QBICS CAREER COLLEGE
SCHOOL CATALOG

QBICS CAREER COLLEGE

1125 E. 17th Street Suite E210, Santa Ana, CA. 92701
Phone (714.550.1052)
Total Free Number: (1.866.663.8107)
Fax Number: (714.550.1774)

Instruction location:
1125 E. 17th Street, Suite E-210-E214
Santa Ana, California 92701

WWW.QBICS.US
E-mail: info@qbics.us

Effective: Janury 01, 2021 – December 31, 2021
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This catalog is updated yearly.

As a prospective student, you are encouraged to review this catalog before signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an Enrollment Agreement. Prospective students or the public may view the school catalog and the School Performance Fact sheet by going to our website at www.qbics.us and can also find the link to the Bureaus Internet web site.
Please note that QBICS Career College offers programs in English but also offers the Essentials Technical Skills program in Spanish.

Table of Contents

ADMINISTRATION

School Director: *CEO / *COO	Ehky Y G. Hernandez
Chief Academic Officer:	Ehky Yaohyen G. Hernandez
Phlebotomy/ Nurse Program Director:	Della L. Dagenais
Admissions Department:	Maria Zepeda
Finance Department (A/P and A/R):	Enda Gutierrez
Placement / Externship Department:	Maricela Villacisneros
Student Records Department:	Maricela Villacisceros/Braulio Gutierrez

*CEO Chief Executive Officer - *COO Chief Operating Officer - *CAO Chief Academic Officer

FACULTY

NAME	QUALIFICATIONS	TITLE	PROGRAM
Ehky Yaohyen G. Hernandez	*CompTIA CTT+ Certified Classroom Trainer CompTIA CTT + Certified Virtual Classroom Trainer Microsoft Certified Trainer MCSE Certified, MCP Certified, A+ Certification IT Administrator/Consultant*	Professor	• Computer Electronic Tech. A+ • Network Plus • Essentials Technical Skills • Tecnicas Esenciales de Computacion
Wafaa Geirguis	*Bachelor of Medicine and Bachelor of Surgery (MBChB) in Egypt National Certified Clinical Medical Assistant National Certified Medical Administrative Assistant*	Instructor	• Medical Assistant
Enda Gutiérrez	*Licensed and Certified Phlebotomy Technician 1*	Instructor	• Phlebotomy
Della L. Dagenais	*Registered Nurse Bachelor of Science, Health Services Administration Certified CPR Instructor Director of Staff Development*	Program Director / Instructor	• Nurse Assistant • Phlebotomy
Open	*Licensed Vocational Nurse* Director of Staff Development	Instructor	• Nurse Technician • Nurse Assistant

QBICS Career College has selected professionals to teach in each program of instruction offered. These individuals are equally adept in theory and practical application. All faculty members meet or exceed the minimum educational and industry experience requirements as set forth by state approving agencies and the accrediting bodies governing QBICS.

ADVISORY COMMITTEE

David Sanchez, MD	Anaya Medical Center
Uriel Gutierrez, MA	Families Together of Orange County
Maria Contreras, Licensed CPT	Consolidated Medical Bio-Analysis
Pamela Gutierrez, School Office Assistant	Magnolia School District

STATEMENT OF OWNERSHIP

QBICS Career College is owned and operated by E. Cubics LLC, a limited liability company.

PROGRAMS OFFERED AT QBICS CAREER COLLEGE

Medical Assistant

Nurse Technician

Nurse Assistant

Phlebotomy Certification Preparation

Network Technician

Computer Technician A+

Tecnias Esenciales de Computacion

Essentials Technical Skills

Computerized Office Occupation

Security Guards

Electrician

QBICS Career College provides instruction in English for all of its courses and also provides instruction in Spanish for the Essentials Technical Skills course. Students who successfully met the program completion requirements will be awarded a diploma of completion.

All information in the school catalog is current and correct, and is so certified as true to the best of my knowledge and belief by:

Ehky Y. G. Hernandez, School Director

GENERAL INFORMATION

Approval Disclosure Statement

QBICS Career College (QCC) is a private institution approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009.

QBICS Career College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in the reorganization under Chapter 11 of the United State Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

PROGRAM NAME	WEEKS AND HOURS	QUARTER CREDITS
MEDICAL ASSISTANT	12/ 480	32.2
NURSE TECHNICIAN	12/ 480	32.2
NURSE ASSISTANT	6 / 160	9.37
PHLEBOTOMY CERTIFICATION PREPARATION	5 / 96	6.9
NETWORK TECHNICIAN	12 / 480	72.0
COMPUTER TECHNICIAN A+	12/ 480	66.0
TECNICAS ESENCIALES DE COMPUTACION	8/80	8.00
ESSENTIALS TECHNICAL SKILLS	8/80	8.00
COMPUTERIZED OFFICE OCCUPATION	12/480	53.33
SECURITY GUARDS	8/80	8.00
ELECTRICIAN ASSISTANT	8/80	8.00

Mission Statement and Objectives

QBICS CAREER COLLEGE is dedicated to providing quality training programs and to empowering students to become successful in high-demand jobs.

An overall goal of QBICS CAREER COLLEGE is to provide all students with high-quality training through excellence and distinction in teaching, research, and service. QCC is committed to guiding students with innovative teaching techniques and exposing students to a wide array of technology to enhance their intellectual, professional, and personal growth. QCC will maintain a leading role in the industry while continuously upgrading training techniques and programs to meet the highest expectations of its graduates. Also, QCC will increase the job marketability of its graduates by promoting leadership, self-discipline, and motivation to compete in today's demanding job market by offering Medical Assistant, Nurse Technician, Nurse Assistant, Phlebotomy, Network Techncian, Computer Techncian A+, Tecnias Esenciales de Computacion and Essential Technical Skills.Security Guards, Electrician.

Educational Philosophy

QCC believes in providing quality training programs that are sound in concept and that emphasize hands-on training. These programs give students a strong foundation based on QCC's knowledge of the industry as well as greater access to job opportunities. A competent and dedicated faculty is committed to motivating and educating students and helping them achieve their highest potential.

History

QBICS CAREER COLLEGE founded on March 19, 2001. The college located in 1905 E. 17th Street, Suite 307, Santa Ana, California.

On July 9, 2001, the college relocated to a new facility at 1415 E. 17th Street, Suite # 260, Santa Ana, California, 92705.

In August of 2006, QCC relocated its main campus to 1125 E. 17th Street, Suite E-210, Santa Ana, CA. The new facility is much larger and provides additional classroom space to accommodate its growing student population.

Licensing, Memberships, Affiliations & Approvals

- California Bureau For Private Postsecondary Education

- California Department of Public Health

- A Member of:
    - National Health Career Association
    - Pearson VUE Center
    - American Heart Association
    - CAPPS

Description of Facility

QBICS CAREER COLLEGE address 1125 E. 17TH Street, Suite E-210, Santa Ana, CA.

It is easily accessible from Interstate 5 (Santa Ana Freeway) and 55 (Newport Beach Freeway) 22 (Garden Grove Freeway).

OCTA (Orange County Transportation Authority) provides convenient public transportation to the school.

The school occupies 8495 square feet of space in a professional building, including 5000 square feet of classroom space, labs, and 2000 square feet of administrative offices. 5 separate classrooms, each with a capacity for 20 students, with teaching equipment sufficient to meet educational needs.

- The maximum capacity for each class is 20 students per 1 instructor.
- School uses computers, projectors, multimedia, medical equipment and supplies, a web portal system for teaching and instruction
- There is ample free parking on-site.
- The school is accessible to physically disabled persons, under ADA and OSHA.

QBICS Career College is located near public transportation and major freeways.

ADMISSIONS

Admission Requirements

All students interested in attending QBICS Career College are encouraged to visit our website at www.qbics.us to obtain more information on the programs and program requirements before registering.

To be admitted, students will need to:

1. Interview with an admissions representative

2. Possess a high school diploma or its equivalent OR otherwise successfully take and pass the ATB exam administered through CELSA (Students must pass the CELSA Exam with a score of 97 and for the Spanish Ability to Benefit exam, students must pass with a Reading Comprehension score of 17 and Mathematics with a score of 14)

3. Pay $75.00 (non-refundable) registration fee

Students who do not have a high school diploma OR equivalent must take the ability to benefit the exam. Students who fail the exam will not be allowed to register and will need to wait 15 business days before re-attempting the exam.

PHLEBOTOMY PROGRAM

This program leads to a license through the CDPH. The California Department of Public Health requires that students provide their official high school or GED transcripts in an unopened envelope sealed by the school. Students who graduated outside the US are required to complete a GED or have their foreign degree evaluated by a professional evaluation organization.

Students who want to register for the phlebotomy program are required to have at least six months of blood-drawing experience within the past 5 years (e.g., Medical Assistant,

Emergency Medical Technician, Licensed Vocational Nurses) or evidence of an employer needing them to be licensed for a job position offered or have taken courses in medical terminology, anatomy and physiology or other health courses).

Registration Process

Students accepted at QBICS Career College will be notified within 5 business days and will be required to complete the registration process by submitting the signed PFS, Student Application and Enrollment Agreement.

Students who do not have access to a computer or internet are more than welcome to complete their enrollment process at QBICS Career College.

Students will be encouraged to attend an orientation prior to starting school. The admissions team will provide you with the dates after registering for the program.

On the first day of class, students will be required to provide the school with any program pre-requisites such as fingerprint (live scan), CPR, etc. Please contact the school for more information on what the program pre-requisites are for the program you are interested in enrolling in.

Clock hour measurement ratio
The ratio of conversion from hours to credit units is 10 clock hours to one-quarter hours for lecture, 20 clock hours to one-quarter credit for laboratory, and 30 clock hours to one-quarter credit for externship. A clock hour is defined as sixty minutes of lecture or lab, of which 50 minutes is devoted to actual instruction, and the remaining portion is designated as break time.

Class Size
QCC limits the size of each class to a ratio of 1:20 for lecture and 1:15 for clinical to maintain a high level of student-to-instructor interaction.

Academic

Grading System
QBICS CAREER COLLEGE uses the following scales as its grading system:

Percentage	Letter Grade	Description	G.P.A.
	P	Pass	4.0
90 – 100	A	Excellent	4.0
80 – 89.9	B	Above Average	3.0
70 – 79.9	C	Average	2.0
60 – 69.9	D	Below Average	1.0
59-or Below	F	Fail	0
	W	Withdrawal	0

70% or 2.0 GPA is the minimum requirement for graduation. Upon completing a minimum of 90% of attendance and passing all courses, the student will receive a certificate or diploma of completion.

Make-Up Work

Students should schedule and arrange all make-up work and assignments ahead of time with their instructor. (For the Nurse Assistant Program only – The Department of Public Health requires students to be dropped from the program if one (1) day of absence occurs within the first 16 hours of the program).

Satisfactory Academic Progress (SAP)

QCC is required by state and institutional regulations and policies to monitor students' progress through the course of study at various points in their chosen academic program. All students are subject to the academic regulations governing scholastic status outlined in this catalog.

Students will be assessed at 50%, 75%, 100% of the program. At a minimum, a student must have a cumulative average grade (CGPA) of 2.0 and complete a minimum of 70% of all courses attempted. If either of these measurements are below, the student will be issued a written warning for the earlier period of thirty (30) days or one (1) module. It is expected that students having problems understanding the material covered in class will meet with their instructor to get assistance with the portion of the material that they do not understand.

