsoft Word how to tackle any project involving text, such as correspondence, reports and more. The student will learn Word's versatile formatting features that enable them to easily enhance their text documents and add elements such as table or headers and footers. In this module you will learn to build and format Word documents and tap into Word's tools to review and proofread your documents.

### **Module 3: Microsoft Excel**

**75 Hours**

Excel is a powerful spreadsheet program. You can use Excel strictly as a program for manipulating numerical data, or you can use it as a database program to track and manage large quantities of data. The Student will learn to chart mathematical data and create PivotTables and Pivot Charts of large quantities of data. Also, students will learn how to enter data into worksheet and tap into the power of Excel's formulas, functions, and charting capabilities to analyze data.

### **Module 4: PowerPoint**

**30.5 Hours**

PowerPoint is a presentation program that you can use to create side shows to present ideas to clients, explain a concept or procedure to employees, or teach a class. In this module you

will learn how to create slide shows, how to add text, artwork, and special effects to them and how to package them on a CD-ROM.

**Module 4: Outlook**

**19.5 Hours**

Outlook is an email, program and a personal information manager for the computer desktop. You can use Outlook to send and receive email messages, schedule calendar appointments, keep track of contacts, organize lists of things to do and more. In this module the student will learn how to put Outlook to work using each of its major components to manage everyday tasks.

**Module 5: Publisher**

**30.5 Hours**

Publisher is a desktop publishing program that you can use to design and produce a variety of publications. Publisher installs with a large selection of predesigned publications that you can use as templates to build your own desktop publishing projects: additional templates are available from Office.com. In this module the student will learn to build and fine-tune publications, tapping into Publisher's formatting features to make each document suit your own design and needs.

**Module 5: OneNote**

**19.50 Hours**

**Module 6: QuickBooks**

**50 Hours**

This this module the student will learn why having an accounting system is important. He/she will learn the advantages and disadvantages of QuickBooks and learn about QuickBooks online, the different types of plans.

**Module 7: QuickBooks**

**50 Hours**

In this module the student will learn How to Navigate QuickBooks, set up accounts, Create their first customer, set up vendors, create an invoice, create a credit memo, work on payroll, add employees and pay schedules, and connect this bank account to QuickBooks.

**Module 8: QuickBooks**

**50 Hours**

In this module the student will learn how to prepare financial statements, customize reports, create a budge, collaborate with an account and bookkeeper, keep data secure, avoid mistakes in QuickBooks.

## COMPUTER COURSES ONLINE

### ACCOUNTING WITH QUICKBOOKS AND BASIC MICROSOFT OFFICE ONLINE

24 Weeks – 357 Hours – Morning Class

30 weeks – 357 hours - Night Class

(Equipment required for Enrollment in this program)

(Pre-training required – 12 Hours)

(Open Enrollment)

**Credential Level** Certificate of Completion

**Program Schedule** 357 Hours

**Class Schedule** Day Classes : Monday through Friday 9:00a.m. to 12:00 p.m. (24 Weeks)

Evening Class: Monday through Thursday 6:00 p.m. to 9:00 p.m. (30 Weeks)

**Internship or Externship not required**

**Special Note: This course will prepare you for the Microsoft Office Special Certification exam.**

**(Special New Add On to this course: Microsoft Office 365 and Quickbooks have implemented AI into their software. We will be teaching the student how to use it and implemente it in the business world.**

### Course Overview and Description

This Course will introduce the Student to Windows 11, Microsoft Office 2021. The Student will learn Office Features, Word and Excel, PowerPoint, OneNote, Outlook and QuickBooks. The Student must get a grade of 71-80 (C) or better to pass the module. Graduate students will gain the skills and expertise to obtain entry level employment in an office requiring computer clerical business skills and or any businesses which computer knowledge and skills are needed.

This course is an on line course and the teacher will meet online through “Go To Meeting” with the students, 9:00 am to 1 pm: Monday through Friday for day courses and 6:00 pm to 9:00 pm, Monday through Thursday for night courses.

