

A to Z Computer Office Training

Private Vocational School Policy & Course Catalog

Effective January 2019

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

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Effective January 2019

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: A to Z Computer Office Training is approved for:

Selected programs of study at A to Z Computer Office Training are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

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.

VA School Certifying Official contact information 360-876-5540 atoz-computer@wavecable.com

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

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 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, 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.
 - Evaluation and certification.

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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 business math, record keeping, office procedures, etc. Our maximum class size is 12 students. Student/teacher ratio is 12-1.

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.

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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.

CODES OF CONDUCT

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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 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.
Student acts of criminal behavior that place any person in imminent danger are prohibited on all school property.
6. Violation of the law on school premises. This includes, but not limited to, the use of alcoholic beverages or controlled dangerous substances.
7. Violation of published school polices.

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.

Make up work can be done by taking a ½ hour lunch instead of an hour.

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).

VA PROATED REFUND POLICY

A to Z Computer Office Training agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

1. Registration Fee

An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

2. Fee Breakage

Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.

3. Consumable Instruction Supplies

Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

4 Books, Supplies, and Equipment

a. The school will make a refund in full for the amount of the charge for unissued books, supplies, and equipment when:

- The school furnishes the books, supplies, and equipment,
- The school includes their costs in the total charge payable to the school for the course,
- The veteran or eligible person withdraws or is discontinued before completing the course.

b. The veterans or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.

5. Tuition and Other Charges

Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

6. Prompt Refund

In the event that the veteran, spouse, surviving spouse, or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the

unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 30 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.

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 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)

Christmas Break (Last 3 weeks of December and 1st 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 125-10 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

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

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

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

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 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 380 The Administrative Professional
175 hours

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D & C 244 **Medical Terminology** 120 hours

Using, Spelling, Defining and building Medical Vocabulary

Costs: 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 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 16E **Microsoft Excel 2016** 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 16W **Microsoft Word 2016** 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 16A **Microsoft Access 2016** 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 16PP **Microsoft PowerPoint 2016** 40 hours

Students learn, creating a presentation, using wizards & templates, printing & sending a presentation. Text editing and formatting,

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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 16OS Microsoft Office 2016 Professional Introduction 280 hours.

Students will Learn:

Essential Computer Concepts (Learning about the components of Computer Systems).

Managing Your Files (Organizing your Files and Folders).

Internet Basics and Information Literacy,

Word: Creating and Editing a Document, Navigating and Formatting a Document, Creating Tables and a Multipage report, and enhancing page layout and design.

Excel: Creating a customer order report in formatting a workbook text and data
Performing calculations with formulas and functions
Analyzing and charting financial data.
Creating a database

Access: Building a database and defining table relationships
Maintaining and querying a database
creating forms and reports

PowerPoint Creating a Presentation, Adding Media and Special Effects.

Costs: Tuition \$2870.00 Text: \$105.89

Total:2975.89

C: 10Os Microsoft Office 2016 Professional Advanced 380 hours

Students will Learn:

Internet: Advanced Research on Internet.

Word: Enhancing Documents, working with templates and styles, customizing Tables and creating charts, creating mail merge documents, sharing documents, working with

long documents, creating indexes and tables of contents, figures and authorities, working with macros, customizing settings.

Excel: Applying Advanced Formats to Worksheets, using advanced chart features.

Access: creating and running macros, automating database processes, programming in Access, Creating database security and documentation.

PowerPoint: Editing and formatting slide content, working with tables and charts, working with visual and sound objects, customizing slides, importing and exporting information, sharing and delivering presentations

Outlook: Managing messages, managing contacts, managing calendars and tasks.

Capstone: Capturing all programs and multi-tasking, bring spreadsheet from excel to a word document, access data to a word document.

Costs: Tuition \$3990.00 Text \$105.89

Total: \$4095.89

Computerized Office Skills

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Course No.	Description	Hours	Tuition	Text
Computer Skills Section:				
125-10	Microsoft Windows 10	40.00	\$410.00	\$100.42
100S	Microsoft Office Suite 2016 Complete	280.00	\$2,870.00	\$105.89
286	QuickBooks Pro	30.00	\$307.50	\$107.71
Basic Skills Section:				
358	Ten Key Skill Builder	30.00	\$307.50	\$49.60
380	The Administrative Professional	175.00	\$1,452.50	\$97.30
380A	Phone Skills & Customer Service	30.00	\$249.00	\$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
615.00	Total Course Hours		Tuition	\$5,845.50
7	Total Courses		Text	\$538.81
\$25.00	Supplies		Sub Total	\$6,384.31
\$100.00	Registration		Total Cost	\$6509.31

Customer Service Specialist

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Course No.	Description	Hours	Tuition	Text
Computer Skills Section:				
125-10	Microsoft Windows 10	40.00	\$410.00	\$100.42
16W	Microsoft Word 2016	40.00	\$410.00	\$74.70
16E	Microsoft Excel 2016	40.00	\$410.00	\$74.70
16A	Microsoft Access 2016	40.00	\$410.00	\$74.70
Basic Skills Section:				
380A	Phone Skills & Customer Service	30.00	\$249.00	\$57.89
325	Quick Filing Practice	30.00	\$249.00	\$49.60
Keyboarding Skills Section:				
400	Beginning Keyboarding	15.00	\$124.50	\$10.00
Summary				
235.00	Total Course Hours		Tuition	\$2,262.50
7	Total Courses		Text	\$442.01
\$25.00	Supplies		Sub Total	\$2,704.51
\$100.00	Registration		Total Cost	\$2,829.51