All course work not completed by its due date will be graded as incomplete (I). Failure to complete course work on time will fail (F) upon the completion of the next module of the repeated course offered. If a student repeats a course that was previously failed, the highest-grade possible will be a C if the average of all work performed the second time is satisfactory.

The minimum satisfactory final assessment in each module or midpoint is a 2.0 CGPA. Students who fall below the 2.0 CGPA will be placed on academic probation. Students not completing the course within the normal completion time must complete all course work within 150% of the total program length, or they will be automatically dropped from the program.

Academic Probation and Dismissal Policy

Students whose cumulative CGPA falls below 2.0 or who do not QCC complete at least 70% of the quarter credits attempted; will be issued a written warning. Students issued a written warning will be given 30 days in which to make up any deficiency. To qualify for removal (be dismissed) from academic probation and return to good academic standing, students will be evaluated at the end of this period by another test, or by completing additional makeup work, and/or by meeting other requirements which will be discussed with the student as the conditions for removal (dismissal) from probation.

Attendance and Tardiness Policy

It is the goal of QCC to train and prepare students for the professional work environment. To accomplish this, a strict attendance policy is followed. The minimum attendance for graduation is 90% of attendance.

Absence- Absence will be considered excused under the following circumstances: illness, death, lack of childcare, or birth in the immediate family and other valid reasons substantiated in writing and approved at the discretion of the School Director. All other absences will be considered unexcused.

Tardiness-Tardiness is a disruption of a good learning environment and is to be discouraged.
Students who are late due to transportation problems or other valid reasons must contact the school immediately. Unless otherwise specified, students may have up to 3 excused tardies.

Interruption for Unsatisfactory Attendance-Students with three unexcused absences in any class will receive written notification of academic probation for one month. Any unexcused absences during such probationary period will be a cause for interruption of the student's training program.

(Nursing Assistant students who are absent within the first 16 hours of class will not be able to continue the program).

Leave of Absence
In case of serious illness, death in the family, or other emergency circumstances, a student may request a Leave of Absence (LOA) to the School Director. Any request for LOA will be considered on an individual basis and must be approved by the School Director. LOAs are subject to the following conditions:
1. A Leave of Absence must be requested in writing.
2. Students may take an LOA not to exceed 300 days in any 12 months or one half the published program lengths, whichever is shorter. Multiple leaves of absences may be permitted, provided the total leaves do not exceed the limit.
3. Students are not eligible for any financial assistance while on a Leave of Absence.
4. Students who fail to return to class on the day scheduled to return from the LOA will be withdrawn from the program.
5. Students making tuition payments to the institution remain obligated even during the LOA.

Course Repetition
Students with a failing grade are required to repeat the subject and maintain a passing score of 70% overall to graduate.

If a student repeats a course that was previously failed, the highest-grade possible will be a C if the average of all work performed the second time is satisfactory.

Re-Entry Policy
The Campus Director will evaluate applicants who wish to re-enter the program. This evaluation will determine whether the student has retained the skills and knowledge necessary to continue with his/her course of study and shown to the director's satisfaction that conditions which caused interruption for unsatisfactory progress have been rectified previously completed courses may be credited toward the student's progress.

Transferability of Units

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION."

"The transferability of credits you earn at QBICS Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after QBICS Career College to determine if your diploma will transfer.

Units you earn in programs offered at QCC will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future, even though you earned units here at QCC. Also, if you earn a diploma in any program offered at QCC, it will probably not serve as a basis for obtaining a higher-level degree at another college or university.

Transfer of Credit

Students may apply to receive credit for previously completed coursework to satisfy the requirements of their programs at QBICS Career College. Applications for transfer credit must be submitted in writing to the Director of Education, including official transcripts prior to signing the Enrollment Agreement. Copies of course descriptions, school catalogs, and course syllabi may also be required. Credit may be awarded for coursework completed within the previous five years with a grade of C or 70% or higher if the coursework is comparable to that of one or more modules in the student's program at QBICS Career College and was completed at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). No more than 30% of the total credits required to complete the student's program will be awarded as transfer credit. Students may also be required to demonstrate competency in the subject matter of the coursework for which they are requesting transfer credit.

QBICS Career College does not offer academic credit for prior work or related experience. Program tuition and length will be reduced to reflect any awarded transfer credit.

Challenge course modules.

QBICS Career College will accept a student who has previously been trained in the same course title before and wish to retake to catch up or enhance the skills and knowledge; the student must take a quiz per every module that wishes to challenge

Transfer or Articulation Agreements – QBICS Career College has not entered into any transfer or articulation agreements with any other college or university.

Appeals

Students who feel that they have been placed on Academic Probation, Attendance Probation, or have been suspended or terminated unfairly may appeal in writing to the Director. The written appeal must specify the basis for the request and should include documentation. The Director, in conjunction with heads of all departments, will review all

appeals. Appeals must be submitted within five days from the date of suspension or termination.

Graduation Requirements
A student who has completed all coursework and achieved a final Cumulative Grade Average of 70%, or better, and has satisfied the attendance requirements, will receive a certificate or diploma. All students are required to clear their financial obligations to the school before any certificate; diploma or academic transcript will be issued.

Student Services

Job Placement Assistance
QCC assists its students by offering them career enhancement workshops; help with arranging job interviews, on-site recruiting, and subsequent follow-ups. However, the school does not guarantee a job. We encourage students to maintain a satisfactory grade point average, attendance and excellent conduct which are favorably viewed by employers.

The QCC placement program is a privilege for all graduated students who request it. If a student or graduate does not successfully complete all the requirements and/or is uncooperative with a placement coordinator, placement assistance may be denied.

The institution provides employment placement assistance but does not guarantee employment to our graduates.

Student Housing
A) Our Institution does not operate a dormitory or other housing facility
B) The available cost of housing located near the facility estimates is $1400 + $1500 a month
C) The institution is not responsible to find or assist students in locating adequate housing near the campus.

Student Advising and Tutoring
The school provides educational and academic advice for students. Tutors are available upon referral of instructors or student request.

Student Parking
Free student parking is available in the parking area adjacent to the school buildings at each location. QCC is not responsible for parking violations, property theft, or damage.

Crime Awareness and Campus Security
QCC will make information available regarding campus security. Additionally, the school will circulate information related to policies and procedures for maintaining security and reporting security issues.

Drug and Alcohol Policy
The use or sale of non-prescription, "controlled substance" drugs, including, but not limited to, marijuana, cocaine, stimulants, and depressants, will not be tolerated at the QCC

premises, at any of its clinical facilities, or any school-sponsored function off the premises. Any student believed to be under the influence or in possession of a non-prescribed, "controlled substance" drug and under the influence of alcohol will be temporarily prohibited from attending classes pending investigation of the incident. Should it be determined that the student was under the influence, in possession, or involved in the purchase and sale of a controlled substance while on or off the premises of QCC or school-sponsored event, the student will be dismissed?

Following the investigation, should it be determined that the student was not involved in the above activity, he/she will be reinstated, and lost class time will be added to the scheduled completion date. Students are solely responsible for the use of prescribed drugs, and the same academic and social behavior is expected of all students regardless of conditions of health. Students who need counseling assistance for drug or alcohol dependency should contact the School Administrator or Director. All referrals will be kept confidential.

Personal Property & Losses Policy
All Students are responsible for the safekeeping of their personal properties while on school premises. QBICS Career College assumes no liability for any loss or damage to students' belongings and their valuables.

Student Insurance
Certain risks are inherent in any work involving regular contact with various types of equipment. While stringent precautions are taken to ensure safety, minor accidents can occur. QBICS Career College does not assume financial responsibility for injuries due to student negligence. All students should have their medical insurance or be covered by their families' medical insurance while attending school, clinical or externship.

Learning Resource Center
The unauthorized use of media equipment and materials is prohibited. The students must seek permission from the administrative staff before using any of the following and materials:
- Projectors
- Intranet server
- Internet
- Educational Videos
- Magazines and Periodicals
- Computers

A variety of resource books are available for use in the resource center. These items may be checked out of the shelves with permission from the front desk. The front desk maintains a Check-Out Log Book. Videos are not allowed to be taken off school premises.

On-site Laboratory
The clinical laboratory is available to provide the students with the opportunity to gain mastery of required nursing skills. The clinical laboratory is open for unassisted practice when not in use. Students are required to seek permission to access the classroom with the School Administrator. Assisted practice/competency practice is available only during scheduled hours with the instructor present.

No Eating or Drinking
Eating and drinking are prohibited in the classroom, laboratory, resource center, and computer lab. A student lounge area is provided for these purposes.

Smoking Policy
Smoking is prohibited in the building at all times. Students are not allowed to smoke in front of any of the surrounding business offices.

Visa
QBICS Career College does provide visa services.

Language Proficiency Information
Students must be able to read and understand English at the level equivalent to that of a graduate of a US Junior High School (8th-grade level). Types of acceptable documentation: Junior High School certificate, high school diploma or GED. For the Essentials Technical Skills, students must be able to read and understand Spanish at the level equivalent to a US Junior High School (8th grade level).

Instruction at QBICS Career College is provided in English but may also be offered in Spanish for the Essentials Technical Skills course.

Holidays
The following holidays are honored:

December 24 – January 3 2021- 2022	Winter Recess
Monday, January 18, 2021	Martin Luther King Jr. Birthday
Monday, February 15, 2021	Washington's Birthday
Friday, April 2, 2021	Easter Observance
Monday, May 31, 2021	Memorial Day
Friday, July 4, 2021	Independence Day Observance
Monday, September 6, 2021	Labor Day
Monday, October 11, 2021	Columbus Day
Thursday, November 11, 2021	Veterans Day
Thursday and Friday, November 25 - 26	Thanksgiving
December 24 – January 3 2021- 2022	Christmas Break

Access to Student Records
Official school records are maintained for each student from the date of enrollment. All students and parents of dependent students have the right to inspect information contained in their records. Official transcripts can be requested in person or by email. All student educational records are only maintained at the school for five years and transcripts permanently. Refer to the FERPA policy defined on page 21 of this catalog.

Release of information
No QCC officer, administrator, or employee shall release any third party information concerning students' records or status without written consent from the student or the

student's legal guardian.   No written consent will be required for the release of information to regulatory agencies.

Dress Code
All students must be dressed appropriately. Men are encouraged to wear collared shirts and either dress slacks or trousers. Women should not wear tank tops or revealing outfits. We expect students to dress suitably for a professional educational environment. No clothing that displays offensive language or material is allowed. Casual attire including cutoffs, shorts, soiled or shabby clothing, or clothing that may present a safety hazard is not permitted.

Conduct
Students are expected to follow all of the rules and regulations of QCC. Students will conduct themselves within the bounds of acceptable behavior at all times students will exhibit professionalism throughout their training. Any infraction of school rules and regulations, or improper or unruly behavior, will result in probation, suspension, or termination.

Start and End Dates
QCC has open enrollments every week. Classes begin every Monday except holidays or otherwise specified dates.

QBICS Career College works with WIA, CalWORKs, Department of Rehab, TAA/TRA programs.