#### **COURSE PREREQUISITE(S):**

1. Provide a valid high school diploma / transcript, GED, California High School Proficiency Certificate or a third party evaluation of foreign transcripts or diploma.
2. Be at least 18 years old. If younger than 18, the applicant must provide a valid high

- school diploma or equivalent for admission.
3. Interview with a admission representative
  4. Tour the campus with the admissions representative
  5. Or Passing of ATB exam approved by US Department of Education

**Textbooks Required:**

- Microsoft Office 2021 “Microsoft Office 2021, by Joan Lambert  
ISBN: 978-0-13-754476-9
- Windows 11 – by Paul Mc. Fedries  
ISBN: 978-1119866442
- Computer Accounting with Quickbooks 2022  
ISBN: 9781260888065
- **Software:** Microsoft Office 2021
- Window 11
- QuickBooks 2022

**ACCOUNTING WITH QUICKBOOKS AND MICROSOFT OFFICE ONLINE**

UNITS / MODULES		HOURS
<b>Pre-training</b>	How to get Started / Office Features	12

<b>Section I</b>		
<b>Module 1</b>	Window 11 Microsoft Features, OneNote	36
<b>Module 2</b>	Microsoft Word / OneNote	45
<b>Module 3</b>	Microsoft Excel	45
<b>Module 4</b>	Microsoft PowerPoint Outlook	45
<b>Section II</b>		
<b>Module 5</b>	QuickBooks Part I	45
<b>Module 6</b>	QuickBooks Part II	45
<b>Module 7</b>	QuickBooks Part III	45
<b>Module 8</b>	Career Development	39
<b>TOTAL</b>		<b>357</b>



## Tuition

Registration fee, Nonrefundable	150.
Tuition	\$5,350
Books	190
Tools	975
Total Training Cost	\$6,665

### Course Objectives: Upon completion of this course, the student will be able to:

- Overview of QuickBooks
- Different types of QuickBooks
- Bookkeeping with QuickBooks
- Accounting with QuickBooks
- Start working with Windows 11
- Use the user interface improvements in Windows 11
- Organize your documents and files into libraries.
- Quickly search for programs and files.
- Learn the features found in Office 2021 that are common in all Office programs
- Edit and proofread a document in Word
- Change the look of the text in Word
- Organize information in Columns and Tables in Word
- Add Simple Graphic Elements in Word
- Preview, print and distribute documents in Word
- Create a workbook in Excel
- Work with Data and Excel tables
- Perform Calculations on data in Excel
- Change Workbook Appearance in Excel
- Focus on Specific Data by using filters in Excel
- Work with slides in PowerPoint
- Work with Slide text
- Format Sheets
- Add simple visual enhancements
- Review and deliver presentations

- Create a configure Notebooks in OneNote
- Create and organize notes in OneNote
- Store and access contact information in Outlook
- Manage scheduling in Outlook
- Display different views of a calendar in Outlook
- Track task in Outlook
- Understanding Database Basics
- Create a Database Based on a Template
- Create a Blank Database
- Add a Field to a Table
- Create a Form
- Change Form Views
- Add a Background Image
- Add a Record to a Table
- Add a Record to a Form
- Navigate Records in a Form
- Delete a Record from a Table
- Apply Conditional Formatting
- Create a Report

## Module Descriptions

### Section 1

#### Pre-training

**12 hours**

This training is required for all students. Students will be taught how to get started with the computer including Basic Office Features.

#### Module 1: Windows 11

**60 Hours**

In this module the student will learn how to work with Windows 11. They will learn to use the interface, organize documents and files into libraries. Topics covered will be: how to use the start button and the start menu, work with apps and programs on the taskbar, use the Settings app and the Control Panel, adjust accessibility settings for hearing and vision impaired users, create accounts in Windows, navigate and use the browser Microsoft Edge, plus many more topics.

#### Microsoft Features

In this module the student will learn all of the features of Office 2021 that share a common look and feel. Some of the topic that we will be covering will be, the Ribbon, the Quick

Access Toolbar, program window controls and the File Tab. The student will learn how to navigate common office features and learn basic tasks.

### **Module 2: Microsoft Word**

**45 Hours**

In this module the student will learn in Microsoft Word how to tackle any project involving text, such as correspondence, reports and more. The student will learn Word's versatile formatting features that enable them to easily enhance their text documents and add elements such as table or headers and footers. In this module you will learn to build and format Word documents and tap into Word's tools to review and proofread your documents.

### **Module 3: Microsoft Excel**

**60 Hours**

Excel is a powerful spreadsheet program. You can use Excel strictly as a program for manipulating numerical data, or you can use it as a database program to track and manage large quantities of data. The Student will learn to chart mathematical data and create PivotTables and Pivot Charts of large quantities of data. Also, students will learn how to enter data into worksheet and tap into the power of Excel's formulas, functions, and charting capabilities to analyze data.

