

A to Z Computer Office Training

Private Vocational School Policy & Course Catalog

Effective February 2011

Office Hours

8:30 AM to 3:30 PM

Monday through Thursday

www.atozcomputerofficetraining.com

email atoz-computer@wavecable.com

Located at Towne Square
Port Orchard, WA

360-876-5540
800-386-3171

1700 SE Mile Hill Dr., Suite 276
Port Orchard, WA 98366

STAFF AND LOCATION

Effective February 2011

A to Z Computer Office Training was established in 1994. It is under the sole ownership of Charlotte A. Zaretzke.

A to Z Computer Office Training is privately owned and operated. It is licensed under Chapter 28C, 10 RCW; inquiries or complaints regarding this or any other private vocational school may be made to the: Washington Workforce Training and Education Coordinating Board, 128 Tenth Avenue SW Olympia, WA 98504-3105 (360) 753-5673. A to Z Computer Office Training is **VA Disability approved**, and also works with variety of **The Disability Services**.

LOCATION

A to Z Computer Office Training
1700 SE Mile Hill Dr., Suite 276
Port Orchard, WA 98366
(360) 876-5540

- Charlotte A Zaretzke Owner/Chief Administrator
- Gene L. Zaretzke Administrative Assistant
- Amy Hackett Front Office Assistant/Instructor

STAFF QUALIFICATIONS

Charlotte A. Zaretzke - Over 27 years' work experience encompassing executive secretarial, legal office, bookkeeping, customer service, customer checkout scanners, reception and general office, foreign exchange student programs management (interviewing; coordinating students, host families, and schools), computers, office management, medical office courses and Certified Microsoft Office and vocational training.

Gene L. Zaretzke - Over 34 years' work experience encompassing planner to management. General office duties, computers and Certified Instructor, taught courses at PSNS, Vocational Training and Web Designing.

OUR MISSION

The mission of A to Z Computer Office Training is to provide instruction tailored to the needs of the individual and leading to the competence that meets or exceeds industry expectations, as well as the development of personal skills for life long learning.

At A to Z Computer Office Training you can choose from numerous training programs in a variety of career areas. **A to Z Computer Office Training offers, SELF-PACED, NON-LECTURED,** Laboratory office simulation. We are set up as an office atmosphere with on-floor instructors.

It is the policy of A to Z Computer Office Training to keep student records for 50 years. To obtain a copy of student transcripts, student must submit a letter stating that they would like a copy of their transcripts. There is no cost for the first copy of transcripts, for additional copies the cost is \$5.00.

A to Z Computer Office Training aides people in picking areas related to their previous

training, abilities and experience. We encourage them not to limit their outlooks. In addition to job training programs, we design individualized training for upgrading or refreshing computer and other clerical skills. We fit the training to the need.

Good clerical workers can advance as they gain experience and show personal initiative. The minimum goal of our programs is entry-level job preparation. Trainees often, however, start at higher levels.

We specialize in short-term programs. We stress basic skills that apply to a variety of jobs, building on that base, trainees pick from general areas: Keyboard, Front Office, Goods and Services, or Record Keeping. The area picked depends upon individual interests and existing skill levels.

1. We believe that participants should train for the kinds of jobs that actually exist in their communities.
2. Students should have the privilege of choosing areas of emphasis.
3. Students should be active in assessing their progress. To those ends, A to Z Computer Office Training programs follows a four-step plan.
 - Orientation to job opportunities.
 - Selection of varied job training sequences.
 - Self-paced, monitored training
 - Evaluation and certification.

Trainees are responsible for checking the accuracy of much of their own work, just as they should on a job. They see their mistakes more quickly and can correct them right away. They share responsibility; get actively involved because they realize how much progress depends on them in developing their skills.

Training is done in comfortable office atmosphere. At to Z Computer Training has staff that has worked with a variety of computers, software and business applications. The facilities provide a realistic opportunity to "Learn to Work," a major element in the success of programs.

Traditionally, instructors teach basic skills through separate courses in keyboarding, filing business math, record keeping, office procedures, etc.

Our average class size is 12 students.

Our programs by contrast develop the same skills in an integrated way. We simulate on-the-job-training, but with stronger supervision.

THE SPECIAL BENEFITS OF SIMULATED

ON-THE-JOB-TRAINING

People get individualized training plus the experience of office simulations. They achieve higher level of competency and personal confidence than is usually possible in a classroom.

TRAINING SITES

A to Z Computer Office Training has up-to-date equipment. Trainees work at separate desks in a small group office. The aim is to create a realistic learning laboratory.