Tuition and Fee Policy
Course Cost Matrix

Medical Assistant

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: $ 8,840.00
ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $ 9,650.00

Tuition Fee	Reg. Fee (non-refundable)	STRF Fee (non-refundable)	E-Books	Tools / Supplies/computer	Uniform	Testing Voucher Fee	Total
$7835.00	$75.00	5.00	$425.00	1000	$200.00	$460.00	$10,000.00

Phlebotomy Certification Preparation

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: $ 1,965.00
ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $ 2,500.00

Tuition Fee	Reg. Fee (non-refundable)	STRF Fee (non-refundable)	E-Books	Tools / Supplies	Uniform	Testing Voucher Fee	Total
$2965.00	$75.00	0.00	$200.00	-	$100.00	$160.00	$3,500.00

Nurse Assistant

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: $ 4,600.00
ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $ 5,000.00

Tuition Fee	Reg. Fee (non-refundable)	STRF Fee (non-refundable)	E-Books	Tools / Supplies	Uniform	Testing Voucher Fee	Total
$4,600.00	$75.00	0.00	$225.00	-	$100.00	-	$5000.00

Network Technician

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: $ 7,950.00
ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $ 8,500.00

Tuition Fee	Reg. Fee (non-refundable)	STRF Fee (non-refundable)	E-Books	Tools / Supplies	Uniform	Testing Voucher Fee	Total
$7,950.00	$75.00	0.00	$225.00	$250.00	-	-	$8,500.00

Computer Technician A+

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: $ 7,830.00
ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $ 8,500.00

Tuition Fee	Reg. Fee (non-refundable)	STRF Fee (non-refundable)	E-Books	Tools / Supplies	Uniform	Testing Voucher Fee	Total
$7,830.00	$75.00	0.00	$225.00	-	-	$370.00	$8,500.00

Nurse Technician

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: $ 8,670.00
ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $ 8,700.00

Tuition Fee	Reg. Fee	STRF Fee		Tools / Supplies	Uniform	Testing Voucher	Total

	(non-refundable)	(non-refundable)	E-Books			Fee	
$8,670.00	$75.00	0.00	$425.00	$225.00	$200.00	$405.00	$10,000.00

Essentials Technical Skills

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: $ 5,425.00
ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $ 5,500.00

Tuition Fee	Reg. Fee (non-refundable)	STRF Fee (non-refundable)	E-Books	Tools / Supplies	Uniform	Testing Voucher Fee	Total
$5,425.00	$75.00	0.00	-	-	-	-	$5,500.00

Tecnicas Esenciales de Computacion

HORARIO DE CARGOS TOTALES POR UN PERIODO DE ASISTENCIA: $ 5,425.00
PROGRAMA ESTIMADO DE CARGOS TOTALES PARA TODO EL PROGRAMA EDUCATIVO: $ 5,500.00

Matricula	Cuota de inscripcion (no reembolsable)	STRF Fee (no reembolsable)	Libros electronicos	Herramientas / Suministros	Uniforme	Tarifa de cupon de pruebo:	Total:
$5,425.00	$75.00	0.00	-	-	-	-	$5,500.00

Computerized Office Occupation

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: $ 5,425.00
ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $ 6,000.00

Tuition Fee	Reg. Fee (non-refundable)	STRF Fee (non-refundable)	E-Books	Tools / Supplies	Uniform	Testing Voucher Fee	Total
$5,425.00	$75.00	0.00	-	-	-	-	$5,500.00

Security Guard

HORARIO DE CARGOS TOTALES POR UN PERIODO DE ASISTENCIA: $ 5,425.00
PROGRAMA ESTIMADO DE CARGOS TOTALES PARA TODO EL PROGRAMA EDUCATIVO: $ 5,500.00

Matricula	Cuota de inscripcion (no reembolsable)	STRF Fee (no reembolsable)	Libros electronicos	Herramientas / Suministros	Uniforme	Tarifa de cupon de pruebo:	Total:
$5,425.00	$75.00	0.00	-	-	-	-	$5,500.00

Electrician Assistant

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: $ 5,425.00
ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $ 6,000.00

Tuition Fee	Reg. Fee (non-refundable)	STRF Fee (non-refundable)	E-Books	Tools / Supplies	Uniform	Testing Voucher Fee	Total
$5,425.00	$75.00	0.00	-	-	-	-	$5,500.00

<u>Students are required to provide their own basic materials (notebooks, pens, highlighters, shoes, watch, pencils, etc.)</u>

Payment Methods and Plans

A student may sign up for one of the school's tuition payment plans. Information, instructions, and a copy of the application may be obtained from the Admissions Office by scheduling an appointment or requesting it via email.

PAYMENT POLICY:

Late Payment Fee	$25
Non-Sufficient Funds Fee (NSF)	$35
Late Payment 1st Written Notice Sent	30 days after Scheduled Date of Payment
Late Payment 2nd Written Notice Sent	10 days after Sending 1st Written Notice was sent
Late Payment 3rd Written Notice Sent	10 days after Sending 2nd Written Notice was sent
Collection Agency/Small Court Claims	10 days after Sending 3rd Written Notice

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student received financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

QBICS Career College currently participates in the following state financial aid programs: WIOA, CalWORKs, Department of Rehab and TAA/TRA.

Tuition Discounts

Students who do not qualify for a group party funding will receive a tuition discount as follows:

Nurse Assistant – 65% tuition discount

All other programs will have a tuition discount of 35%

Suspension and Terminations

Students may be suspended or terminated by the Director for any of the following reasons:

- Having a negative or rude attitude
- Excessive absenteeism or tardiness
- Failure to achieve satisfactory academic progress including lack of participation in class
- Failure to comply with probationary conditions
- Conduct that reflects poorly upon the school and its staff
- Failure to meet financial obligations
- Possession of drugs, alcohol, or weapons on school premises
- Behavior that creates a safety hazard to other persons in the school

Students have the right to appeal suspensions and terminations.

Refund and Cancellation Policy

CANCELLATION POLICY

Students have the right to cancel and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.

"If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice."

"But if QBICS Career College gives you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within these 30 days, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated.

Cancellation occurs when the student delivers a written notice of cancellation to a QBICS CAREER COLLEGE official at the address specified on the front page of the enrollment agreement. The student can do this by mail, in person, by fax, or by telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state the student wishes to cancel the agreement.

If the student canceled the enrollment agreement and was given any equipment, including books and other materials, the student is obligated to return them to QBICS CAREER COLLEGE within 30 days following the date of notice of cancellation or withdrawal. If the student fails to do this within the 30 days, QBICS CAREER COLLEGE has the right to deduct the documented cost from any refund that may be due to the student. Once used, equipment such as software and books is not returnable. The student is obligated to pay only for educational services rendered and for unreturned equipment.

WITHDRAWAL & REFUND POLICY
Students have the right to withdraw from individual classes, and their entire program. The refund calculation, in either case, is based on the date of notification. However, if a student withdraws from a program from a class, the refund calculation for the entire program will be based on the date the school was notified of the student's withdrawal from the program.

The amount owed by the student to calculate a refund is derived by multiplying the scheduled hours of attendance by the hourly charge for instruction. If the amount paid is more than the amount owed for the time attended, then the refund will be made within 45 days of the withdrawal date. If the amount owed is more than the amount already paid, then arrangements must be made to pay it.

The student shall have the right to a full refund of all charges less the amount of $75.00 for the non-refundable charges if he/she cancels the agreement before or on the first day of instruction. The amount retained for registration fee may not exceed Seventy-Five dollars ($75). The student shall be paid within 30 days of cancellation or withdrawal.

Also, the student may withdraw from a course after instruction has started and received a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. After completion of 60% or more of the program, the school earns 100% of the tuition.

HYPOTHETICAL REFUND EXAMPLE
State of California refund calculations are done on a pro-rata basis and applicable refunds are made within 4 days following the student's withdrawal date. The student or sponsoring agency is entitled to a refund based upon the portion of the program not completed, excluding a maximum registration fee of $75.00.

FOR EXAMPLE: If a student pays $5095.00 for course costs ($75.00 Registration Fee, $200.00 Books, $4800.00 Tuition) then withdraws after completing 200 hours, and does not return the books, the tuition refund would be calculated as follows:

1. Divide the total number of hours in the program by total hours attended up through the last day of attendance.
2. The resulting number is multiplied by the tuition charged.
3. Tuition charged is the accrued hours multiplied by hourly charge.
4. The amount owed by the student is the tuition charged plus any unreturned equipment/books plus the $75.00 registration fee.
5. The refund would be any amount in excess of the figure calculated in #4.

Tuition	$4800.00
Books	$ 200.00
<u>Registration Fee</u>	<u>S 75.00</u>
Total Program Cost	$5095.00
Hours of Instruction /Hours attended (200/720)	27.7%
Total Earned (4800 x 27.7%)	$1329.60
Total Cost ($1329.60 +$200 + $75.00)	$1604.60
Refund Amount ($5095.00 - $1604.60)	$3490.40

QBICS Career College is a non-accredited school but has been granted "Approval to Operate" by the Bureau for Private Postsecondary Education. The Bureau's granting of Approval to Operate means that this institution and its operations comply with the state standards established under the law for occupational instruction by private postsecondary educational institutions.

QBICS Career College programs are non-accredited by an accrediting agency recognized by the United States Department of Education.

Complaint Procedure
STUDENT GRIEVANCE PROCEDURES
The first step is to notify to your instructor the situation or issue if instructor is unable to resolve the situation or issue please contact the school Director for a meeting.

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

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."

Student Rights
- Students have the right to review their own academic records.
- Fair and effective teaching and grading at the advertised grade level

- Due process and an impartial hearing in any disciplinary matter
- Maintain personal/academic information private unless authorized

FERPA
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

Under the authority of the Family Educational Rights and Privacy Act of 1974, the college has established a policy for the release of student and/or graduate information:

1. All students attending this postsecondary institution, parents of minor students, and parents of tax-dependent students shall have the right to inspect, review and challenge their academic records, including grades, attendance, advising, and any additional information contained in their education record or that of their minor or tax-dependent child. Students are not entitled to inspect the financial records of their parents. As a postsecondary educational institution, parental access to students' records will be allowed without prior consent if the students are dependents, as defined in section 152 of the Internal Revenue Code of 1954.

2. Education records are defined as files, materials, or documents that contain information directly related to students. The school officials supervise records for purposed of recording grades, attendance, and advising as well as determining financial aid eligibility. Records are retained at the institution for five years but maintained indefinitely.

3. Students may request a review of their records by writing the school director at the address in this catalog. The review will be allowed during regular school hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.

4. Students may challenge the record for purposes of correcting or deleting any of the contents. The charges must be made in writing, with the reason for the requested change stated fully. Grades and course evaluations can be challenged only because they are improperly recorded.

    The instructor and advisor involved will review the challenge and, if necessary, meet with the student, then determine whether to retain, change or delete the disputed data.

    If a student requests a further review, the school director will conduct a hearing, giving the student a full and fair opportunity to present evidence relevant to the disputed issues. The student shall be notified of the director's decision, which will be final.

    Copies of challenges and/or written explanations regarding the contents of the students' records will be included as part of the students' permanent record.

5. Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment.

    Directory information includes the student's name, address (es), telephone numbers(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

6. Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law.

State of California Student Recovery Fund

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA. 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:
1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 days before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureaus but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or another monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

The Higher Education Opportunity Act of 2008 (HEOA) includes provisions that are designed to reduce the illegal uploading and to download copyrighted material through peer-to-peer (P2P) file-sharing. These provisions include requirements that:

- institutions certify to the Secretary of Education that they have developed plans to "effectively combat" the unauthorized distribution of copyrighted material;
- institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials;
- Institutions publicize alternatives to illegal file sharing.