### **Module 4: PowerPoint**

**45 Hours**

PowerPoint is a presentation program that you can use to create slide shows to present ideas to clients, explain a concept or procedure to employees, or teach a class. In this module you will learn how to create slide shows, how to add text, artwork, and special effects to them and how to package them on a CD-ROM.

### **Outlook**

Outlook is an email, program and a personal information manager for the computer desktop. You can use Outlook to send and receive email messages, schedule calendar appointments, keep track of contacts, organize lists of things to do and more. In this module the student will learn how to put Outlook to work using each of its major components to manage everyday tasks.

## **Section II**

### **Module 5: QuickBooks - Part 1**

**45 hours**

This this module the student will learn why having an accounting system is important. He/she will learn the advantages and disadvantages of QuickBooks and learn about QuickBooks online, the different types of plans.

The he student will learn How to Navigate QuickBooks, set up accounts, create their first customer, and set up vendors. create an invoice, create a credit memo, work on payroll, add employees and pay schedules, and connect this bank account to QuickBooks.

**Module 6: QuickBooks - Part II**

**45 hours**

In this module the student will create an invoice, create a credit memo, work on payroll, add employees and pay schedules, and connect this bank account to QuickBooks.

**Module 7: QuickBooks - Part III**

**57 hours**

Also, the student will learn how to prepare financial statements, customize reports, create a budge, collaborate with an account and bookkeeper, keep data secure, avoid mistakes in QuickBook

**CURSOS EN ESPANOL**

**CURSOS DE COMPUTACION EN LINEA**

**CONTABILIDAD CON QUICKBOOKS Y MICROSOFT OFFICE EN LINEA**

**24 Semanas – 357 Horas (Clases en la mañana)**

**30 Semanas – 357 Hores ( Clases en la noche)**

**(Equipo Requerido para inscribirse en este programa )**

**(Inscripciones Abiertas)**

**Nivel de Credencial:** Certificado al Terminar el Programa

**Horario del Programa:** 357 Horas

**Horario de Clases:** Clases de Dia : Lunes a Viernes 9:00a.m. to 12:00 p.m. (16 Semanas)

Clases de Noche: Lunes a Jueves 6:00 p.m. to 9:00 p.m. (30 Semanas)

**Intership or Externship no Requerida**

(Nuevo complemento especial para este curso: Microsoft Office 365 y Quickbooks han implementado

IA en su software. Enseñaremos al estudiante cómo usarla e implementarla en el mundo empresarial.

**Revision del Curso y Descripcion**

Este curso presentará el estudiante a Windows 11, Microsoft Office 2021. El estudiante aprenderá características de Office, Word y Excel, PowerPoint, OneNote, Outlook, y QuickBooks. El estudiante debe obtener un grado de 71-80 (C) o mejor para pasar el módulo. Los estudiantes de posgrado obtendrán las habilidades y la experiencia para obtener un empleo de nivel de entrada en una oficina que requiera habilidades empresariales de computación informática y o cualquier empresa que necesite conocimientos y habilidades informáticas.

Este curso es un curso en línea y el profesor se reunirá en línea a través de "ir a la reunión" con los estudiantes, de 9:00 am a 1 PM: lunes a viernes para los cursos de día y 6:00 pm a 9:00 PM, de lunes a jueves para los cursos nocturnos.

### **PREREQUISITO(S) DEL CURSO:**

1. proporcionar un diploma/transcripción válida de la escuela secundaria, GED, certificado de aptitud de la escuela secundaria de California o una evaluación de terceros de transcripciones o diplomas extranjeros.
2. tener al menos 18 años de edad. Si es menor de 18 años, el solicitante debe proporcionar un diploma de escuela secundaria válido o equivalente para la admisión.
3. Entrevista con un representante de admisión
4. recorra el campus con el representante de admisiones
5. o aprobación del examen ATB aprobado por el Departamento de Educación de Estados Unidos

### **Libros Requeridos:**

- Office 2021 Curso paso a paso  
Autor: Adria Bala Caballe  
ISBN: 97888-84-123855-5-7
- Windows 11  
ISBN:9781119057024
- Quickbooks online (Manual en Espanol)  
ISBN: 979-8552838608
  
- **Software:** Microsoft Office 2021
- Window 11
- QuickBooks 2021

### **APLICACIONES PARA COMPUTACION DE OFICINA EN LINEA**

UNITS / MODULOS			HORAS
Pre-entrenamiento		Cómo empezar / características de la oficina	12