Medical Front Office & Insurance Billing Specialist

Course No.	Description	Hours	Tuition	Text
Computer Skills Section:				
125-10	Microsoft Windows 10	40.00	\$410.00	\$100.42
16W	Microsoft Word 2016	40.00	\$410.00	\$74.70
350	Computer Patient Billing, for Windows	150.00	\$1,537.50	\$116.64
Basic Skills Section:				
225	Health Insurance for Today	160.00	\$1,640.00	\$105.16
262	Medical Dictionary (POCKET)			\$43.57
358	Ten Key Skill Builder	30.00	\$307.50	\$49.60
380A	Phone Skills & Customer Service	30.00	\$249.00	\$57.89
244	Quick and Easy Medical Terminology	120.00	\$1,230.00	\$49.81
Business Skills Section:				
250	Step by Step Medical Coding	300.00	\$3,075.00	\$311.37
251	CPT Current Procedural Terminology (TEXT)			\$101.95
265	ICD-9-CM (Diagnosis Coding Text)			\$111.70
263	ICD -10-CM Draft Edition (Diagnosis Coding Text)			\$106.27
Keyboarding Skills Section:				
400	Beginning Keyboarding	15.00	\$124.50	\$10.00
410	Keyboarding Speed and Accuracy	15.00	\$124.50	\$10.00
Summary:				
900.00	Total Course Hours		Tuition	\$9,108.00
9	Total Courses		Text	\$1,249.08
\$50.00	Supplies		Sub Total	\$10,357.08
\$100.00	Registration		Total Cost	\$10,507.08

Medical Front Office & Insurance Billing Specialist One Year

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CODE	DESCRIPTION	HOURS	TUITION	TEXT
Computer Skill section:				
125-10	Microsoft Windows 10	40.00	410.00	100.42
16OS	Microsoft Office Suite 2016	280.00	\$2870.00	\$105.89
16OSI	Introduction			
16OSW	Word			
16OSE	Excel			
16OSA	Access			
16OSPP	PowerPoint			
16OSP	Publisher			
253	Electronic Health Records	150.00	\$1537.50	\$47.35
350	Computerized Medical Front Office \ Billing Software	150.00	\$1537.50	\$116.64
Basic Skills Section:				
244	Quick & Easy Medical Terminology	120.00	\$1230.00	\$49.81
358	Ten Key Skill Builder	30.00	\$307.50	\$49.81
380A	Phone Skills	30.00	\$249.00	\$57.89
Business Skills Section:				
250	Step by Step Medical Coding	300.00	\$3075.00	\$311.37
251	CPT Current Procedural Terminology (TEXT)			\$101.95
263	ICD -10-CM Draft Edition (Coding Text)			\$106.27
225	Health Insurance for Today	160.00	\$1640.00	\$105.16
Keyboarding Skill Section:				
400	Beginning Keyboarding	15.00	\$124.50	\$10.00
410	Keyboarding Speed and Accuracy	15.00	\$124.50	\$10.00
1290.00	TOTAL HOURS		TUITION	\$13105.50
18	TOTAL COURSES		TEXT	\$1,172.56
\$50.00	SUPPLIES		SUBTOTAL	\$14,278.06
\$100.00	REGISTRATION		TOTAL COST	\$14,428.06

Computerized Office Skills 12 Month Program

CODE	DESCRIPTION	HOURS	TUITION	TEXT
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Computer Skills :				
125-10	Microsoft Windows 10	40.00	\$410.00	\$100.42
16-OS	Microsoft Office 2016	380.00	\$2870.00	\$105.89
16-OSI	Introduction			
16-OSW	Word			
16-OSE	Excel			
16-OSA	Access			
16-OSPP	PowerPoint			
16-OSP	Publisher			
218	Computerize Proofreading & Editing I	100.00	\$1025.00	\$49.71
Basic Skills :				
325	Quick Filing Practice 4th Edition	30.00	\$307.50	\$49.60
358	Ten Key Skill Builder	30.00	\$307.50	\$49.60
380A	Phone Skills	30.00	\$249.00	\$57.89
Business Skills :				
380	Administrative Professional	175.00	\$1793.75	\$97.30
Keyboard Skills				
400	Beginning Keyboarding	15.00	\$124.50	\$10.00
410	Keyboarding Speed and Accuracy	15.00	\$124.50	\$10.00
815.00	TOTAL HOURS		TUITION	\$7211.75
17	TOTAL COURSES		TEXT	\$530.41
\$50.00	SUPPLIES		SUB TOTAL	\$7742.16
\$100.00	REGISTRATION		TOTAL COST	\$7892.16

A to Computer Office Training
1700 SE Mile Hill Dr., Suite 276
Port Orchard, WA 98366

Certified as true and correct in content and policy

Signature _____
Chief Administrator

Date _____