QBICS Career College enforces this requirement with students and staff.

Non-Discrimination Policy

QCC, as per the Title IX policy of the 1972 Educational Amendments Act, does not discriminate based on sex, age, physical handicap, race, creed, or religion in its admission policy or its programs or activities, including advertising, training, placement, and employment. All inquiries and complaints under the sex discrimination provisions of the Title IX Policy should be directed to the school director. The school director must act equitably and promptly to resolve any complaint and should respond within seven working days.

Complaints can be filed with the Office of Civil Rights, Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102, in writing, no later than 180 days after the occurrence of the possible discrimination if no action has been taken.

EQUAL OPPORTUNITY NOTICE – EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of federal financial assistance to discriminate on the following basis:

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief; and

- Against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship or participation in any WIOA Title I–financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

SPECIAL ACCOMMODATIONS
QBICS Career College is committed to supporting students who require special accommodations during their training program. The student is required to provide written documentation to the Admissions Department ahead of time and attach any documents provided by a licensed medical professional, psychologist or other healthcare professional. This will help the school provide the student with adequate accommodations while attending QBICS Career College.

Example:
Physical Therapist diagnosis: "Students cannot sit for more than 3 hours repeatedly."
School Accommodation: "The student will be allowed to step out of class to take a 5-minute break every hour."

In attempt to assist students with physical restrictions, QBICS Career College can make special accommodations for them to complete certain coursework from home. Students will need to provide their medical restriction document/s and speak to their Instructor to see what coursework can be completed from home. (This does not apply for the Phlebotomy and Nurse Assistant program, per the California Department of Public Health Services regulations).

CATALOG ACKNOWLEDGEMENT

I have received a catalog, or I have viewed and read the catalog online at www.qbics.us website and have full access to the site at any time. I have read and viewed the catalog, which contains the rules, regulations, course completion requirements and cost for the specific course, policy, and procedures for which I have enrolled. I have also viewed the school performance fact sheet online at http://qbics.us website

Student:

Print you're First and Last Name:

_____

Signature:

_____Date_____

Enrolled by:

_____Date_____

QBICS CAREER COLLEGE

PROGRAMS OF STUDY

MEDICAL ASSISTANT

32.2 Quarter Credits   480 Hours   12 Weeks Full-Time

PROGRAM DESCRIPTION: This program is designed to prepare students for entry-level positions in the Medical Assistant field. Emphasis is placed on clinical, laboratory and administrative procedures including virtual clinics. It also prepares students for the National Phlebotomy Technician Certification Exam.

PROGRAM REQUIREMENTS:
1. Interview with the student.
2. The student will need to provide their HS diploma, GED, Equivalent, or take and pass the Ability toBenefit (ATB) exam through CELSA.
    a. English score passing: 97
3. Pay the $75.00 (non-refundable) registration fee.
4. Complete and submit the Performance Fact Sheet (PFS), Student Application, and Enrollment Agreement (EA), turn in there Hepatitis B vaccine, TB test or x-ray clearance and flu-Covid19 vaccine.
5. Computer and computer programs office 365
6. Internet access
7. Access to web portalcourse elsaber.tech or qbicsdlc.net-- Master Pearson lab

COMPLETION REQUIREMENTS: Diploma of completion, the student is required to attend at least 90% of the course, complete all course assignments, have a 2.0 CGPA, and pass the final exam.

OCCUPATIONAL OUTCOMES: A Medical Assistant may work in the following positions:
- Medical Assistant: 31.9092.00
- Medical Secretaries: 43.6013.00
- Office Clerks, General: 43-9061.00
- Medical Records and Health Information Technologists: 29-2071.00
- Receptionist and Information Clerks: 43-4171.00QBICS
- Phlebotomist: 31-9097.00

COURSE	COURSE TITLE:	Lecture Hours	Lab Hours	Externship	Credits
CORE-1001	Introduction to Computers ETS	20	20		4.00
CORE-1002	Introduction to Windows and Internet ETS	20	20		4.00
EHR-1003	Electronic Health Records ETS	40	40		8.00
MA-1004	Medical Assistant Role and Responsibilities	20			2.00
MA-1005	Medical Law & Ethics	20			2.00
MA-1006	Clinical Laboratory Procedures	10	10		2.00
MA-1007	Anatomy and Physiology	10	10		2.00
MA-1008	Medical Terminology	10	10		2.00
MA-1009	Pharmacology	10	10		2.00
PH-1001	Phlebotomy Didactic Basic/Advance	20	20		4.2
MA-1010	Externship/Work Experience/Virtual Clinic			160	6.0
	Total:	180	140	160	32.2

COURSE DESCRIPTION/MEDICAL ASSISTANT

CORE-1001	This course teaches the computer concept and uses it in the medical office identified the computer type, printers, scanners, and use the input device and output components use of the alphabetic and numeric keyboard. Proficiency combined with speed and accuracy is taught. The development of various documents and correspondence formatting is emphasized.
CORE-1002	In this course, students will learn how to navigate the internet, browse web pages (downloading, saving favorites) as well as internet security and its importance.
EHR-1003	In this course, students will be able to understand what Electronic Health Records are, who uses them, how they differ from paper records and gain hands-on experience with an E.H.R. program. Students will learn about Personal Health Records PHR, challenges of privacy and security including HIPAA and other mandated regulatory agencies. Students will also learn about the patient reception, appointment scheduling, office facilities, equipment and supplies, medical insurance, diagnosis coding, procedure coding, patient billing and collections, banking, and practice finance and Medical Office Management. The student will also learn about Medical Health (mental disorders).
MA-1004	In this course, students will learn about the history, role, and characteristics of a medical assistant as well as the professional certifying organizations. Students will also learn communication skills (verbal and non-verbal). By the end of this course, students should be able to understand the Hippocratic oath about the medical practitioners, health care costs and payments, medical and surgical specialties, and the role of the US Department of Health and Human Services (DHHS).
MA-1005	In this course, students will learn about the 4 D of negligence, professional liability, patient and physician relationship, documentation, drug regulations, code of ethics, and the role of the medical assistant in preventing liability suits.
MA-1006	In this course, students will learn about infection control, vital signs, assisting with physical examinations, assisting with medical specialties, assisting with minor surgeries and medical emergencies. Students will also learn about radiology, electrocardiography, pulmonary functions, physical therapy, and rehabilitation, and nutrition.
MA-1007	In this course, students will learn about the body structure and function, as well as the following body systems: integumentary, skeletal, muscular, nervous, special senses, cardiovascular, immune, respiratory, digestive, urinary, endocrine, and reproductive systems. Students will also learn about the most common disorders and diagnostic tests.
MA-1008	In this course, students will learn about the Medical Terminology including the: word parts, writing and pronouncing medical terms, gross anatomy and word building.
MA-1009	In this course, students will do mathematical review, weights, and measures and learn how to do conversions within the metric system, drug calculations, and rules. In pharmacology, students will learn the drug names, regulations, and standards, references, classifications of drugs, drug abuse, routes and methods of drug administration, administration of medication, dose effects of drugs, medication, and pregnancy, reading, and writing prescriptions, and the abbreviations used in pharmacology.
PT-1001	In this course, students will learn the basic didactic modules per the approved state curriculum from the California Department of Public Health.
PT-1002	In this course, students will learn the advanced didactic modules per the approved state curriculum from the California Department of Public Health.
PT-1003	In this course, students are required to complete 40 hours of externship including 50 successful venipunctures and 10 skin punctures.
PT-1004	In this course, students will review their National exam.
MA-1010	In this course, students will do an externship and apply their knowledge and skills obtained throughout the program.
MA-1011	In this course, students will learn how to do a job search and apply for positions, online or in-person, interviewing and communication skills as well as building a resume.

NURSE TECHNICIAN

32.2 Quarter Credits   480 Hours   12 Weeks Full-Time

PROGRAM DESCRIPTION: An instructional program that prepares individuals to perform routine nursing-related services to patients elderly convalescent or handicapped patients in hospitals, long term care facilities or their homes, by providing for their physical, mental, emotional, social health care needs and ancillary services under the training and supervision of a registered nurse or licensed practical nurse.

PROGRAM REQUIREMENTS: High School or GED official transcripts or pass the ATB exam; valid picture ID and SS card; TB vaccine or X-ray clearance and Hepatitis B vaccine.

COMPLETION REQUIREMENTS: Students are required to pass a Final Exam for Phlebotomy and Nurse Assistant and complete the clinical nursing hours and phlebotomy externship hours to receive a diploma of completion.

OCCUPATIONAL OUTCOMES: Students who complete the following programs and meet the State requirements may be eligible for the State and National Exams:
- Nurse Assistant (upon successfully passing the state exam, the student will be a Certified Nurse Assistant)
- Phlebotomist (upon successfully passing the National exam, the student will be nationally certified and can apply for the State License)

		D.O.T
Nurse Aid Assistant		31-1011.00
Certified Nurse Assistant		31-1010.00
Certified Phlebotomy CPT1		29-2012.00

COURSE	COURSE TITLE:	Lecture Hours	Lab Hours	Credits
CORE-1001	Introduction to Computers ETS	20	20	4.00
CORE-1002	Introduction to Windows and Internet ETS	20	20	4.00
EHR-1003	Electronic Health Records ETS	20	20	2.00
NA-1001	Introduction to Nurse Assistant	2		.2
NA-1002	Patient Rights	2	1	.25
NA-1003	Interpersonal Skills	2		.2
NA-1004	Prev. Management of Catastrophe and Unusual Occurrence	1	1	.15
NA-1005	Body Mechanics	2	4	.4
NA-1006	Medical and Surgical Asepsis	2	8	.6
NA-1007	Weights and Measures	1	1	.15
NA-1008	Patient Care Skills	14	44	3.6
NA-1009	Patient Care Procedures	7	20	1.7
NA-1010	Vital Signs	3	6	.6
NA-1011	Nutrition	2	6	.5
NA-1012	Emergency Procedures	2	1	.25
NA-1013	Long – Term Care Patient	2		.2
NA-1014	Rehabilitative Nursing	2	4	.4
NA-1015	Observation and Charting	4	4	.6
NA-1016	Death and Dying	2		.2
NT-1017	Home Caregiving	20		2.00
NT-1018	Restorative Nursing Assistant	10		1.00
NT-1019	Introduction to Mental Health	10		1.00
PT-1001	Phlebotomy Didactic Basic	20		2.1
PT-1002	Phlebotomy Didactic Advance	20		2.1
PT-1003	Phlebotomy Externship	40		5.3
PT-1004	Exam Review	40		4.0
QCC-1001	Job Placement	40		
	TOTAL: 480	310	160	32.2