<b>Sección I</b>			
<b>Modulo 1</b>	Window 11, Microsoft Features, OneNote		60
<b>Modulo 2</b>	Microsoft Word		45
<b>Modulo 3</b>	Microsoft Excel		60
<b>Modulo 4</b>	Microsoft PowerPoint Outlook		45
<b>Sección II</b>			
<b>Module 5</b>	QuickBooks Part I		45
<b>Module 6</b>	QuickBooks Part II		45
<b>Module 7</b>	QuickBooks Part III		57
<b>TOTAL</b>			<b>357</b>

<b>Tuition</b> Registracion, No Reembolsable	\$ 150
Matricula	\$5,350
Equipo, Libros y Suministros	\$1,088.38
Costo Total del Entrenamiento	\$6,885.38

**Course Objectives: Upon completion of this course, the student will be able to:**

- Descripción general de QuickBooks
- Diferentes tipos de QuickBooks
- Contabilidad con QuickBooks
- Contabilidad con QuickBooks
- Comience a trabajar con Windows 11
- Utilice las mejoras de la interfaz de usuario en Windows 11
- Organice sus documentos y archivos en bibliotecas.
- Búsqueda rápida de programas y archivos.
- Aprenda las características que se encuentran en Office 2021 que son comunes en todos los

programas de Office

- Edite y corrija un documento en Word
- Cambiar el aspecto del texto en Word
- Organizar la información en columnas y tablas en Word
- Añadir elementos gráficos simples en Word
- Previsualizar, imprimir y distribuir documentos en Word
- Crear un libro de trabajo en Excel
- Trabajar con tablas de datos y Excel
- Cálculos de preforma en datos en Excel
- Cambiar la apariencia del libro en Excel
- Centrarse en datos específicos mediante el uso de filtros en Excel
- Trabajar con diapositivas en PowerPoint
- Trabajar con texto de diapositiva
- Formato de hojas
- Añadir mejoras visuales simples
- Revisar y entregar presentaciones
- Cree una configuración de blocs de notas en OneNote
- Crear y organizar notas en OneNote
- Almacene y acceda a la información de contacto en Outlook
- Administrar la programación en Outlook
- Mostrar diferentes vistas de un calendario en Outlook
  - Realizar un seguimiento de la tarea en Outlook

## **Descripcion Del Modulo**

### **Sección I**

#### **Pre-entrenamiento**

**12 horas**

Esta formación es necesaria para todos los estudiantes. A los estudiantes se les enseñará cómo empiece a utilizar la computadora, incluidas las funciones básicas de Office.

#### **Modulo 1: Windows 11**

**60 Horas**

En este módulo, el alumno aprenderá a trabajar con Windows 10. Aprenderán a usar la interfaz, organizarán documentos y archivos en bibliotecas. Los temas cubiertos serán: Cómo usar el botón de inicio y el menú de inicio, trabajar con aplicaciones y programas en la barra de tareas, usar la aplicación configuración y el panel de control, ajustar la configuración de accesibilidad para usuarios con discapacidades auditivas y visuales, crear cuentas en Windows, navegar y utilizar el navegador Microsoft Edge, además de muchos más temas.

## **Microsoft Features**

En este módulo, el estudiante aprenderá todas las características de Office 2021 que comparten un aspecto y una sensación comunes. Parte del tema que vamos a cubrir será, la cinta de opciones, la barra de herramientas de acceso rápido, los controles de ventana del programa y la pestaña archivo. El alumno aprenderá a navegar por las funciones comunes de la oficina y a aprender las tareas básicas.

### **Modulo 1: OneNote**

OneNote actúa como un bloc de notas digital, lo que le permite anotar ideas, esbozar planes, generar ideas de estrategias de negocio y obligar a los fragmentos de información en una ubicación de fácil acceso y con capacidad de búsqueda. En este módulo el estudiante aprenderá a tomar notas durante las reuniones y conferencias, recoger los materiales de investigación de la web, reunir información sobre un próximo viaje, ensamblar ideas para un proyecto de mejora del hogar, y más.

### **Modulo 2: Microsoft Word**

**45 Horas**

En este módulo el estudiante aprenderá en Microsoft Word cómo abordar cualquier proyecto que implique texto, como correspondencia, informes y más. El estudiante aprenderá las características versátiles de formato de Word que les permiten mejorar fácilmente sus documentos de texto y agregar elementos como tabla o encabezados y pies de página. En este módulo aprenderá a crear y formatear documentos de Word y a aprovechar las herramientas de Word para revisar y corregir sus documentos.