IS JOB TRAINING TOO NARROW AN APPROACH

Concentrating on specific jobs may raise a question. Will participants get the broad base; of skills needed for longer-range careers? This is in fact, the very goal of our programs. They develop the skills through a varied set of office experiences. We do this in several ways:

Simulations focus on specific jobs. Trainees move from one level to the next, reinforcing earlier skills as they gain new ones.

People who complete more individual simulations get a broader base of experience.

As trainees cover the basic skills of typing, math, and filing, they build job-performance skills. They organize, set priorities, make decisions, and learn when and how to ask questions.

Forms and source documents have been drawn from a broad range of businesses so trainees become versatile. For example, they first learn how to handle one type of invoice. Then it is easy to handle one of another kind. The data is similar even if the arrangement is different.

If a trainee completes a very short program, preparation for a long-range office career will initially be narrow. Even so, that person will have enough training to qualify for entry employment.

Employers recognize A to Z Computer Office Training as more directly applied to an actual job than completing isolated business courses. This training allows the participant to adapt to a real job better and more quickly.

CLERICAL IS A LARGE OCCUPATION

Out of the over 1.7 million jobs in Washington State, more than 21 percent are office clerical. That is more than 340,000 jobs statewide. While some jobs have low starting wages, the entry range can be \$1,200 a month or more. Good work and experience can bring better jobs and healthy pay increases.

Clerical jobs are widespread. They can be found everywhere that there are businesses, not just in large, metropolitan area.

STANDARDS OF PROGRESS

The goal is to train for at least entry-level employment. A to Z Computer Office Training stresses equally the development of positive attitudes and good work habits; therefore,

Progress: Each trainee will show satisfactory progress toward program goals. Regular reports record that progress.

Grading: At A to Z Computer Office Training all course work is scored based on 100%. We do not give Letter grades. Scores below 60% are unsatisfactory work. When trainee has scored unsatisfactorily administration will evaluate and decide where the trainee is having problems. Administration will then discuss the evaluation with the trainee and make recommendations to trainee on how to bring the scores above 60%. If trainee after 30 days of being notified of unsatisfactory scores does not improve, administration will again re-evaluate and put trainee on probation for 30 days to improve scores. If trainee is unable to progress satisfactorily after probationary period, trainee may be dismissed after administrative review.

CONDITIONS FOR RE-ENTRANCE: Those trainees dismissed for unsatisfactory progress wanting to re-enter A to Z Computer Office Training, requires administrative review.

Attendance: Each trainee will accept responsibility for his or her learning. That responsibility is shown by active involvement in Laboratory learning and by acceptance of program regulations. Regular attendance is required.

Discipline: Each trainee is responsible for behavior that does not adversely affect safety, health, or the Learning process of himself/herself or others.

Grievances: Trainees with problems unresolved with the school may seek resolution through state approved process.

ADMISSIONS POLICIES AND PROCEDURES

A to Z Computer Office Training offers entry level training, upgrading, or retraining. Participants develop job skills, work habits, and attitudes to help them become dependable, productive workers. Analysis of abilities needed for each program is the basis for admission.

A to Z Computer Office Training admits all that show the interest and ability to benefit from the training. Personal interview, pretesting, and review with applicant's vocational counselor (if funding is through a public agency) are used to determine interest and ability to benefit. A to Z Computer Office Training admit applicants to most training programs if they are 18 or older and score adequately on a skills assessment test.

Training does not require a high school diploma or GED, but most employers usually do. Therefore, the school strongly encourages participants who do not have either one, to get a GED as soon as possible.

First: Applicant should call to arrange an interview and a tour of the facility. That may take 20 to 30 minutes.

Second: Applicant completes a skill assessment test. That usually takes approximately one hour and can be done on the first visit, if time permits. It is a simple test designed to determine learning readiness. It is also a guide to the most appropriate program(s).

Third: Administration calls or writes applicant and schedules a meeting to discuss the results and program recommendations.

Fourth: Administration submits a formal proposal for consideration. There are no charges for these four steps.

Fifth: Upon acceptance of the program by the applicant (and funding agency where involved), and deposit of \$35.00, a start date is confirmed. When there is a waiting list, we give priority based on the dates it receives the acceptance and deposit.

The deposit becomes part of the registration fee upon enrollment. If A to Z Computer Office Training does not accept the applicant or applicant withdraws within five business days, the deposit is refunded.

The registration fee is 10% of the tuition fee.

SUCCESSFUL COMPLETION

Successful completion of any program requires completing all exercises and assignments, attending a minimum of 85 percent, and maintaining satisfactory progress. A to Z Computer Office Training measures progress through testing, lab observation, and daily production.

Upon successful completion, participants receive a certificate and final report rating their

work. In some cases, a trainee must leave before completing the contract. If work has been satisfactory, A to Z Computer Office Training issues a final progress report and the certificate attests to the work he or she has completed.