COURSE DESCRIPTION/NURSE TECHNICIAN

CORE-1001	This course teaches the computer concept and uses it in the medical office identified the computer type, printers, scanners, and use the input device and output components use of the alphabetic and numeric keyboard. Proficiency combined with speed and accuracy is taught. The development of various documents and correspondence formatting is emphasized.
CORE-1002	In this course, students will learn how to navigate the internet, browse web pages (downloading, saving favorites) as well as internet security and its importance.
EHR-1003	In this course, students will be able to understand what Electronic Health Records are, who uses them, how they differ from paper records and gain hands-on experience with an E.H.R. program. Students will learn about Personal Health Records PHR, challenges of privacy and security including HIPAA and other mandated regulatory agencies. Students will also learn about the patient reception, appointment scheduling, office facilities, equipment and supplies, medical insurance, diagnosis coding, procedure coding, patient billing and collections, banking, and practice finance and Medical Office Management. The student will also learn about Medical Health (mental disorders).
NA-1001	The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the CNA, including requirements for CNA certification, professionalism, ethics, and confidentiality.
NA-1002	The purpose of this course is to introduce the CNA to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and society as a whole and must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.
NA-1003	The purpose of this course is to introduce the concepts and skills required for the CNA to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.
NA-1004	The purpose of this course is to introduce the student to the concepts and procedures related to the resident's safety and environmental emergency issues are presented. The CNA's role in creating a safe environment for the resident is discussed.
NA-1005	The purpose of this course is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care
NA-1006	The purpose of this course is to provide students with an understanding of efficient and proper performing tasks related to the role of the CNA. Students will understand the principles of Medical and Surgical Asepsis and will implement these principles when providing resident care.
NA-1007	The purpose of this course is to introduce a common system of measurement used by the CNA.
NA-1008	The purpose of this course is to teach the students skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The CNA should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.
NA-1009	The purpose of this course is to provide learning experiences that will prepare the CNA to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.
NA-1010	The purpose of this course is to prepare students to know how, when, and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings
NA-1011	The purpose of this course is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets as well as assisting the resident to meet nutrition and hydration needs.
NA-1012	The purpose of this course is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the CNA in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.
NA-1013	The purpose of this course is to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.
NA-1014	The purpose of this course is to introduce the CNA to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The CNA assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures

NA-1015	The purpose of this course is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.
NA-1016	The purpose of this course is The CNA is introduced to the various stages of the grieving process and physical signs of approaching death. This course introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.
NT-1017	In this course students will learn the practice of home caregiving. The topics to be covered include: (a) Federal and State regulations governing home health aides, (b) purpose of home care and roles of members of the home health care team, (c) the role and responsibility of the home health aides as a member of the team, and (d) communication with clients, families, team members, and community agencies.
NT-1018	The purpose of this course is to teach students the leadership keys to success (the role and scope of practice of the RNA), the medical overview (major muscle groups, characteristics of the normal aging process, medical problems/pathologies addressed by the RNP), demonstrate clinical competency (stages of normal and abnormal swallowing, aspiration precautions, positioning self-feeding), ADL training and much more.
PT-1001	In this course students will learn the basic didactic modules per the approved state curriculum from the California Department of Public Health.
PT-1002	In this course students will learn the advance didactic modules per the approved state curriculum from the California Department of Public Health.
PT-1003	In this course students are required to complete an externship which must include a minimum of 50 successful venipunctures and 10 skin punctures.
PT-1004	In this course students will prepare for the National Phlebotomy exam.
QCC-1001	In this course students will learn how to do job search and apply for positions, online or in-person, interviewing and communication skills as well as building a resume.

Nurse Assistant

11 Quarter Credits /160 Hours / 6 Weeks

PROGRAM DESCRIPTION: Role Of the Nurse Assistant under the supervision of a license Nurse, a C.N.A provides basic nursing services to ensure the safety, comfort, personal hygiene and protection of residents in licensed long term or intermediate health care facilities. Students are required to complete 150 of the Nurse Assistant (50 hours of lecture and 100 hours of clinical), pass all courses, clinical skills and Final Exam.

PROGRAM REQUIREMENTS: High School diploma/GED or pass the Ability to benefit exam; valid picture ID and SS card; Live Scan (Background fingerprint clearance), TB vaccine or X-ray clearance; and complete the school orientation.

COMPLETION REQUIREMENTS: Students are required to complete a minimum of 50 theory hours and 100 hours of clinical and pass a Final Exam in order to receive a diploma of completion.

OCCUPATIONAL OUTCOMES: Students who successfully complete the following programs and meet the State requirements may be eligible for the State Exam:
* Nurse Assistant (upon successfully passing the state exam, the student will be a Certified Nurse Assistant)

Nurse Assistant

D.O.T
355.674.014

COURSE	COURSE TITLE:	Lecture Hours	Hybrid Hours	Lab Hours	Credits
NA-1001	Introduction to Nurse Assistant	2			.2
NA-1002	Patient Rights (Preventing, Recognizing and Reporting Incidents on Abuse).	9		1	.95
NA-1003	Interpersonal Skills	2			.2
NA-1004	Prevention Management of Catastrophe and Unusual Occurrence	1		1	.15
NA-1005	Body Mechanics	2		4	.4
NA-1006	Medical and Surgical Asepsis	2		8	.6
NA-1007	Weights and Measures	1		1	.15
NA-1008	Patient Care Skills	14		40	3.4
NA-1009	Patient Care Procedures	8		20	1.8
NA-1010	Vital Signs	3		6	.6
NA-1011	Nutrition	2		6	.5
NA-1012	Emergency Procedures	2		1	.25
NA-1013	Long – Term Care Patient	4		4	.6
NA-1014	Rehabilitative Nursing	2		4	.4
NA-1015	Observation and Charting	4		4	.6
NA-1016	Death and Dying	2			.2
	TOTAL HOURS:	60		100	11

Full Time Schedule: Monday – Friday 8:00 a.m. – 3:30 p.m. Clinical: 7:00 a.m. – 2:30 p.m.
Part Time Schedule: Saturday and Sunday 8:00 a.m. – 3:30 p.m. Clinical: 7:00 a.m. – 2:30 p.m.

COURSE DESCRIPTION/NURSE ASSISTANT

NA-1001	The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the CNA, including requirements for CNA certification, professionalism, ethics, and confidentiality.
NA-1002	The purpose of this course is to introduce the CNA to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole and must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.
NA-1003	The purpose of this course is to introduce the concepts and skills required for the CNA to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.
NA-1004	The purpose of this course is to introduce the student to the concepts and procedures related to the resident's safety and environmental emergency issues are presented. The CNA's role in creating a safe environment for the resident is discussed.
NA-1005	The purpose of this course is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care
NA-1006	The purpose of this course is to provide students with an understanding of efficient and proper performing tasks related to the role of the CNA. Students will understand the principles of Medical and Surgical Asepsis and will implement these principles when providing resident care.
NA-1007	The purpose of this course is to introduce a common system of measurement used by the CNA.
NA-1008	The purpose of this course is to teach the students skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The CNA should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.
NA-1009	The purpose of this course is to provide learning experiences that will prepare the CNA to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.
NA-1010	The purpose of this course is to prepare students to know how, when, and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings
NA-1011	The purpose of this course is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets as well as assisting the resident to meet nutrition and hydration needs.
NA-1012	The purpose of this course is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the CNA in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.
NA-1013	The purpose of this course is to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.
NA-1014	The purpose of this course is to introduce the CNA to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The CNA assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures
NA-1015	The purpose of this course is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.
NA-1016	The purpose of this course is The CNA is introduced to the various stages of the grieving process and physical signs of approaching death. This course introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

Phlebotomy Certification Preparation

6.9 Quarter Credits   96 Hours   4 weeks full time

PROGRAM DESCRIPTION: This is a state program approved by the California Department of Public Health. Students at QBICS Career College will be taught lecture in accordance to the approved curriculum and also practice the hands on prior to attending externship. All students are required to pass the Final Exam prior to going to externship.

PROGRAM REQUIREMENTS: 6 months of blood-drawing experience within the past 5 years; High School or GED official transcripts; 2 pictures (passport size); valid picture ID and SS card; TB vaccine or X-ray clearance; Hepatitis B vaccine; and complete the school orientation.

COMPLETION REQUIREMENTS: Students are required to complete and externship (a minimum of 40 hours of externship, 50 successful venipunctures and 10 skin punctures) and pass a Final Exam in order to receive a certificate of completion.

OCCUPATIONAL OUTCOMES: Once the student obtains the license by the California Department of Public Health as a CPT 1, the student may apply at doctors' offices, hospitals, reference laboratories or insurance companies.

COURSE	COURSE TITLE:	Lecture Hours	Externship	Credits
PT-1001	Phlebotomy Didactic Basic	21		2.1
	Role of the phlebotomist's and Professionalism			
	Infection Control and Safety, Universal Precautions			
	Circulatory System, Basic Anatomy and Physiology			
	Blood Components			
	Medical Terminology			
	Venipuncture Equipment			
	Venipuncture Blood Collection			
	Skin Puncture			
	Medical Waste and Sharps			
PT-1002	Phlebotomy Didactic Advance	21		2.1
	Advance Infection Control & Biohazards			
	Pre-analytical Sources of error in specimen collection			
	Anatomical Site Selection & Patient Preparation			
	Arterial Specimens			
	Risk Factors & Complications			
	Non-Blood Requirements			
	Anticoagulation Theory			
	Specimen Processing			
	Problem Solving			
	Communications Skills, and legal and Ethical Issues			
	Federal and State Regulations			
	Quality Assurance			
PT-1003	Phlebotomy Externship		*40	1.3
PT-1004	Exam Review	14		1.4
	Total	56	40	6.9

Full Time Schedule: Monday – Friday 8:00 a.m. – 4:00 p.m.   Saturday: 8:00 a.m. – 4:00 p.m.
*Externship hours vary (location, dates and hours)