### **Module 3: Microsoft Excel**

**60 Hours**

Excel es un potente programa de hojas de cálculo. Puede utilizar Excel estrictamente como un programa para manipular datos numéricos, o puede utilizarlo como un programa de base de datos para rastrear y administrar grandes cantidades de datos. El estudiante aprenderá a trazar datos matemáticos y crear tablas dinámicas y gráficos dinámicos de grandes cantidades de datos. Además, los estudiantes aprenderán cómo introducir datos en la hoja de trabajo y aprovechar el poder de las fórmulas, funciones y capacidades de gráficos de Excel para analizar los datos.

### **Module 4: PowerPoint**

**45 Hours**

PowerPoint es un programa de presentación que se puede utilizar para crear presentaciones de lado para presentar ideas a los clientes, explicar un concepto o procedimiento a los empleados, o enseñar una clase. En este módulo aprenderá cómo crear diapositivas, cómo añadir texto, ilustraciones y efectos especiales a ellos y cómo empaquetarlos en un CD-



ROM.

### **Outlook**

Outlook es un correo electrónico, un programa y un administrador de información personal para el escritorio del equipo. Puede usar Outlook para enviar y recibir mensajes de correo electrónico, programar citas de calendario, realizar un seguimiento de los contactos, organizar listas de cosas que hacer y más. En este módulo el estudiante aprenderá cómo poner a Outlook a trabajar utilizando cada uno de sus principales componentes para gestionar las tareas cotidianas.

## **Sección II**

### **Módulo 5: QuickBooks I**

**45 horas**

En este módulo, el alumno aprenderá por qué es importante tener un sistema de contabilidad. Él / ella aprenderá las ventajas y desventajas de QuickBooks y aprenderá sobre QuickBooks en línea, y los diferentes tipos de planes. El alumno aprenderá cómo navegar QuickBooks, configurar cuentas, crear su primer cliente, y configurar proveedores.

### **Módulo 6: QuickBooks II**

**45 horas**

En este módulo, el alumno aprenderá cómo, crear una factura, crear una nota de crédito, trabajar en la nómina. También en este módulo, el alumno aprenderá por qué es importante tener un sistema de contabilidad. Él / ella aprenderá las ventajas y desventajas de QuickBooks y aprenderá sobre QuickBooks en línea, los diferentes tipos de planes.

### **Module 7: QuickBooks III**

**57 Horas**

En este módulo, el alumno aprenderá cómo navegar QuickBooks, configurar cuentas, crear su primer cliente, configurar proveedores, crear una factura, crear una nota de crédito, trabajar en la nómina

## CURSOS DE COMPUTACION EN DIRECTO

### CONTABILIDAD CON QUICKBOOKS AND MICROSOFT OFFICE

**17 Semanas - 437 Horas Reloj**  
*(Equipo Requerido para Inscribirse en este programa)*  
*(Se requiere entrenamiento previo - 12 horas)*  
***(Inscripciones abiertas)***

**Nivel Credencial:** Certificado de Terminacion del Programa

**Horario del Programa:** 425 Horas

**Horario de Clases** Clases de Dia : Lunes A Viernes      8:30 a.m. to 2:00 p.m. (17 Semanas)

Clases de Noche: Lunes a Jueves      6:00 p.m. to 9:00 p.m. (36 semanas)

**Intership or Externship no Requerida**

**(Nuevo complemento especial para este curso: Microsoft Office 365 y Quickbooks han implementado IA en su software. Enseñaremos al estudiante cómo usarla e implementarla en el mundo empresarial.**

### REVISION Y DESCRIPCION DEL PROGRAMA

Este curso presentará el estudiante a Windows 11, Microsoft Office 2021. El estudiante aprenderá características de Office, Word y Excel, PowerPoint, acceso, publicador, OneNote, Outlook y QuickBooks. El estudiante debe obtener un grado de 71-80 (C) o mejor para pasar el módulo. Los estudiantes de posgrado obtendrán las habilidades y la experiencia para obtener un empleo de nivel de entrada en una oficina que requiera habilidades empresariales de computación informática y o cualquier empresa que necesite conocimientos y habilidades informáticas.