There is a fee for making duplicate records.

PLACEMENT

Job readiness is the measure of a training program's success. We help develop job finding as well as work skills. At A to Z Computer Office Training, we offer placement assistance; there is no guarantee made by A to Z Computer Office Training of obtaining employment, we also keep records of current or past trainees who are available for employment.

We encourage employers to contact A to Z Computer Office Training when they have openings. Trainees may continue to update their records at school for possible employment or reemployment. If we have up-date information, we can refer job openings to them. There is no charge for that service.

There is no guarantee of placement on a job at the completion of training.

CAUSES FOR DISMISSAL

The school expects trainees to conduct themselves in a manner required for successful employment. We expect progress toward goals at a satisfactory rate and the development of positive work habits and attitudes.

Anything disruptive to the training facility, violates local law, or interferes with the program will be subject to review and possible dismissal. The Chief Administrative Officer will review the situation with the trainee, the instructor, and participant's vocational counselor before deciding.

LEAVE OF ABSENCE

Under special circumstances, trainees may request a leave of absence of 30 days or less. The school will grant the request as of the end of the week of its receipt. The request must be in writing. A longer leave requires administrative review of progress. In some cases, there may be program adjustments and additional tuition fees. Failure to attend for two weeks without notice is an automatic suspension.

Leave longer than 30 days requires administrative reviews and may bring about dismissal. Dismissal is subject to the standard refund policies stated in this catalog. If A to Z Computer Office Training and the trainee agree that continued progress will be satisfactory, administration will arrange a restart. Restarting may require adjustments to the program and additional tuition fees. There will be an assessment of an administrative fee of not more than \$45.

Restart dates will depend on space available.

A to Z Computer Office Training reserves the right to suspend a trainee for unpaid tuition or lack of attendance. A to Z Computer Office Training also may suspend a trainee if there are conditions that would prevent the course from benefiting the trainee.

The administrator will consult with the trainee and her or his vocational counselor in deciding. Any refunds will be considered on a case-by-case basis and take into account fairness to all concerned.

CONTRACT HOURS AND TYPE OF INSTRUCTION

A trainee contracts for a specific number of hours at A to Z Computer Office Training to complete a program

A to Z Computer Office Training designs the course specifically to the trainee. We give credit for prior education or training, by doing this the program is shortened proportionately, this in turn will lower the tuition cost and time.

FINANCIAL AID

Upon application for and approval of credit, payment plans are available for most programs. Financial help may be possible from agencies such as the Washington State Employment Department, Job Training Centers, Department of Social and Health Services, and the Department of Vocational Rehabilitation.

Applicant is solely responsible for making arrangements and pre-qualifying with any agency.

REFUND SCHEDULE

In case of withdrawal or dismissal, A to Z Computer Office Training will prorate refunds by Washington State Workforce Training and Education Board guidelines as follows:

An applicant will receive a full refund of all money paid if withdrawal occurs not later than midnight on the fifth business day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided that the applicant has not commenced training. Full refund of all money paid if applicant is not accepted by A to Z Computer Office Training.

Withdrawal after five business days following the signing of the contract but prior to the start of training, the school may retain an established registration fee equal to 10% of the total tuition cost or \$100, whichever is less.

After beginning training, the following policy applies:

Termination after the first week or 10 percent of the instruction, whichever is less, A to Z Computer Office Training may keep 10 percent of the tuition cost plus registration.

Termination after the first week or 10 percent of instruction, whichever is less, but prior to completing 25 percent of contracted instruction time, A to Z Computer Office Training may keep 25 percent of the tuition cost plus registration fee.

Termination after completion of 25 percent, but prior to completing 50 percent of contracted instruction time, A to Z Computer Office Training may keep 50 percent

of the tuition cost plus registration fee.

Termination after completion of 50 percent, but prior to completing 75 percent of contracted instruction time, A to Z Computer Office Training may keep full tuition cost plus registration fee.

All refunds will be made within 30 days of the student's official date of termination (WAC 490-105-130).

SCHOOL CALENDAR

A to Z Computer Office Training is open year-round except for the following:

Martin Luther King Day

Presidents' Day

Spring Break (first or 2nd week of April)

Memorial Day

Fourth of July

Mini-Summer Break (Last week of May, month of June, and 1st week of July)

Columbus Day

Veterans' Day

Thanksgiving (Wednesday and Thursday)

Christmas Break (Last 2 weeks of December and New Years Day)

Training hours are 8:30 A.M. to 3:30 P.M., Monday through Thursday Individual schedules are set up at registration. Schedules may vary by program. Administration is open other hours by appointment.

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In addition to the individual course prices, **there is a 10% registration fee added that is based on the tuition of program.** The text prices are reimbursement therefore; they will vary as we experience price increases from the suppliers.