PT-1001	This module will teach students to gain an understanding the phlebotomy and a practicing phlebotomist: historical overview, healthcare settings, healthcare provider models, healthcare organizational structures, patient communication, laboratory functions, and healthcare insurance. Understand the importance of interaction with the whole person — physical and emotional — and effective communication techniques in a variety of circumstances. Understand how the patients and healthcare workers acquire nosocomial infections and the steps necessary to prevent infections. Students will be able to identify warning labels. Students will be able to properly collect and dispose of body fluid samples, including proper attire and hand washing procedures. They will have a working knowledge of laboratory first aid procedures. Understand the inherent risk involved with working with ill patients in the healthcare environment, and will take action to protect themselves and their patients from excessive risk for infection and biohazard exposure. Be familiar with the terms and concepts that relate to the anatomy (structural composition) and physiology (function) of a healthy human being. Included in this understanding will be homeostasis, metabolism, cell structure, body tissue, and nine of the ten commonly recognized body systems. The tenth, the circulatory system Finally, the student will know the common disorders and diagnostic tests associated with each body system. Be able to describe the vascular system and the flow of blood and lymph through the circulatory and lymphatic systems. Students will be able to identify the major veins of the limbs and the layers and structures of the heart. Students will be able to describe coagulation and homeostasis processes. Students will be able to differentiate serum and plasma. Be able to identify heart sounds, and identify veins for venipuncture. Understand the importance of blood groups and the need for compatibility testing. Students will be familiar with the major disorders and diagnostic tests of the circulatory system. (No Prerequisite Course)
	This module will teach students to able to identify elements of medical terms and will be able to determine the meaning of terms, based on understanding of the prefix, root, and suffix. Students know common medical charting abbreviations. Be able to pronounce words correctly. Gain an appreciation for the importance of proper medical terminology and will be able communicate effectively with other healthcare professionals and with patients. Understand the importance of blood groups and the need for compatibility testing. Become familiar with basic blood collection equipment, including, antiseptics, tourniquets, needles, tubes, and syringes. Students will be able to identify common color-coded tubes and their additives. Be able prepare blood collection trays. Students will be able to perform basic blood draws in the proper tubes. Understand how to order multiple draws (Prerequisite: PT-1001)
	This module will teach students to be able to perform venipuncture on a variety of patients, including infants and children, elders, and incapacitated patients. Be able to accurately identify patients, prep patients, collect specimens, and label and transport specimens. Understand the importance of interaction with the patient and will be able to assess and have an approach for handling difficult situations and patients. Be able to correctly select and prepare a skin puncture site and will be able to state the tests that can be performed on skin puncture samples. To perform basic skin puncture procedures on adults and infants. Students will be able to prepare thick or thin blood smears. (Prerequisite: PT-1002)
PT-1002	This module will teach students to be able to identify potential problem situations associated with venipuncture, including physiologic, physical (e.g., medical devices), and anatomic difficulties. Students will be able to identify errors that occur during blood collection and will know the proper procedures for reporting such errors. To be able to select a venipuncture site appropriately and complete draws on most patients. To understand the need to properly report procedural errors. (Prerequisite: PT-1003)
	This module will teach students to become familiar with national standards and accrediting agencies and their procedures and manuals. Students will be able to identify risk situations and will be able to identify the proper methods of reporting incidents. Students will be able to describe quality assurance procedures. To be able to perform common procedures without incurring excessive risk. To understand the role of the phlebotomist and other laboratory personnel in providing quality healthcare services under the auspices of national standards. To know about the common non-blood specimens — especially urine: what they can be tested for, and how they should be collected, labeled, and handled. To be aware of potential patient sensitivity to specimen collection procedures and be able to explain methods of alleviating patient concerns and understand the basics of computer technology and how computer networks are used in healthcare and laboratory settings, especially regarding how laboratory information systems are used to facilitate specimen testing management. In addition, students will be familiar with specimen-handling and processing procedures and related safety considerations. To be able to perform basic functions on a computer. (Prerequisite: PT-1004)
	This module will teach students to become familiar with national standards and accrediting agencies and their procedures and manuals. Students will be able to identify risk situations and will be able to identify the proper methods of reporting incidents. Students will be able to describe quality assurance procedures. Able to perform common procedures without incurring excessive risk. To understand the role of the phlebotomist and other laboratory personnel in providing quality healthcare services under the auspices of national standards. (Prerequisite: PT-1005)
PT-1003	Practical clinic Collect Patient Venipunctures and skin punctures.

Network Technician

50.00 Quarter Credits   480 Hours   12 Weeks

PROGRAM DESCRIPTION: This program is designed to prepare students for entry-level in computer networking field. Students are required to complete 720 hours, pass all courses, the Final Exam and Externship.

PROGRAM REQUIREMENTS: High School Diploma or GED or pass the Ability to Benefit exam. Basic computer knowledge, hardware and Software, Ms Windows OS, internet and software applications.

COMPLETION REQUIREMENTS: Students are required to pass a Final Exam in order to receive a diploma of completion.

OCCUPATIONAL OUTCOMES: *A Network plus Certified Technician* may be suited for the following positions: Network Administrator, Computer Systems Administrator, Technical Support, and Server Administrator.

	D.O.T
Computer Network Technician	031.262.014
Computer Network Administration	031.262.014
Computer Internet Administration	031.262.014
Computer Network Technical Support	033.162.018
E-Commerce Network Technician	033.162.018

COURSE	COURSE TITLE:	Lecture Hours	Hybrid Hours	Lab Hours	Credits
N+-1001	Hardware Concept	20	20		4.00
N+-1002	Network Fundamental	20	20		4.00
N+-1003	Principles of Internetworking	20	20		4.00
N+1004	Network Support and Services	20	20		4.00
N+-1005	Servers Lab I	20			2.00
N+-1006	Servers Lab II	20			2.00
N+-1007	Client/ Server Lab	20			2.00
N+-1008	Security Setup Lab	20	20		6.00
N+-1009	CompTIA Network Exam Review	80	100		18.00
N+-1011	Job Placement	40			4.00
	Total:480	280	200		50.00

Full Time Schedule: Monday – Friday 8:00 a.m. – 4:00 p.m.

N+-1001	This module will teach the essentials and the PC anatomy technicians should be familiar with the basic hardware and software tools available to them. PC technicians should know why and how to prevent electrostatic discharge. PC technicians should be familiar with the CompTIA Six-Step Troubleshooting Process. PC technicians should understand numbering systems used in computers. PC technicians should be familiar with the concepts of data transfer and frequency. (No Prerequisite Course)
N+-1002	This module will teach Required elements of communication How does a LAN differ from a WAN? What is a broadcast domain? What does a server do? What makes a computer a client? How does a ring differ from a star topology? How does a VLAN act like a broadcast domain? What are the major wireless topologies? Network Media Interference Transmission Rates Media Length Secure Transmission Common Media Terminology RJ & RG, & Fiber Connectors Structured Wiring Distribution. (No Prerequisite Course)
N+-1003	This module will teach Purpose of protocols TCPIP vs. other protocols Explanation of the phrase Protocol Suite? Associated protocols and processes to know Functions provided by the TCPIP Protocol Suite Difference between TCP and UDP Understand the Number Systems How MAC addresses are used Explain the structure of an IPv4 and IPv6 address. Explain how the use of Private addresses is different from that of Public addresses Explain the purpose and function of routing and routing protocols Explain NAT/PAT/SNAT. (No Prerequisite Course)
N+-1004	This module will teach Network performance and Optimization OSI Model Troubleshooting Procedures and best practice. Command-Line Networking Tools Physical Layer Data Link Layer Network Layer Transport Layer Session Layer. Presentation Layer Application Layer Data Encapsulation and Header Information. (No Prerequisite Course)
N+-1005	This module will teach Introduce the Windows Server 2003-2008 family of operating systems. Explore the features of Windows Server 2003-2008. Provide an overview of the Windows Server 2003 operating system architecture Introduce workgroups and domains. Introduce network services in Windows Server 2003-2008 Introduce network protocols. Introduce network security services. (No Prerequisite Course)
N+-1006	This module will teach Introduce File Allocation Table (FAT) Introduce NTFS Compress and encrypt data on an NTFS volume Assign shared folder permissions Set NTFS permissions Set special access permissions Troubleshoot permissions Introduce Distributed File System (DFS) Manage a DFS root Working with File System. Administer User Accounts Introducing Group Accounts Introduction Computer Accounts Installing and Configuring Network Printers. (No Prerequisite Course)
N+-1007	This module will teach Introduce networking concepts Introduce network protocols Identify the fundamentals of TCP/IP. Configure TCP/IP Introduce IP addressing in TCP/IP Troubleshoot TCP/IP. Introduce Dynamic Host Configuration Protocol (DHCP Understand Windows Internet Naming Service (WINS). Understand the Domain Name System (DNS) Understand DNS name resolution Install and configure the DNS service. Introduce Routing and Remote Access Service (RRAS) Understand types of remote access connections. Configure remote access services Create a remote access policy Create a VPN server Introduce Internet, Connection Sharing (ICS) Introduce Network Address Translation (NAT). (No Prerequisite Course)
N+-1008	This module will teach Introduce Public Key Infrastructure (PKI). Identify the features of public key cryptography. Work with IPSec Introduce certification authorities Authenticate user identify using Kerberos protocol. Implement account policy Diagnose and resolve account lockouts Implement security options Configure user rights assignments Configure client security Work with security tools and templates. Explain the function of common networking protocols Identify commonly used TCP and UDP default ports Identify the following address formats Given a scenario, evaluate the proper use of the following addressing technologies and addressing schemes Identify common IPv4 and IPv6 routing protocols Explain the purpose and properties of routing. (No Prerequisite Course)
N+-1009	This module will teach Prometric Test Review Network Technologies Network Media and Topologies Network Devices Network Management Network Tools Network Security Explain different methods and rationales for network performance. Optimization given a scenario, implement the following network troubleshooting Methodology Given a scenario, troubleshoot common connectivity issues and select an appropriate solution. (No Prerequisite Course)
N+-1011	Create resume, communication skills and definition of an interview. (N+-1001, N+-1002, N+-1003, N+-1004, N+-1005, N+-1006, N+-1007, N+-1008, N+-1009, N+-1010)

Computer Technician A+
46.00 Quarter Credits   480 Hours   12 Weeks

PROGRAM DESCRIPTION: This program is designed to teach student's hardware, software, and IT troubleshooting, repairing and computer maintenance. Students will also prepare for the A+ Exam.

PROGRAM REQUIREMENTS: High School Diploma or GED or pass the Ability to Benefit exam.

COMPLETION REQUIREMENTS: Students are required to pass a Final Exam in order to receive a diploma of completion.

OCCUPATIONAL OUTCOMES: A Computer Electronic Technician may be suited for the following positions: Test Technician, Field Technician and Technical Support Technician.

		D.O.T.
Computer Electronic Technician		726.684-018
Computer Repair Tech Assembler		723.381-010

COURSE	COURSE TITLE:	Lecture Hours	Laboratory	Credits
CORE-1001	Introduction to Computers	20	20	4.00
CORE-1002	Introduction to Networking and Internet	20	20	4.00
CORE-1003	Introduction to Windows	20	20	4.00
CET-1004	Windows Installation	20		2.00
CET-1005	Troubleshooting Windows	20		2.00
CET-1006	Windows Command Line	20	20	4.00
CET-1007	Hardware	20	20	4.00
CET-1008	Hardware Laboratory	20	80	10.00
CET-1009	Network Fundamentals	20		4.00
CET-1010	Principles of Internetworking	20	20	4.00
CET-1011	A+ Preparation	20	20	4.00
CET-1012	Job Placement	40		4.00
	Total:	260	240	46.0

Full Time Schedule: Monday – Friday 8:00 a.m. – 4:00 p.m.
Part Time Schedule: Monday – Friday 5:00 p.m. – 9:00 p.m.
Externship hours vary for any schedule