#### **PREREQUISITO(S) DEL CURSO:**

1. Proporcionar un diploma/transcripción válida de la escuela secundaria, GED, certificado de aptitud de la escuela secundaria de California o una evaluación de terceros de transcripciones o diplomas extranjeros.
2. Tener al menos 18 años de edad. Si es menor de 18 años, el solicitante debe proporcionar un diploma de escuela secundaria válido o equivalente para la admisión.
3. Entrevista con un representante de admisión

66



4. Recorra el campus con el representante de admisiones

5. O aprobación del examen ATB aprobado por el Departamento de Educación de Estados Unidos

**Libros Requeridos:**

Office 2021 Curso paso a paso  
Autor: Adria Bala Caballe  
ISBN: 97888-84-123855-5-7

Quickbooks online (Manual en Espanol)  
ISBN: 979-8552838608

Windows 11 –  
ISBN: 978-84-415-4545-8

**Software:** Microsoft Office 2021  
Window 11  
Quickbooks 2021

**ESPECIALISTAS EN PROGRAMAS DE OFICINA**

UNITS / MODULOS		HOURS
Pre-entrenamiento	Cómo empezar / características de la oficina	12

**Sección I**

<b>Modulo 1</b>	Window 11 Office Features	50
<b>Modulo 2</b>	Microsoft Word	50
<b>Modulo 3</b>	Microsoft Excel	75
<b>Modulo 4</b>	Microsoft PowerPoint /Outlook	50
<b>Modulo 5</b>	Microsoft Publisher / OneNote	50

**Sección II**

<b>Modulo 6</b>	QuickBooks	50
<b>Modulo 7</b>	QuickBooks	50

<b>Module 8</b>	QuickBooks	50
<b>TOTAL</b>		<b>437</b>

<b>Matricula</b> Registracion ( Non Reembolsable)	\$ 150
Matricula	\$5,350
Equipo, libros, suministros	\$1,088.38
Costo Total Entrenamiento	\$6,885.38

**Objetivos del Curso: Terminando el Curso el Estudiante podra:**

- Descripción general de QuickBooks
- Diferentes tipos de QuickBooks
- Contabilidad con QuickBooks
- Contabilidad con QuickBooks
- Comienzar a trabajar con Windows 11
- Utilizar las mejoras de la interfaz de usuario en Windows 11.
- Organizar sus documentos y archivos en bibliotecas.
- Buscar rápidamente programas y archivos.
- Aprender las características que se encuentran en Office 2021 que son comunes en todos los programas de Office
- Editar y corregir un documento en Word
- Cambiar el aspecto del texto en Word
- Organizar la información en columnas y tablas en Word
- Añadir elementos gráficos simples en Word
- Previsualizar, imprimir y distribuir documentos en Word
- Cree libros de trabajo en Excel
- Trabajar con tablas de datos y Excel
- Cálculos de preforma en datos en Excel
- Cambiar la apariencia del libro en Excel
- Centrarse en datos específicos mediante el uso de filtros en Excel
- Trabajar con diapositivas en PowerPoint
- Trabajar con texto de diapositiva
- Formato de hojas
- Add simple visual enhancements
- Revisar y entregar presentaciones
- Crear y configurar blocs de notas en OneNote
- Crear y organizar notas en OneNote
- Almacene y acceda a la información de contacto en Outlook

- Administrar la programación en Outlook
- Mostrar diferentes vistas de un calendario en Outlook
- Seguimiento de tareas en Outlook
- Crear interés visual en Publisher
- Crear tarjetas de colores en los calendarios en el editor

## Descripción del Módulo

### Sección I

#### Pre-entrenamiento

**12 horas**

Esta formación es necesaria para todos los estudiantes. A los estudiantes se les enseñará cómo empieza a utilizar la computadora, incluidas las funciones básicas de Office.

#### Module 1: Windows 11

**50 hours**

En este módulo, el alumno aprenderá a trabajar con Windows 1. Aprenderán a usar la interfaz, organizarán documentos y archivos en bibliotecas. Los temas cubiertos serán: Cómo usar el botón de inicio y el menú de inicio, trabajar con aplicaciones y programas en la barra de tareas, usar la aplicación configuración y el panel de control, ajustar la configuración de accesibilidad para usuarios con discapacidades auditivas y visuales, crear cuentas en Windows, navegar y utilizar el navegador Microsoft Edge, además de muchos más temas.

#### Module 1: Microsoft Features

En este módulo, el estudiante aprenderá todas las características de Office 2016 que comparten un aspecto y una sensación comunes. Parte del tema que vamos a cubrir será, la cinta de opciones, la barra de herramientas de acceso rápido, los controles de ventana del programa y la pestaña archivo. El alumno aprenderá a navegar por las funciones comunes de la oficina y a aprender las tareas básicas.

