

A to Z Computer Office Training

Private Vocational School Policy & Course Catalog

Effective January 2017

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

Catalog certified as true and correct for content and policy
Signature/Date

STAFF AND LOCATION

Effective January 2017

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) 709-4600: A to Z Computer Office Training is approved for:

- Montgomery GI Bill (MGIB) chapter 30 of title 38, U.S.
- Montgomery GI Bill – Selected Reserve (MGIB-SR chapter 1606 of title 10, U.S. Code
- Reserve Educational Assistance Program (REAP) chapter 1607 of title 10, U.S. code
- Post-Vietnam Era Veterans Educational Assistance Program (VEAO) chapter 32 of title 38, U.S. Code or section 901 or section 903 of Public Law 96-342
- Disabled VA

A to Z Computer Office Training does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Student Grievance-Complaint/Appeal Process

Nothing in this policy prevents the student from contacting the Workforce board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint.

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

STAFF QUALIFICATIONS

Charlotte A. Zaretzke - Over 30 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 man 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 lifelong 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 and long 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, Medical Front Office and Medical Insurance Billing, 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. 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, record keeping, office procedures, medical front office and medical insurance billing.

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. The school has a break room for students with a microwave, refrigerator, table and chairs. Both male and female restrooms are available. There is parking available in a well-lit parking lot. The facility is located in close proximity to public transit. This is an ADA accessible facility with handicapped restrooms; reasonable accommodation will be provided at the request of the student. The maximum class size is 12 and the student/teacher is ratio is 12/1.

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.

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, if applicant is in need of disability equipment please advise the person you are calling when you make your initial appointment.

Second: Applicant completes a skill assessment test. which 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. When there is a waiting list, we give priority based on the dates it receives the acceptance. The registration fee is 10% of the tuition fee.

A to Z Computer Office Training encourages diversity and accepts applications from all minorities. A to Z Computer Office Training does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of trained guide dog or service animal by a person with a disability. A to Z Computer Office Training acknowledges that information pertaining an applicant's disability is voluntary and confidential, and will be made on an individual basis. I this information is presented, A to Z Computer Office Training will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made during first initial appointment; some programs require medical documentation because of the rigors of curriculum.

CODE OF CONDUCT

The following is unacceptable and will not be tolerated:

1. All forms of bias including race, religion ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and /or written communication and/ or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with the intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school property.
7. Violation of the law on school premises. This includes, but not limited to, the use of alcoholic beverages or controlled dangerous substances.
8. Violation of published school policies.

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.

WITHDRAWING FROM SCHOOL

Students must prepare a written notification and submit it to the school director. This document must contain student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

CONDITIONS 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.

1. Not adhering to the school's regulations, policies, and code of conduct.
2. Missing more than 20 percent of instruction time.
3. Not maintaining the minimum grade percentage
4. Not meeting financial responsibilities to the school

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 courses specifically to the trainee. A to Z Computer Office Training is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a program proficiency test. Students wishing to receive recognition for previous training must show proof of previous training.

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 Work Source Center, Department of Social and Health Services, and the Department of Vocational Rehabilitation and Department of Veterans' Affairs.

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:
Holidays and school closures are not counted as part of the contracted time scheduled.

Martin Luther King Day

Presidents' Day

Spring Break (first or 2nd week of April)

Memorial Day

Fourth of July

Mini-Summer Break (Last 2 weeks of June and 1st 2 weeks of July)

Last 2 weeks of August and up to day after Labor Day.

Columbus Day

Veterans' Day

Thanksgiving (Wednesday and Thursday)

Winter Break (Last 3 weeks of December, first and second day of January)

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
40 hours
Introduction and Intermediate, step by step lessons Skill Reviews and independent challenges will guide you in learning Windows-7 Professional.
Costs Tuition: \$410.00 Text \$ 100.42
Total \$510.42

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 100 hours
Develop skills and knowledge needed to be efficient proofreaders in today's business world.
Costs: Tuition: \$1025.00 Text: \$49.71
Total: \$1074.71

D & C 380 The Administrative Professional
175 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: \$1793.75 Text: \$97.30
Total: \$1891.05

D 380A Phone Skills & Customer Service
30 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: \$249.00 Text: \$57.89
Total: \$306.89

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 \$1640.00 Text: \$105.16
Total: \$1742,00

D & C 244 **Medical Terminology** 120 hours
Using, Spelling, Defining and building Medical Vocabulary
Cost: Tuition: \$1230.00 Text: \$49.81
Total: \$1279.81

D & K 250 **Step by Step Medical Coding** 300 hours
Students will learn ICD ,CPT Coding and Insurance procedures.
Costs: Tuition: \$3075.00 Text: \$311.37
Total: \$3386.37

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

C 253 **Electronic Health Records** 150 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 \$1537.50 Text \$47.35
Total: \$1584.85

C 350 **Computers in the Medical Office** 150 hours
Using Medisoft program you will learn, Scheduling patients, patient information, billing/payments, aging accounts, collections, insurance, payroll, and banking.