COURSE DESCRIPTIONS/COMPUTER ELECTRONICS TECHNICIAN

CORE-1001	This module will teach the essentials and the PC anatomy technicians should be familiar with the basic hardware and software tools available to them. PC technicians should know why and how to prevent electrostatic discharge. PC technicians should be familiar with the CompTIA Six-Step Troubleshooting Process. PC technicians should understand numbering systems used in computers. PC technicians should be familiar with the concepts of data transfer and frequency.
CORE-1002	In this course students will learn how to navigate the internet, browse web pages (downloading, saving favorites) as well as internet security and its importance.
CORE-1003	This module will teach Differentiate Between Windows Vista and XP. Primary Windows Components. The registry, virtual memory, and file systems like NTFS and FAT32. Windows Interfaces. Windows Explorer, Computer/My Computer, Control Panel, and so on. Essential Operating System Files to Boot and Run the System. Disk Partition, File and Folder Management.
CET-1004	This module will teach the Installing windows 7 Install Windows Vista. Install Windows XP. Upgrade to Windows 7 from Windows Vista or Windows XP Upgrade to Windows Vista from Windows XP or Windows 2000.Upgrade to Windows XP from Windows 2000. Troubleshoot Windows Vista/XP Installations and Upgrades.
CET-1005	This module will teach the Troubleshooting Windows. Identify and analyze the problems efficiently. Determine common problems you might encounter in Windows. Learn how to troubleshoot boot-up errors and how to fix application issues. Learn how to decipher error codes.
CET-1006	This module will teach Creating custom startup configurations (for troubleshooting) Performing a selective startup, which only processes some of the system files Editing boot.ini, system.ini, and win.ini files Expanding operating system files from the OS CD. Disabling services or programs that have been added to the Run key of the Registry Viewing and setting permissions on Registry keys Loading and unloading Registry *hives* (which are Registry files on your hard drive.
CET-1007	This module will teach Students should be able to explain the following: Motherboards and Their Components. Form factors, integrated ports and interfaces, memory slots, and expansion slots, and demonstrates how to install and troubleshoot motherboards. Processors and CPUs. Identify types of processors that are available, their architecture and technologies, and installing and troubleshooting processors. Installing Adapter Cards. Install video and sound cards, and how to troubleshoot common adapter card issues.
CET-1008	This module will teach Topic and Activity Demonstration: Input vs. Output *Analogy: Hardware vs. Software and Firmware* Topic and Activity The Motherboard and CPU *Demonstration Setup* Topic and Activity Troubleshooting Inputs and Outputs Topic and Activity In-Class Research (10 Minutes) *Analogy: Operating System vs. Project Manager* Topic and Activity Virtual Memory *Analogy: Internal vs. External Commands Analogy: Bus Speeds*
CET-1009	This module will teach The client/server and peer-to-peer networking models How to install and make dial-up connections. Services such as ISDN, DSL, cable, and satellite. LAN connectivity to the Internet Basics about Transmission Control Protocol/Internet Protocol (TCP/IP). Installing and Configuring Network Interface Cards. Switches and Hubs, Repeaters, and Routers. Networking Configuration. Protocols supported by Windows, configuring TCP/IP. IPv4 addressing concepts.
CET-1010	This module will teach Explain different methods and rationales for network performance Optimization Given a scenario, implement the following network troubleshooting Methodology Given a scenario, troubleshoot common connectivity issues and select an appropriate solution Given a scenario, select the appropriate command line interface tool and interpret the output to verify functionality Explain the purpose of network scanners Given a scenario, utilize the appropriate hardware tools Explain the function of hardware and software security devices.
CET- 1011	This module will teach CompTIA A+ Essentials CompTIA A+ Practical exam contents and domains the Application Hardware Troubleshooting, Repair & Maintenance Operating System and Software Networking Security Operational Procedure , and exam preparation review.
CET-1012	Create resume, communication skills definition of an interview.

Essentials Technical Skills (Spanish/English course available)

16.00 Quarter Credits   80 Hours   8 Weeks

PROGRAM DESCRIPTION: This program will teach the different types of computer technology currently available, have a better understanding of how the information technology evolves on a constant rapid change. Essential Technical skills (Habilidades y Tecnicas Esenciales) course is for students that already have the basic knowledge on how to use a computer device such as smartphone, is able to navigate on the internet and wish to have a better understanding on how technology can help them to elevate knowledge and have a better future in their lives without compromising the daily activities. This course will teach the different types of computer systems, hardware and software, the operating system of Microsoft Windows, to understand better the world wide web, identify and surf the Internet safely, identify security threats and issues, sync multiple devices, use more efficient emails, understand social pages, blogs and identify safe sites. Also, students will learn to use Microsoft Office 365 apps on the cloud accessing from different devices, cloud applications such as Outlook, Word, Excel, PowerPoint, OneDrive, MS Teams, and OneNote.

PROGRAM REQUIREMENTS:
1. Interview with the student.
2. The student will need to provide their HS diploma, GED, Equivalent, or take and pass the Ability to Benefit (ATB) exam through CELSA.
   a. English score passing: 97
   b. Spanish score passing: Reading Comprehension 17 and Mathematics 14
3. Pay the $75.00 (non-refundable) registration fee
4. Complete and submit the Performance Fact Sheet (PFS), Student Application, and Enrollment Agreement (EA).

COMPLETION REQUIREMENTS:
Diploma of completion, the student is required to attend at least 90% of the course, complete all course assignments, have a 2.0 CGPA, and pass the final exam.

OCCUPATIONAL OUTCOMES: Student's employment background and skills, obtaining in this course will help the student by obtaining a higher pay rate or retaining employment or finding employment where computer knowledge is required. Other occupations outcomes can be:
- Retail Salespersons: 41-2031.00
- Customer Service Representatives Code: 43-4051.00
- Telemarketers: 41-9041.00
- Parking Lot Attendants: 53-6021.00

COURSE	COURSE TITLE	LECTURE HOURS	HYBRID HOURS	LAB HOURS	CREDITS
CORE-1001	Introduction to Computers	20	20	0	4.0
CORE-1002	Internetworking & Internet	20	20	0	4.0
CORE-1003	Windows 10 Basics	20	20	0	4.0
	Module				
ETS-1004	MS-Office	20	20	0	4.0
	Total hours: (160)	80	80	0	16.0

CORE-1001: All About Computers

Module	Description
Computers PC	Students will learn about the different computers, the fundamentals of hardware and software, and get familiar with the external components such as printers, scanners, keyboards, mouse, and USB devices.
Apple Computers	Students will learn about what is the MAC OS, Software, APPLE Computer Operating System, start using MAC, setting up the computer, How to manage macOS How to connect to the Internet using macOS pre-installed, MacOS Applications, file migration, physical parts of iPhone interface, iPhone as phone, iPhone as iPad, general features of the iPad starting with the iPad screen, setting up the iPad.
The Android System	Students will learn about setting up android devices, android phone, android apps, internet in androids, android sync, security, and other uses with the android.
Complete Report	At the end of the module, students are required to complete a report by using the LMS System with a minimum of 1000 words related to what he/she has learned.
Quiz	Students will have to take and pass the module quiz with at least 70%.

CORE-1002:

Module	Description
The Internet	Students will learn about Internet features, why do I use the Internet, the Internet connection, The Mobile connection, Protocols Ipv 4-6 secure sites, none secure sites The Internet browser, software application, the Internet and its services static web sites dynamic web sites, social sites apps, working with MS Teams, download and login to MS Teams settings on how to make MS Teams calls using MS Teams, privacy options advanced MS Team options, Integrate your Facebook and MS Teams accounts.
Internet Browsers. The email system and security	Students will learn about basic safety concepts such as protecting yourself on the Internet, Internet security for children, parental control, phishing, the difference between browsers. The Start menu with Google Chrome, navigating in Google Chrome, customize Google Chrome, Manage Google Chrome bookmarks, security options. There are 3 different email accounts student will learn about (Gmail, yahoo and outlook). Students will learn how to create them, navigate and explore the different settings, send/receive emails, submit attachments, configure calendar, contacts, send/receive emails.
Computer Virus	Students will learn about computer viruses, internet threats, malware, phishing, cloud security, the antivirus programs and how to install windows updates.
Social sites and Blogs	Students will learn about different type of Blog sites (Blogger), how to create a blog for free by using available social sites like WordPress, Facebook. Create quality Blogs, upload pictures, videos and other resources.
Complete essay report	At the end of the module, students are required to complete a report by using the LMS System with a minimum of 1000 words related to what he/she has learned.
Quiz	Students will have to take an pass the module quiz with at least 70%.

CORE-1003:

Module	Description
Introduction to Windows 10	Students will learn about Microsoft Windows 10 Basics. Students will learn what is Windows 10, how many versions there are, how to start the operating system, the 4-step startup Windows process, working with credentials at the login page, the desktop involvement and explorer.
Get to know Windows 10 & tools	Students will learn about basic Windows10 tools, including the different types of versions, how to do updates and configure Windows settings.
Windows 10 users and accounts	Students will learn about Windows 10 users which will include how to add more users, setup account types, setup user rights, and login preferences.
Customize Windows 10 add programs and apps	Students will learn how to customize Windows 10 startup programs, change the desktop background, add shortcuts, add and pin programs to the taskbar, Windows start menu, how to configure the taskbar, navigate and learn about the control panel. Students will also learn about the Microsoft store, how to download apps and install applications.
Complete essay report	At the end of the module, students are required to complete a report by using the LMS System with a minimum of 1000 words related to what he/she has learned.
Quiz	Students will have to take an pass the module quiz with at least 70%.

CORE-1004: MS-Office	
Module	Description
Introduction to Office 365	Students will learn about Microsoft Office applications, the 4 steps to start accessing the cloud, understanding login to office 365, navigate the dashboard of office 365, identify the different versions of office 365, what is the different local and cloud apps, identify the purpose of use of each application Outlook, Word, Excel, PowerPoint, OneDrive, One Note,Sway,Teams.
Microsoft Outlook	Students will learn the Microsoft Office basics which includes: how to start Office 365, navigate the Main Panel, Office 365 applications, understand cloud collaboration, the Main Panel, how to add text and images and formatting, organize emails, manage Contacts, calendars, meetings, and task lists pending, add Outlook to Apple MAC, iPhone, and iPad devices.
Microsoft Word	Students will learn how to start Office 365 word, navigate to the main Panel, recognize Office 365 applications, understand Cloud Collaboration, Main Panel Text and paragraph, editing, page formatting, text and paragraph design, formatting tables and charts, references, text review, support tools and word collaboration.
Microsoft Excel	Students will learn how to start Office 365 excel, navigate to the main Panel, recognize Office 365 applications, understand Cloud Collaboration, the excel interface, how to work with Excel files, formula functions, Excel tables and charts, Microsoft Excel for mobile.
PowerPoint	Students will learn how to start Office 365 power point, navigate to the main Panel, recognize Office 365 applications, understand Cloud Collaboration, start power point presentations, get to know PowerPoint Interface Ribbon, the Quick Access Toolbar, backstage view, how to create a presentation, Open/Close presentation.
Microsoft OneNote	Students will learn how to start Office 365 OneNote, navigate to the main Panel, recognize Office 365 applications, understand Cloud Collaboration, Main Panel, take pictures and notes, stay organized and share information.
Office 365Project	Students will learn how to start Office 365 project, navigate to the main Panel, recognize Office 365 applications, understand Cloud Collaboration, The One Drive interface, how to work with One Drive files, create files and folders, share files and folders.
Complete essay report	At the end of the module, students are required to complete a report by using the LMS System with a minimum of 1000 words related to what he/she has learned.
Quiz	Students will have to take an pass the module quiz with at least 70%.

Tecnicas Esenciales de Computacion

8.00 Quarter Credits   80 Hours   8 Weeks

DESCRIPCION DEL PROGRAMA: Este programa prepara a los estudiantes destrezas informaticas incluyendo: introduccion a la computadora, hardware y software, Habilidades de internet, una unidad y Microsoft aplicaciones de Office mediante el uso de computadoras (laptops, pantallas tactiles), telefonos y mucho mas.

REQUERIMIENTOS DEL PROGRAMA:
1. Entrevistar con el estudiante.
2. El estudiante debe proveer su HS diploma, GED, Equivalente, o tomar y pasar el examen de entrada ATB por medio de CELSA.
   a. Numero para pasar Lectura: 17
   b. Numero para pasar Mathematicas: 14
3. Pagar la cuota de inscripcion de $75.00 (no reembolsable)
4. Completar sus formas de registracion: Complete su forma informativa sobre el rendimiento (PFS), Applicacion y Acuerdo de Inscripcion.

REQUERERIMIENTOS PARA COMPLETAR:
Para que el estudiante reciba un diploma de completacion el estudiante debe completar 75% del curso, completar los 4 modulos y pasar los 4 examenes.