#### Module 2: Microsoft Word

**50 Hours**

En este módulo el estudiante aprenderá en Microsoft Word cómo abordar cualquier proyecto que implique texto, como correspondencia, informes y más. El estudiante aprenderá las características versátiles de formato de Word que les permiten mejorar fácilmente sus documentos de texto y agregar elementos como tabla o encabezados y pies de página. En este módulo aprenderás a construir y formatear documentos de Word y aprovechar las herramientas de Word para revisar y corregir tus documentos.

**Module 3: Microsoft Excel****75 Hours**

Excel es un potente programa de hojas de cálculo. Puede utilizar Excel estrictamente como un programa para manipular datos numéricos, o puede utilizarlo como un programa de base de datos para rastrear y administrar grandes cantidades de datos. El estudiante aprenderá a trazar datos matemáticos y crear tablas dinámicas y gráficos dinámicos de grandes cantidades de datos. Además, los estudiantes aprenderán cómo introducir datos en la hoja de trabajo y aprovechar el poder de las fórmulas, funciones y capacidades de gráficos de Excel para analizar los datos.

**Module 4: PowerPoint****35.5 Hours**

PowerPoint es un programa de presentación que se puede utilizar para crear presentaciones de lado para presentar ideas a los clientes, explicar un concepto o procedimiento a los empleados, o enseñar una clase. En este módulo aprenderá cómo crear diapositivas, cómo añadir texto, ilustraciones y efectos especiales a ellos y cómo empaquetarlos en un CD-ROM.

**Module 4: Outlook****16.5 Hours**

Outlook es un correo electrónico, un programa y un administrador de información personal para el escritorio del equipo. Puede usar Outlook para enviar y recibir mensajes de correo electrónico, programar citas de calendario, realizar un seguimiento de los contactos, organizar listas de cosas que hacer y más. En este módulo el estudiante aprenderá cómo poner a Outlook a trabajar utilizando cada uno de sus principales componentes para gestionar las tareas cotidianas.

**Module 5: Publisher****50 hours**

Publisher es un programa de publicación de escritorio que puede utilizar para diseñar y producir una variedad de publicaciones. Publisher instala con una gran selección de publicaciones prediseñadas que puede usar como plantillas para crear sus propios proyectos de edición de escritorio: las plantillas adicionales están disponibles en Office.com. En este módulo el estudiante aprenderá a construir y afinar publicaciones, aprovechando las características de formato de Publisher para hacer que cada documento se adapte a su propio diseño y necesidades.

**Module 6: OneNote****Sección II****Módulo 6: QuickBooks I****50 horas**

En este módulo, el alumno aprenderá por qué es importante tener un sistema de contabilidad. Él / ella aprenderá las ventajas y desventajas de QuickBooks y aprenderá sobre QuickBooks en línea, y los diferentes tipos de planes.

**Módulo 7: QuickBooks II****50 horas**

En este módulo, el alumno aprenderá cómo navegar QuickBooks, configurar cuentas, crear su primer cliente, configurar proveedores, crear una factura, crear una nota de crédito, trabajar en la nómina. También en este módulo, el alumno aprenderá por qué es importante tener un sistema de contabilidad. Él / ella aprenderá las ventajas y desventajas de QuickBooks y aprenderá sobre QuickBooks en línea, los diferentes tipos de planes.

**Módulo 8: QuickBooks III****50 horas**

En este módulo, el alumno aprenderá cómo navegar QuickBooks, configurar cuentas, crear su primer cliente, configurar proveedores, crear una factura, crear una nota de crédito, trabajar en la nómina,

## **JOB CLASSIFICATIONS**

### **JOB CLASSIFICATIONS FOR COMPUTER MAINTENANCE AND REPAIR**

**Standard Occupational Classification Employment Positions**

13-1151 Computer Training Specialists  
49-2011 Computer Repairers  
43-9011 Computer Peripheral Equipment Operators  
43-xxx Self-Employment

### **JOB CLASSIFICATIONS FOR ACCOUNTING WITH QUICKBOOKS AND MICROSOFT OFFICE**

**Standard Occupational Classification Employment Positions**

43-6014 Secretaries, Except Legal, Medical  
43-6011 Secretaries, Executive  
43-6014 Secretaries, Office  
43-6014 Secretaries, Personal  
43-6014 Secretaries, School  
43-6000 Secretaries and Administrative Assistants  
43-9020 Data Entry and Information Processing Workers  
43-9021 Data Input Clerks  
43-5071 Shipping Clerks  
43-5070 Shipping, Receiving, and Traffic Clerks  
Other Any job where Microsoft is used.