Costs: Tuition: \$1537.50 Text: \$116.64
Total: \$1654.14

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

D 265 **ICD-9 CM (TEXT) Book Cost:** \$111.70

D 263 ICD-10 CM (Text) **Book Cost:: \$106.27**
SMALL BUSINESS ACCOUNTING SECTION

C286 **Quick Books Pro** 30 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: \$307.50 Text: \$107.71
Total: \$415.21

SPREADSHEET SECTION

C 10E Microsoft Excel 2010 40 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 \$410.00 Text \$74.70
Total \$484.70

FILING SECTION

D C 325 Quick Filing Practice 30 hours
Indexing and arranging business, organization, and government names according to standard filing rules.
Costs: Tuition: \$307.50 Text: \$49.60
Total \$357.10

TEN KEY SKILL SECTION

D 358 Ten-Key Skill Builder 30 hours
Designed to build-speed and accuracy skills on the ten-key pad using the touch method.

Costs: Tuition: \$307.50 Text: \$49.60
Total: \$357.10

MICROSOFT WORD PROCESSING SECTION

C 10W Microsoft Word 2010 40 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: \$410.00 Text: \$74.70
Total \$484.70

DATABASE SECTION

C 10A Microsoft Access 2010 40 hours
Students learn, basics, manipulation Data, creating and modifying forms, finding and ordering Data, Reports and Macros and Integrating Access.

Costs: Tuition \$410.00.25 Text 74.70
Total: \$484.70

MICROSOFT POWER POINT SECTION

C 10PP Microsoft PowerPoint 2010 40 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 \$410.00 Text \$74.70
Total: \$484.70

**MICROSOFT OFFICE, SUITE
SECTION**

**C 100S Microsoft Office 2010 Professional
Introduction 280** hours.

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

Costs: Tuition \$2870.00 Text: \$105.89
Total:2975.89

**C: 100s Microsoft Office 2010 Professional
Advanced 380** hours

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

Costs: Tuition \$3990.00 Text \$105.89
Total: \$4095.89

General Clerical Skills

Course No.	Description	Hours	Tuition	Text
Computer Skills Section				
125-7	Microsoft Windows 7	40 hours	\$410.00	\$100.42
10W	Microsoft Word 2010	40 hours	\$410.00	\$74.70
Basic Skills Section				
325	Quick Filing Practice	30 hours	\$249.00	\$49.60
380A	Phone Skills & Customer Service	30 hours	\$249.00	\$57.89
358	Ten Key Skill builder	30 hours	\$307.50	\$42.00
Keyboarding Skills Section				
400	Beginning Keyboarding	15 hours	\$124.50	\$10.00
185	Total Course Hours		Tuition	\$1750.00
6	Total Courses		Text	\$334.61
\$25.00	Supplies		Subtotal	\$2,084.61
\$100.00	Registration Fee		Total Cost	\$2,209.61

Computerized Office Skills				
Course No.	Description	Hours	Tuition	Text
Computer Skills Section				
125-7	Microsoft Windows 7	40 hours	\$410.00	\$100.42
100S	Microsoft Office Suite 2010	280 hours	\$2,870.00	105.89
286	QuickBooks Pro	30 hours	\$307.50	107.71
Basic Skills Section				
358	Ten Key Skill Builder	30 hours	\$307.50	\$49.60
380	The Administrative Professional	175 hours	\$1,452.50	\$97.30
380A	Phone Skills & Customer Service	30 hours	\$249.00	\$57.89
Keyboarding Skills Section				
400	Beginning Keyboarding	15 hours	\$124.50	\$10.00
410	Keyboarding Speed & Accuracy	15 hours	\$124.50	\$10.00
615 hours	Total Course Hours		Tuition	\$5845.50
7	Total Courses		Text	\$538.81
\$25.00	Supplies		Subtotal	\$6384.31
\$100.00	Registration Fee		Total	\$6509.31

Table 1

Front Office I				
Course No.	Description	Hours	Tuition	Text
Computer Skills Section				
125-7	Microsoft Windows 7	40 hours	\$410.00	\$100.42
10-W	Microsoft Word 2010	40 hours	\$410.00	74.70
218	Proofreading & Editing Skills	100 hours	\$1,025.00	\$49.71
Basic Skills Section				
325	Quick Filing	30 hours	\$249.00	\$49.60
358	Ten Key Skill Builder	30 hours	307.50	\$49.60
380A	Phone Skills & Customer Service	30 hours	\$249.00	\$57.89
Business Skills Section				
380	The Administrative Professional	175 hours	\$1,793.75	\$97.30
Keyboarding Skills Section				
400	Beginning Keyboarding	15 hours	\$124.50	\$10.00
410	Keyboarding Speed & Accuracy	15 hours	\$124.50	\$10.00
475. hours	Total Course Hours		Tuition	\$4,693.25
9	Total Courses		Text	\$499.22
\$25.00	Supplies		Subtotal	\$5192.47
\$100.00	Registration Fee		Total	\$5,317.47