To plan a program, please check the sections in which you are interested. A proposal will be run using the list with a projection of total training time and costs.

The hours for each section are based on an average. Some people will need more time to complete the work. **Prior to registration a pretest is given and the program proposal will reflect additional time and cost, if needed therefore.**

Key categories: C = Computer, D = Deskwork, K = Keyboard, T= Text

PREPARATION COURSES SECTION

C 125-7 Microsoft Windows 7 Professional
35 hours
Introduction and Intermediate, step by step lessons Skill Reviews and independent challenges will guide you in learning Windows-7 Professional.
Costs Tuition: \$350.50 Text \$ 73.14
Total \$423.64

C 125V Microsoft Windows Vista Professional 35 hours
Introduction and Intermediate, step by step lessons Skill Reviews and independent challenges will guide you in learning Windows XP Professional.
Costs Tuition: \$350.00 Text \$ 100.42
Total \$450.42

KEYBOARDING SECTION

C 400 Beginning Keyboarding 15 hours
Learn key locations and proper keyboard techniques using a computer-assisted program.
Costs: Tuition: \$124.50 Text: \$10.00
Total: \$134.50

C 410 Speed and Accuracy 15 hours
Bring Speed up to approximately 40 wpm. Using a computer-assisted tutorial.
Costs: Tuition: \$124.50 Text: \$10.00
Total: \$134.50

GENERAL OFFICE SKILLS SECTION

C & D 218 Proofreading & Editing Skills 50 hours
Develop skills and knowledge needed to be efficient proofreaders in today's business world.
Costs: Tuition: \$512.50 Text: \$49.71
Total: \$562.21

D & C 380 The Administrative Professional
125 hours
Course focuses on "Soft Skills" such as decision making, critical thinking, business ethics, and employee supervision to help students understand how office professionals can use their knowledge, skills, and abilities to solve problems, implement procedures and provide valued assistance.
Costs: Tuition: \$1037.50 Text: \$97.30
Total: \$1134.80

D 380A Phone Skills & Customer Service
25 hours.
Focuses on the critical personal skills required to use the telephone professionally and successfully in an office environment, included are sections on listening skills, taking messages, handling problem callers and problem situations, and transferring calls.
Costs: Tuition: \$207.50 Text: \$57.89
Total: \$265.39

C 221 **Machine Transcription** 80 hours
Learn how to use a transcription machine using the computer and working in word-processing program. Step by step instructions.
Costs: Tuition \$664.00 Text \$61.95
Total: \$725.95

MEDICAL SECTION

D 225 **Health Insurance for Today.**160 hours
The goal of this course is to prepare students to excel as insurance billers and to increase efficiency and streamline administrative procedures for one of the most complex tasks of the physician's business: insurance and coding.
Cost: Tuition \$1,328.00 Text: \$105.16
Total: \$1,433.16

D 235 **Dental Terminology** 50 hours
Using, Spelling, Defining and building Dental Vocabulary
Cost: Tuition: \$515.00 Text: \$60.38
Total: \$575.38

D & C 244 **Medical Terminology** 80 hours
Cost: Tuition: \$664.00 Text: \$49.81
Total: \$713.81
Using, Spelling, Defining and building Medical Vocabulary

D & C 245 **Administrative Dental Assistant**
100.00 hours
Prepares students for employment as a Administrative Dental Assistant, for example. Office Manager, Business Manager, Receptionist, Insurance Clerk, Records Manager, Data Processor, Bookkeeper or Appointment Clerk. Student will also be introduced to the Dentrix Software.
Costs: Tuition: \$1030.00 Text 83.50
Total: \$1113.50

D 245A **CDT-3 Current Dental Terminology**
Text Book Cost \$59.95

C 245B **Dentrix Software** 50 hours
This course will help the student learn how to use DENTRIX to complete day-to-day tasks in a Dental Office.
Costs: 515.00 Text: 40.00
Total: \$555.00

D & K 250 **Step by Step Medical Coding** 100 hours

Students will learn ICD ,CPT Coding and Insurance procedures.
Costs: Tuition: \$1025.00 Text: \$311.37
Total: \$1336.37

D 251 **CPT (TEXT) Book Cost: \$101.95**

D &C 251 HIPAA for Allied Health Careers
Course: Knowledge of the goal of HIPAA, HIPAA Privacy Standards, Security Standards, Transactions, Code Sets, and National Identifier Standards, and HIPAA Enforcement

C 253 **Electronic Health Records** 75 hours
Course provides students with the basic knowledge and skills required to work with electronic health records in today's rapidly changing health care environment.
Costs: Tuition \$768.75 Text \$47.35
Total: \$816.11