### **JOB CLASSIFICATIONS FOR ACCOUNTING WITH QUICKBOOKS AND MICROSOFT**

## OFFICE ON-LINE

### Standard Occupational Classification Employment Positions

43-6014 Secretaries, Office

43-6014 Secretaries, Personal

43-6014 Secretaries, School

43-6000 Secretaries and Administrative Assistants

43-9020 Data Entry and Information Processing Workers

43-9021 Data Input Clerks

43-5071 Shipping Clerks

43-5070 Shipping, Receiving, and Traffic Clerks

Other Any job where Microsoft is used.

## CATALOG DISCLAIMER

This Catalog is not intended to be, and should not be construed as, a contract between the California City College and its students, either individually or collectively. This catalog is updated annually. Any changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation and are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

All information contained herein reflects as accurately as possible current curricula, policies, tuition, fees, and requirements for admission to, participation in, and graduation from the programs of the California City College as of the date of printing.

The California City College reserves the right, without notice, to modify fees, curricula, policies, and requirements for admission to, participation in, and graduation from the programs of the California City College consistent with good educational practice and the requirements of the profession. Students will be officially informed of any changes that may affect them by the Administration.

Detailed information regarding the specific regulations, which govern the educational and extracurricular programs at California City College, and the procedures by which they are enforced, are published in the Student Handbook.

In keeping with the school philosophy of an immediate response to the needs of students and employers, the school reserves the right to make modifications in the program content and the structure of the curriculum and schedules without additional charges to the student and within regulatory guidelines. Information contained in the addendum of this catalog becomes an official part of the catalog and supersedes any contradictory information contained herein. This catalog will be updated at least once a year in accordance with regulatory guidelines. This



publication must be prepared well in advance of the time period it covers; therefore, changes in some programs may occur. Programs as described are subject to change with reasonable notice. Some programs or programs that are offered may have to be canceled because of insufficient enrollment, elimination or reduction in programs, or for any other reason considered sufficient by the California City College Executive Director or designee. Any questions about programs listed in this catalog should be directed to the Executive Director.

Policies and changes made by the Bureau for Private Postsecondary and Education issued prior to publishing a new catalog will be given to each student and staff member in the form of a memo describing the changes and the effect to the student and/or staff member.

## REFUND CALCULATION SHEET

### TUITION REFUND AFTER CLASSES BEGIN:

School shall refund 100% of the amount paid by institutional charges, less a registration fee not to exceed \$250.00, if notice of cancelation is made thru attendance of the first class session or the seventh (7<sup>th</sup>) day after enrollment, whichever is later. Cancellation must be done in writing, and the Student shall be refunded all monies paid within 45 days after receipt of the notice. If a Student is rejected for training or if a course is canceled, the Student will receive a refund of all monies paid within 45 days. A Student may withdraw from School at any time and receive a refund of amount paid for, but unused costs. The refund policy for students who have completed 60 percent or less of the period of attendance will be a pro-rata refund according to the refund table. For computation purposes, the date of withdrawal or termination is the actual last date of attendance by the student.

**Date:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Starting Date :** \_\_\_\_\_

**Last Day Attended:** \_\_\_\_\_

- Amount Paid (Total): \$ \_\_\_\_\_
- Less Equipment Costs: (if equipment was returned) \$ \_\_\_\_\_
- Less Non Refundable Registration Fee: \$ \_\_\_\_\_
- Total Amount Paid for Instruction (Tuition):** \$ \_\_\_\_\_

- Total Hours of Instruction Paid For: # \_\_\_\_\_
- Hours of Instruction Completed: # \_\_\_\_\_
- Hours of Instruction Paid For But Not Received: # \_\_\_\_\_
- Tuition divided by Total Hours=Cost Per Hour \$ \_\_\_\_\_

- Total Cost of Instruction Paid For \$ \_\_\_\_\_
- Less Tuition for Hours Received and Paid For \$ \_\_\_\_\_

**Total Refund:** \$ \_\_\_\_\_

**Withdrawal Date :** \_\_\_\_\_

**Termination Date:** \_\_\_\_\_

**Check No.:** \_\_\_\_\_

**Amount Refunded:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_