Table 2

Customer Service				
Course No.	Description	Hours	Tuition	Text
Computer Skills Section				
125-7	Microsoft Windows 7	40 hours	\$410.00	\$100.42
10-W	Microsoft Word 2010	40 hours	\$410.00	\$74.70
10-E	Microsoft Excel 2010	40 hours	\$410.00	\$74.70
10-A	Microsoft Access	40 hours	\$410.00	\$74.70
Basic Skills Section				
325	Quick Filing	30 hours	\$249.00	\$49.60
380A	Phone Skills & Customer Service	30 hours	\$249.00	\$57.89
Keyboarding Skills Section				
400	Beginning Keyboarding	15 hours	\$124.50	\$10.00
235. hours	Total Course Hours		Tuition	\$2,262.50
7	Total Courses		Text	\$442.01
\$25.00	Supplies		Subtotal	\$2,704.51
\$100.00	Registration Fee		Total	\$2,829.51

Table 3

Medical Front Office & Insurance Billing Short Term

Course No.	Description	Hours	Tuition	Text
Computer Skills Section				
125-7	Microsoft Windows 7	40 hours	\$410.00	\$100.42
10-W	Microsoft Word 2010	40 hours	\$410.00	\$74.70
350	Computer Patient Billing	150 hours	\$1,537.50	\$116.64
Basic Skills Section				
225	Health Insurance for Today	160 hours	\$1640.00	\$105.16
358	Ten Key Skill Builder	30 hours	307.50	\$49.60
380A	Phone Skills & Customer Service	30 hours	\$249.00	\$57.89
244	Quick and Easy Medical Terminology	120 hours	\$1,230.00	\$49.81
Business Skills Section				
250	Step by Step Medical Coding	300 hours	\$3,075.00	\$311.37
251	Current Procedural Terminology (Text)			101.95
263	ICD 10-CM (Diagnosis Text)			106.27
400	Beginning Keyboarding	15 hours	\$124.50	\$10.00
410	Keyboarding Speed & Accuracy	15 hours	\$124.50	\$10.00
900	Total Course Hours		Tuition	\$9,108.00
10	Total Courses		Text	\$1,205.51
\$50.00	Supplies		Subtotal	\$10,313.51
\$100.00	Registration Fee		Total	\$10,463.51

Table 4

Medical Front Office & Insurance Billing Long Term

Course No.	Description	Hours	Tuition	Text
Computer Skills Section				
125-7	Microsoft Windows 7	51.30 hours	\$528.39	\$68.95
100S	Microsoft Office Suite 2010	249.75 hours	\$2,701.05	\$104.95
100SI	Introduction			
100SW	Word			
100SE	Excel			
100SA	Access			
100SPP	PowerPoint			
100SO	Outlook			
100SP	Publisher			
100SC	Capstone			
253	Electronic Health Records	135 hours	\$1,390.50	\$57.00
350	Computerized Medical Front Office/Billing	151.20 hours	\$1,557.36	\$116.64
Basic Skills Section				
358	Ten Key Skill Builder	27 hours	\$278.10	\$42.00
380A	Phone Skills & Customer Service	33.75 hours	\$347.63	\$48.00
244	Quick and Easy Medical Terminology	108 hours	\$1,112.40	\$42.45
Business Skills Section				
225	Health Insurance for Today	216 hours	\$2,224.80	\$102.00
250	Step by Step Medical Coding	405 hours	\$4,171.50	\$98.95
251	Current Procedural Terminology (Text)			154.63
263	ICD 10-CM (Diagnosis Text)			106.27
Keyboarding Skills Section				
400	Beginning Keyboarding	20.25 hours	\$208.58	\$10.00
410	Keyboarding Speed & Accuracy	20.25 hours	\$208.58	\$10.00
1417.50	Total Course Hours		Tuition	\$14,728.87
19	Total Courses		Text	\$1073.54
\$50.00	Supplies		Subtotal	\$15,802.41
\$100.00	Registration Fee		Total	\$15,952.41

Table 5

Computerized Office Skills Long Term

Course No.	Description	Hours	Tuition	Text
Computer Skills Section				
125-7	Microsoft Windows 7	50 hours	\$469.20	\$100.42
100S	Microsoft Office Suite 2010	350 hours	\$3,284.37	\$83.95
100SI	Introduction			
100SW	Word			
100SE	Excel			
100SA	Access			
100SPP	PowerPoint			
100SO	Outlook			
100SP	Publisher			
100SC	Capstone			
218	Computerized Proofreading & Editing	118.75	\$1,223.13	\$44.75
Basic Skills Section				
325	Quick Filing Practice	75 hours	\$772.50	\$49.60
358	Ten Key Skill Builder	32.88 hours	\$272.86	\$42.00
380A	Phone Skills & Customer Service	35.75 hours	\$335.47	\$48.00
Business Skills Section				
380	Administrative Professional	400 hours	\$3,320.00	\$137.00
Keyboarding Skills Section				
400	Beginning Keyboarding	21.45 hours	\$178.04	\$10.00
410	Keyboarding Speed & Accuracy	21.45 hours	\$178.04	\$10.00
1105.28	Total Course Hours		Tuition	\$10,033.60
16	Total Courses		Text	\$525.72
\$50.00	Supplies		Subtotal	\$10,559.32
\$100.00	Registration Fee		Total	\$10,709.32

Table 6