D & C 255 **Medical Front Office Practice** 80 hours
A medical office simulation designed to be able to do many functions within a medical office.
Costs: Tuition: \$820.00 Text: \$87.23
Total: \$907.23

C 260A **Computers in the Medical Office** 75 hours
Using Medisoft program you will learn, Scheduling patients, patient information, billing/payments, aging accounts, collections, insurance, payroll, and banking.
Costs: Tuition: \$768.75 Text: \$116.64
Total: \$885.39

D 262 **Medical Pocket Dictionary Book**
Total: \$43.57

D 265 **ICD (TEXT) Book Cost: \$111.70**

D 270 **Dental Dictionary Total: \$49.60**

C 350 **Computerized Medical Patient Billing**
75 hours
Student will use medical software and learn how to enter and use patient information, add new patients and handle transactions, produce reports, print statements and insurance forms, and process at the end of the month.
Costs: Tuition: \$768.75 Text: \$109.57
Total: \$878.32

C & D 223 Health Unit Coordinator 300 hours

Prepare student for a career as a Health Unit Coordinator. Health Unit Coordinators manage all non-clinical tasks on hospital nursing units.

Cost: Tuition: \$3075.00 Text \$165.57

Total: \$3240.57

C & D 370 Hospital Billing 75 hours

Students learn basics of preparing correct UB-04 claims, hospital coding and payment methods. Also includes introductory on HIPAA rules.

Costs: Tuition: \$768.75 Text \$81.49

Total: \$850.24

SMALL BUSINESS ACCOUNTING SECTION

C286 Quick Books Pro 25 hours

Designed to help students understand what Quickbooks can do for you. From Setting up a company, doing payroll to tracking and taxes.

Costs: Tuition: \$256.25 Text: \$107.71

Total: \$363.96

SPREADSHEET SECTION

C 07E Microsoft Excel 2007 25 hours

Students will learn how to manage financial data, work with formulas and functions, develop a professional looking worksheet and work with charts.

Costs: Tuition \$256.25 Text \$64.51

Total \$320.76

FILING SECTION

D C 325 Quick Filing Practice 25 hours

Indexing and arranging business, organization, and government names according to standard filing rules.

Costs: Tuition: \$207.50 Text: \$49.60

Total \$257.10

TEN KEY SKILL SECTION

D 358 Ten-Key Skill Builder 20 hours

Designed to build-speed and accuracy skills on the ten-key pad using the touch method.

Costs: Tuition: \$166.00 Text: \$42.00

Total: \$208.00

MICROSOFT WORD PROCESSING SECTION

C 07W Microsoft Word 2007 25 hours

Students will learn to how to create edit and format a document, create a multiple page report and also learn how to create a desktop publishing newsletter and more.

Cost: Tuition: \$256.25 Text: \$64.51

Total \$320.76

DATABASE SECTION

C 07A Microsoft Access 2007 25 hours

Students learn, basics, manipulation Data, creating and modifying forms, finding and ordering Data, Reports and Macros and Integrating Access.

Costs: Tuition \$256.25 Text 64.51

Total: \$320.76

MICROSOFT POWER POINT SECTION

C 07PP Microsoft PowerPoint 2007 25 hours

Students learn, creating a presentation, using wizards & templates, printing & sending a presentation. Text editing and formatting, working with Graphic Objects, inserting tables & charts. Additional power point features delivering the presentation

Costs: Tuition \$256.25 Text \$64.51

Total: \$320.76

MICROSOFT OFFICE, SUITE SECTION

C 07OS Microsoft Office 2007 Professional

150 hours. Student will learn Word, Excel, Access, PowerPoint, Outlook and Publisher.

Costs: Tuition \$1537.50 Text: \$105.89

Total: \$1643.39

General Clerical Skills

Course No.	Description	Hours	Tuition	Text
Computer Skills Section:				
125 V or 7	Microsoft Windows Vista or 7	35.00	\$350.00	\$100.42
07W	Microsoft Word 2007	25.00	\$256.25	\$64.51
Basic Skills Section:				
325	Quick Filing Practice	25.00	\$207.50	\$49.60
380A	Phone Skills & Customer Service	25.00	\$207.50	\$57.89
358	Ten Key Skill Builder	20.00	\$166.00	\$42.00
Keyboarding Skills Section:				
400	Beginning Keyboarding	15.00	\$124.50	\$10.00

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	145.00 Total Course Hours	Tuition	\$1,311.75
6	Total Courses	Text	\$324.42
	\$25.00 Supplies	Sub Total	\$1,636.17
	\$163.62 Registration	Total Cost	\$1,824.79