RESULTADOS OCUPACIONALES: Los antecedents y Habilidades de empleo del estudiante, obteniendo en este curos, ayudaran al estudiante al obtener una tasa salarial mas alta o retener el empleo o encontrar empleo donde se requieran conocimientos informaticos. Otros resultados de ocupaciones pueden ser:
- Vendedores minoristas: 41-2031.00
- Representantes de Servicio al Cliente: Code: 43-4051.00
- Telemarketers: 41-9041.00
- Asistentes de Estacionamiento: 53-6021.00

	TITULO DEL CURSO	HORAS DE LECTURA	HORAS HIBRIDAS	HORAS DE LABORATORIO	CREDITOS
CORE-2001-S	Computadoras	24	0	0	2
CORE-1002-S	Internet	8	0	0	1
CORE-1003-S	Windows 10 Basics	8	0	0	1
	Modulo				
ETS-1004-S	Microsoft Office	40	0	0	4
	Total hours: (80)	80	0	0	8

Frequencias de sessions de classes:
Lunes – Viernes: 9:00 a.m. – 1:00 p.m. o 6:00 p.m. – 10:00 p.m.
Sabado 9 a.m. – 1 p.m.

CORE-2001-S: Computadoras (24 horas)	
Modulo	Descripcion
Las computadoras PC	Los estudiantes aprenderan sobre las computadoras PC, hardware y software, computadoras de escritoria y portatiles, la tableta, el telefono inteligente, computadoras usables, otros tipos de computadoras. Los estudiantes tambien aprenderan sobre las partes del computador, que es un Sistema operativo y como encender el computador de escritorio.
Computadoras Apple	El estudiante va aprender que es MacOS, software Sistema operative de la computadora APPLE, Empezar a usar Mac, Configurar el equipo, como manejar MacOS, Como conectarse a la Internet usando MacOS, como conectarse a la Internet usando MacOS, Aplicaciones preinstaladas de Mac, Migracion de archivos.
Como usar el iPhone de Apple	El estudiante va aprender sobre las partes fisicas del iPhone Interfase del iPhone, iphone como telefono, iPhone como iPad, Aplicaciones generals del iPhone
Como usar el Sistema de Android	El estudiante va a prender sobre la configuracion de un dispositivo de Android, los telefonos Android, aplicaciones de Android, el Internet en Android, sincronizacion de Android, seguridad en android, que otro uso puedes hacer con Android.
El iPad de Apple	El estudiante va aprender sobre las caracteristicas generales del iPad: iniciando con el iPad, la pantalla del iPad y configuracion del iPad.
Completar un reporte:	Al final del curso el estudiante debe entregar un reporte sobre el capitulo.
Examen:	El estudiante debe tomar y pasar su examen de este curo con 70%.

CORE-2001-S:	
Modulo	Descripcion
La Internet	El estudiante va aprender que es internet, para que es su uso, la conexion, el navegador de la internet y su aplicacion de softwares.
Seguridad en el Internet	El estudiante va aprender conceptos basicos de seguridad, como proteger su Sistema en la internet, seguridad de la Internet para menores, el control parental.
Virus informatico	El estudiante va aprender sobre los virus informaticos y los antivirus.
Como funciona la nube	El estudiante va aprender que es la nube, como usar google drive, como usar OneDrive, como usar ICloud.
La internet y sus servicios	El estudiante tambein aprendera sobre la Internet y sus servicios, sitios de web estaticos, sitios web dinamicos.
Skype	El estudiante va aprender que es skype, descargar e iniciar session de skype, la configuracion de skype, como hacer llamadas en skype, opciones de privacidad de skype, opciones avanzadas de skype y como integrar sus cuentas de facebook y skype.
Como usar el navegador de Google Chrome	El estudiante va aprender como navegar en google chrome, como personalizar google chrome, como administrar marcadores o favoritos de Google Chrome y opciones de seguridad.
Como usar el navegador de Explorer-Edge	El estudiante va aprender a usar el navegador explorer de Microsoft, sobre las herramientas de explorer de Microsoft, sobre la configuracion de seguridad de personalizar explorer de Microsoft, y conocer las nuevas versions de Explorer de Microsoft.
Crear un correo electronico (email)	El estudiante va aprender lo que es un correo electronico, como crear una cuenta de un correo electronico, como enviar acchivos adjuntos, como escribir un email o correo electronico correctament, como abrir una cuenta en: yahoo, outlook, gmail.
Crear un sition social de discussion (Blog)	El estudiante va aprender para que es un sition de Blog, como crear un blog con Blogger, como crear un blog con WordPress, como crear un blog de calidad y obtener imagenes, videos u otros recursos.
Completar un reporte:	Al final del curso el estudiante debe entregar un reporte sobre el capitulo.
Examen:	El estudiante debe tomar y pasar su examen de este curo con 70%.

CORE-2003-S: Windows 10

Modulo	Descripcion
Introduccion a Windows 10	El estudiante va aprender como iniciar Windows 10, conocer a fondo Windows 10, la configuracion de Windows 10, las herramientas de Windows 10, usuarios y cuentas de Windows 10, aplicaciones en Windows 10 y como personalizar Windows 10.
Completar un reporte:	Al final del curso el estudiante debe entregar un reporte sobre el capitulo.
Examen:	El estudiante debe tomar y pasar su examen de este curo con 70%.

CORE-2004-S: MS-Office

Modulo	Descripcion
Microsoft Word	El estudiante va aprender como inciar office 365, navegar en el panel principal, reconocer las aplicaciones de office 365, entender colaboracion en la nube, sobre el panel principal, la edicion de texto y parrafo, formato de pagina, diseno de texto y parrafo, formato de pagina, tablas y graficos, referencias, revision de texto, herramietas de apoyo, colaboracion en Word.
Microsoft Power Point	El estudiante va aprender como iniciar office 365, navegar en el Panel Principal, reconocer las aplicaciones de Office 365, entender colaboracion en la nube, como comensar con Power Point, Inciando presentaciones, conocer power point, la interface de power point, la cinta de opciones, la barra de herramienta de accesso rapido, vista backstage, como crear una presentacion, abrir y cerrar presentaciones.
Microsoft Excel	El estudiante va aprender como iniciar office 365, navegar en el pabe principal, reconocer las aplicaciones de office 365, entender colaboracion en la nube, la interfase de excel, como trabajar con archivos de excel, la funcion de formulas en excel, las herramientas de excel, tablas y graficos en excel y sobre Microsoft Excel para moviles.
Microsoft Outlook	El estudiante va aprender como iniciar office 365, navegar en el panel principar, reconocer las aplicaciones de office 365, entender colaboracion en la nube, el panel principal, como agregar texto e imagenes y darle formato, organizer el correo electronico, administrar contactos, calendarios, reunions y listas de tareas pendientes y como agregar outlook a dispositivos de Apple, MAC, iPhone y iPad.
Microsoft OneNote	El estudiante va aprender como iniciar office 365, navegar en el Panel Principal, como reconocer las aplicaciones de office 365, entender colaboracion en la nube, sobre el panel principal, tomar dibujos y notas, como mantenerse organizado y compartir.
Ejercisios de Office 365	El estudiante va aprender a explorer Microsoft Office 365, iniciar session de cada aplicacion, identificar donde se guardan los archivos creados con la aplicacion y sus funciones y identificar cada herrramiena y su uso, entender como editar y verificar en linia, crear carpetas y nombrarlas, guardar y crear archivos y documentos de cada aplicacion excel, word, power point, One Note, One Drive, Outlook y Skype para negocios.
Completar un reporte:	Al final del curso el estudiante debe entregar un reporte sobre el capitulo.
Examen:	El estudiante debe tomar y pasar su examen de este curo con 70%.

Computerized Office Occupations (COO)

53.33 Quarter Credits   480 Hours   12 Weeks

PROGRAM DESCRIPTION: This program is designed to teach students computer skills and Microsoft office applications.

PROGRAM REQUIREMENTS: High School Diploma / GED or pass the Ability to Benefit exam.

COMPLETION REQUIREMENTS: Students are required to pass a Final Exam in order to receive a diploma of completion.

OCCUPATIONAL OUTCOMES: A Computer Office Occupation graduate may be suited for the following positions: Receptionist, Data Entry Clerk, General Office Clerk, Accounting Clerk, Office Assistant, Administrative Clerk, Computer Accounting, Word and Data Processor.

	D.O.T.
Word Processing	203.382-030
Administrative Assistant	209.562-010
Receptionist	237.367-038
Data Entry-Word Processing	203.362-010

COURSE	COURSE TITLE:	Lecture Hours	Lab Hours	Externship	Credits
CORE-2001-S	Computers	20	20		6.0
CORE-1002-S	Internet	20	20		6.0
CORE-1003-S	Windows 10 Basics	20	20		6.0
ETS-1004-S	Microsoft Office	40	20		6.0
CO-1008	Word I		20		3.00
CO-1009	Excel I		20		3.00
CO-1010	Excel II		20		3.00
CO-1011	OneDrive		20		3.00
CO-1012	OneNote		20		3.00
CO-1013	Power Point		20		3.00
CO-1014	Outlook I		20		3.00
CO-1015	Accounting Software		20		3.00
CO-1016	Job Placement		20		2.00
CO-1017	COO Internship/Externship			100	3.33
	Total Hours 480	100	280	100	53.33

Schedules available:
   a) Monday – Friday: 8 a.m. – 12 p.m. + (4 hours of online coursework)
   b) Monday – Friday: 8 a.m. – 2 p.m. + (2 hours of online coursework)
   c) Monday – Friday: 8 a.m. – 4 p.m.

Please note: If you chose option a) or b) you will be required to complete the online coursework to get attendance credit.

COMPUTERIZED OFFICE OCCUPATION (COURSE DESCRIPTION)

CORE-1001	In this course, students will learn about the different types of computers, the fundamentals of hardware and software and get familiar with the external components such as printers, scanners, keyboards, mouse, and USB devices.
CORE- 1002	In this course students will learn how to navigate the internet, browse web pages (downloading, saving favorites) as well as internet security and its importance.
CO-1006	In this course students will learn the differences between the old and new version of Microsoft Office, its tools and compatibility.
CO-1007	In this course students will learn how to create and manage documents, format text, paragraphs and sections.
CO-1008	In this course students will learn how to create tables and lists, apply references and insert and format objects.
CO-1009	In this course students will learn how to create and manage worksheets and workbooks, create cells and rages.
CO-1010	In this course students will learn how to create tables, apply formulas and functions and create charts and objects.
CO-1011	In this course students will learn how to create and manage a database and build tables.
CO-1012	In this course students will learn how to create queries, create forms and reports.
CO-1013	In this course students will learn how to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations as well as manage multiple presentations.
CO-1014	In this course students will learn how to manage the outlook environment, manage messages, schedules, contacts and groups.
CO-1015	In this course students will learn the fundamentals and basic tools of QuickBooks.
CO-1016	In this course students will learn how to do job search and apply for positions, online or in-person, interviewing and communication skills as well as building a resume.
CO-1017	In this course students will either do; an externship or internship and apply their knowledge and skills obtained throughout the program.

Classroom Hours
Monday thru Friday
8:00 a.m. to 4:00 p.m.

Saturday
8:00 a.m. to 4:00 p.m.

Office Hours
8:00 a.m. to 4:00 p.m.
Monday thru Friday
Closed on Holidays

Effective January 1, 2020– December 31, 2021
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