Computerized Office Skills

Course No.	Description	Hours	Tuition	Text
Computer Skills Section:				
125 V or 7 07OS	Microsoft Windows Vista or 7	35.00	\$350.00	\$100.42
	Microsoft Office Suite 2007 Complete	150.00	\$1,537.50	\$105.89
Basic Skills Section:				
358	Ten Key Skill Builder	20.00	\$166.00	\$42.00
380	The Administrative Professional	125.00	\$1,037.50	\$97.30
380A	Phone Skills & Customer Service	25.00	\$207.50	\$57.89
Keyboarding Skills Section:				
400	Beginning Keyboarding	15.00	\$124.50	\$10.00
410	Keyboarding Speed and Accuracy	15.00	\$124.50	\$10.00

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385.00	Total Course Hours	Tuition	\$3,547.50
7	Total Courses	Text	\$423.50
\$25.00	Supplies	Sub Total	\$3,971.00
\$397.10	Registration	Total Cost	\$4,393.10

Front Office I Course

Course No.	Description	Hours	Tuition	Text
Computer Skills Section:				
125 V or 7	Microsoft Windows Vista or 7	35.00	\$358.75	\$100.42
	07WMicrosoft Word 2007	25.00	\$262.66	\$64.51
218	Proof Reading & Editing Skills	50.00	\$512.50	\$49.71
Basic Skills Section:				
325	Quick Filing Practice	25.00	\$207.50	\$49.60
358	Ten Key Skill Builder	20.00	\$166.00	\$42.00
380A	Phone Skills & Customer Service	25.00	\$207.50	\$57.89
Business Skills Section:				
380	Administrative Professional	125.00	\$1,037.50	\$97.30
Keyboarding Skills Section:				
400	Beginning Keyboarding	15.00	\$124.50	\$10.00
410	Keyboarding Speed and Accuracy	15.00	\$124.50	\$10.00

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335.00 Total Course Hours	Tuition \$2,168.50
9 Total Courses	Text \$266.79
\$25.00 Supplies	Sub Total <u>\$2,435.29</u>
\$244.21 Registration	Total Cost <u>\$2,704.50</u>

Front Office II Course

Course No.	Description	Hours	Tuition	Text
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Computer Skills Section:

125	V or 7Microsoft Windows Vista or 7	35.00	\$350.00	\$100.42
	07WMicrosoft Word 2007	25.00	\$256.25	\$64.51
218	Proofreading & Editing Skills	50.00	\$512.50	\$49.71
221	Machine Transcription	80.00	\$664.00	\$61.95

Basic Skills Section:

325	Quick Filing Practice	25.00	\$207.50	\$49.60
358	Ten Key Skill Builder	20.00	\$166.00	\$42.00
380A	Phone Skills & Customer Service	25.00	\$207.50	\$57.89

Business Skills Section:

380	The Administrative Professional	125.00	\$1,037.50	\$97.30
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Keyboarding Skills Section:

400	Beginning Keyboarding	15.00	\$124.50	\$10.00
410	Keyboarding Speed and Accuracy	15.00	\$124.50	\$10.00

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415.00	Total Course Hours	Tuition	\$3,650.25
10	Total Courses	Text	\$543.38
\$25.00	Supplies	Sub Total	\$4,193.63
\$419.36	Registration	Total Cost	\$4,637.99

Record Keeping I Course

Course No.	Description	Hours	Tuition	Text
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Computer Skills Section:

125Vor 7	Microsoft Windows Vista/7	35.00	\$350.00	\$100.42
07OS	Microsoft Office Suite 2007 Complete	150.00	\$1,537.50	\$105.89
07OSI	Introduction			
07OSW	Word			
07OSE	Excel			
07OSA	Access			
07OSPP	PowerPoint			
07OSO	Outlook			
07OSP	Publisher			
07OSC	Capstone			

286	QuickBooks Pro	25.00	\$256.25	\$107.71
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Basic Skills Section:

358	Ten Key Skill Builder	20.00	\$166.00	\$42.00
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Keyboarding Skills Section:

400	Beginning Keyboarding	15.00	\$124.50	\$10.00
410	Keyboarding Speed and Accuracy	15.00	\$124.50	\$10.00

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

260.00	Total Course Hours	Tuition	\$2,558.75
14	Total Courses	Text	\$376.02
\$25.00	Supplies	Sub Total	\$2,934.77
\$293.48	Registration	Total Cost	\$3,253.25

Dental Billing Insurance Specialist

CODE	DESCRIPTION	HOURS	TUITION	TEXT
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Computer Skills Section:

125 V or 7	Microsoft Windows Vista or 7	35.00	\$350.00	\$100.42
07W	Microsoft Word 2007	25.00	\$256.25	\$64.51
245-B	"DENTRIX" Software.	50.00	\$530.45	\$40.00

Basic Skills Section:

270	Dental Dictionary (TEXT)			\$49.60
245	Dental Administrative Assistant	100.00	\$1,060.90	\$83.50
235	Dental Terminology	50.00	\$515.00	\$60.38

Keyboarding Skills Section:

400	Beginning Keyboarding	15.00	\$124.50	\$10.00
410	Keyboarding Speed and Accuracy	15.00	\$124.50	\$10.00

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290.00TOTAL HOURS		TUITION	\$2,961.60
7 TOTAL COURSES		TEXT	\$418.41
\$25.00SUPPLIES		SUB	\$3,380.01
		TOTAL	\$3,743.01
\$338.00REGISTRATION		TOTAL	\$3,743.01
		COST	\$3,743.01

Medical Front Office Assistant Specialist

Course No.	Description	Hours	Tuition	Text
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Computer Skills Section:

125V or 7	Microsoft Windows Vista or 7	35.00	\$350.00	\$100.42
07W	Microsoft Word 2007	25.00	\$256.25	\$64.51
260A	Computers in the Medical Office, for Windows	75.00	\$768.75	\$116.64

Basic Skills Section:

325	Quick Filing Practice	25.00	\$207.50	\$49.60
244	Quick & Easy Medical Terminology	80.00	\$664.00	\$49.61
358	Ten Key Skill Builder	20.00	\$166.00	\$42.00
380A	Phone Skills & Customer Service	25.00	\$207.50	\$57.89
262	Medical Dictionary (POCKET)			\$43.57

Business Skills Section:

255	Medical Front Office Practice	80.00	\$820.00	\$87.23
250	Step by Step Medical Coding	100.00	\$1,025.00	\$311.37
251	CPT Current Procedural Terminology (TEXT)			\$101.95
265	ICD (Diagnosis Coding Text)			\$111.70

Keyboarding Skills Section:

400	Beginning Keyboarding	15.00	\$124.50	\$10.00
410	Keyboarding Speed and Accuracy	15.00	\$124.50	\$10.00

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495.00	Total Course Hours	Tuition	\$4,714.00
11	Total Courses	Text	\$1,156.49
\$25.00	Supplies	Sub Total	\$5,870.49
\$587.05	Registration	Total Cost	\$6,482.54

Medical Insurance Billing Specialist

Course No.	Description	Hours	Tuition	Text
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Computer Skills Section:

125 V or 7	Microsoft Windows Vista or 7	35.00	\$350.00	\$100.42
07W	Microsoft Word 2007	25.00	\$256.25	\$64.51
350	Computer Patient Billing, for Windows	75.00	\$768.75	\$109.57

Basic Skills Section:

225	Health Insurance for Today	160.00	\$1,328.00	\$102.00
262	Medical Dictionary (POCKET)			\$43.57
358	Ten Key Skill Builder	20.00	\$166.00	\$42.00
380A	Phone Skills & Customer Service	25.00	\$207.50	\$59.89

Business Skills Section:

250	Step by Step Medical Coding	100.00	\$1,025.00	\$311.37
251	CPT Current Procedural Terminology (TEXT)			\$101.95
265	ICD (Diagnosis Coding Text)			\$111.70

Keyboarding Skills Section:

400	Beginning Keyboarding	15.00	\$124.50	\$10.00
410	Keyboarding Speed and Accuracy	15.00	\$124.50	\$10.00

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470.00	Total Course Hours	Tuition	\$4,350.50
9	Total Courses	Text	\$1,066.98
\$25.00	Supplies	Sub Total	\$5,417.48
\$541.75	Registration	Total Cost	\$5,984.23

Medical Insurance Billing Specialist 1-Year

CODE	DESCRIPTION	HOURS	TUITION	TEXT
Computer Skills Section:				
125 V or 7	Microsoft Windows Vista or 7	28.44	\$292.91	\$68.95
07OS	Microsoft Office Suite 2007 Complete	210.44	\$2,275.88	\$104.95
07OSI	Introduction			
07OSW	Word			
07OSE	Excel			
07OSA	Access			
07OSPP	PowerPoint			
07OSO	Outlook			
07OSP	Publisher			
07OSC	Capstone			
253	Electronic Health Records	51.19	\$527.23	\$57.00
350	Computer Patient Billing, for Windows	54.60	\$562.38	\$107.00
370	Hospital Billing	56.29	\$579.74	\$97.00
Basic Skills Section:				
211	Developing Writing Skills	56.88	\$585.81	\$44.67
244	Quick & Easy Medical Terminology	91.00	\$937.30	\$42.45
358	Ten Key Skill Builder	22.75	\$234.33	\$42.00
380A	Phone Skills	28.44	\$292.91	\$48.00
Business Skills Section:				
250	Step by Step Medical Coding	91.00	\$937.30	\$98.95
251	CPT Current Procedural Terminology (TEXT)			\$154.63
252	HIPPA for Allied Health	34.13	\$351.49	\$67.00
265	ICD (Diagnosis Coding Text)			\$111.70
225	Health Insurance for Today	182.00	\$1,874.60	\$102.00
Keyboarding Skill Section:				
400	Beginning Keyboarding	17.06	\$175.74	\$10.00
410	Keyboarding Speed and Accuracy	17.06	\$175.74	\$10.00
941.26	TOTAL HOURS		TUITION	\$9,803.36
22	TOTAL COURSES		TEXT	\$1,166.30
\$50.00	SUPPLIES		SUB TOTAL	\$10,969.66
\$980.34	REGISTRATION		TOTAL COST	\$12,000.00

Customer Service Specialist

Course No.	Description	Hours	Tuition	Text
Computer Skills Section:				
125 V or 7	Microsoft Windows Vista or 7	35.00	\$350.00	\$100.42
07W	Microsoft Word 2007	25.00	\$256.25	\$64.51
07E	Microsoft Excel 2007	25.00	\$256.25	\$64.51
07A	Microsoft Access 2007	25.00	\$256.25	\$64.51

Basic Skills Section:

380A	Phone Skills & Customer Service	25.00	\$207.50	\$57.89
325	Quick Filing Practice	25.00	\$207.50	\$49.60

Keyboarding Skills Section:

400	Beginning Keyboarding	15.00	\$124.50	\$10.00
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175.00	Total Course Hours	Tuition	\$1,658.25
7	Total Courses	Text	\$411.44
\$25.00	Supplies	Sub Total	\$2,069.69
\$206.97	Registration	Total Cost	\$2,301.66

Health Unit Coordinator -Long Term

CODE	DESCRIPTION	HOURS	TUITION	TEXT
Computer Skills Section:				
125 V or7	Microsoft Windows Vista or7	50.00	\$515.00	\$68.95
07W	Microsoft Word 2007	50.00	\$540.75	\$58.95
260A	Computers in the Medical Office, for Windows	100.00	\$830.00	\$110.67
Basic Skills Section:				
325	Quick Filing Practice	50.00	\$415.00	\$42.36
244	Quick & Easy Medical Terminology	160.00	\$1,328.00	\$42.45
358	Ten Key Skill Builder	40.00	\$332.00	\$42.00
Business Skills Section:				
255	Medical Office Practice	110.00	\$913.00	\$76.95
250	Step by Step Medical Coding	160.00	\$1,328.00	\$74.28
251	CPT Current Procedural Terminology (TEXT)			\$75.45
265	ICD (Diagnosis Coding Text)			\$111.70
223	Health Unit Coordinator	300.00	\$3,090.00	\$140.05
Keyboarding Skills Section:				
400	Beginning Keyboarding	30.00	\$249.00	\$10.00
410	Keyboarding Speed and Accuracy	30.00	\$249.00	\$10.00
1,080.00	TOTAL HOURS		TUITION	\$9,789.75
11	TOTAL COURSES		TEXT	\$863.81
\$25.00	SUPPLIES		SUB	\$10,653.56
			TOTAL	<hr/>
\$978.98	REGISTRATION		TOTAL	\$11,657.54
			COST	<hr/>

Computerized Office Skills 1-Year Program

CODE	DESCRIPTION	HOURS	TUITION	TEXT
Computer Skills Section:				
125	Vista or 7 Microsoft Windows Vista or 7	35.75	\$335.47	\$68.95
519	Microsoft Office 2007 Complete	143.00	\$1,341.90	\$83.95
519I	Introduction			
519W	Word			
519E	Excel			
519A	Access			
519PP	PowerPoint			
519O	Outlook			
519P	Publisher			
519C	Capstone			
218	Computerize Proofreading & Editing I	85.00	\$875.50	\$44.75
221	Machine Transcription	200.00	\$2,060.00	\$61.95
Basic Skills Section:				
325	Quick Filing Practice 4th Edition	75.00	\$772.50	\$42.36
358	Ten Key Skill Builder	32.88	\$272.86	\$42.00
380A	Phone Skills	35.75	\$335.47	\$48.00
Business Skills Section:				
380	Administrative Professional	400.00	\$3,320.00	\$137.00
Keyboarding Skill Section:				
400	Beginning Keyboarding	21.45	\$178.04	\$10.00
410	Keyboarding Speed and Accuracy	21.45	\$178.04	\$10.00

1,050.28 TOTAL HOURS	TUITION	\$9,669.78
17 TOTAL COURSES	TEXT	\$548.96
\$50.00 SUPPLIES	SUB TOTAL	\$10,218.74
\$966.98 REGISTRATION	TOTAL COST	\$11,235.72