THE LEARNING SOURCE

School Catalog

January 1 - December 31, 2022

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❖ MISSION / INSTITUTIONAL PHILOSOPHY

MISSION

The Learning Source is dedicated to providing the highest quality of education and training to prepare graduates for overall success in the fields of real estate and business. The curriculum focuses on quickly preparing the students in multiple areas of the real estate professions as well as building general business skills.

Upon program completion, students are prepared for entry-level careers as loan processor assistants, transaction coordinator assistants, loan officer assistants, residential property managers, commercial property managers, small business owners, or office assistants with marketing responsibilities.

Proper training of real estate and small business professionals is the overall goal of the institution. The faculty and staff at the Learning Source assume responsibility for each student's development. As community members and an educational institution, we are committed to delivering high-quality education that not only prepares students for careers but contributes to the aim of life-long learning and growth.

Training is intended for individuals that are at least 18 years of age. Students must possess a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S)(Ability to Benefit Test).

The Institution keeps alert regarding industry needs and periodically revises its curriculum accordingly.

OBJECTIVES

The overall objective of The Learning Source is to provide the highest quality of professional training in real estate, small business development, and business-related certificate education.

To accomplish this, our resources are directed toward achieving the following specific objectives that support each educational program.

- Assisting students in developing high-level professional and business communication skills.

- Offering specific programs focusing on the demands of the continuously changing business environments that impact the entire student preparing them for careers as loan processor assistants, transaction coordinator assistants, loan officer assistants, loan processor assistants, residential property managers, commercial property managers, small business owners, or office assistants with marketing responsibilities.

- Offering certificate courses in a variety of business-related areas that are relevant to the marketplace and support the diploma programs.

- Motivating students toward ongoing personal development, thereby increasing employment potential, competence, and mobility.

Theoretical and practical training is provided.

PHILOSOPHY

The Learning Source is a private, post-secondary institution that provides career training in the real estate arena and continuing education in business. The overall objective is to conduct business in a moral, forthright, and effective manner.

HISTORY

The Learning Source was originally founded to meet the needs of the real estate professional community in the San Diego, California area. Since its inception, the focus has been expanded to include computer and business skill development. It is the intent of the School to continue to meet these training needs as well as the relevant training needs of the community at large.

CAMPUS TOURS

Tours of the school facilities are available to all prospective students and visitors.

QUESTIONS REGARDING THIS CATALOG

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

Address: 1747 North Market, Suite 225, Sacramento, CA 95834
P.O. Box 98018, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov,
Telephone and Fax #s: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
Prior to enrollment, each prospective student is provided with a school catalog, either in writing or electronically.

CATALOG UPDATES

This catalog is updated annually. Annual updates may be made by using supplements or inserts accompanying the catalog. If changes in educational programs' educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

PROGRAM DESCRIPTIONS

The Learning Source offers diploma programs as well as certificate programs. To enroll in diploma programs, students must possess a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S)(Ability to Benefit Test). Upon completion of these programs, graduates are prepared to pursue entry-level positions in each respective field.

To enroll in certificate courses, students must possess the required skills for each course.
All program descriptions contain a description, clock hours, prerequisites, objectives, and tuition. The $250.00 registration fee is also listed.

The School operates two locations: 41539 Enterprise Circle South Suite 200 Temecula, CA 92563; 270 E Douglas Ave El Cajon, CA 92020. Instruction is held at these locations in class and in real-time online.

CLASS HOURS

Classes for all diploma and certificate programs meet according to the following schedule.

Morning 9:00 AM – 12:45 AM
Afternoon 1:00 PM – 4:45 PM
Evening 6:00 PM - 8:00 PM
Evening 6:00 PM – 9:45 PM
Saturday 10 AM - 1:00 PM
Consult with your school administrator for specific class times and schedules.

DIPLOMA

REAL ESTATE (SOC 43-4131)

(192 Clock Hours, 16 Weeks)

Mission and Purpose

The mission and purpose of this program are to prepare students for entry-level careers as transaction coordinator assistants, loan officer assistants, or loan processor assistants. Licensure is not required to work as a transaction coordinator's assistant, loan officer assistant, or loan processor assistant.

Program Description

The Learning Source Property Management Course includes the mandatory courses in Real Estate Practice, Real Estate Principles and the elective course in Property Management. Students who successfully complete the course and pass the First Tuesday exam are issued completion certificates that are required to take the State Licensing Exam. The Learning Source Course prepares individuals to develop buy-sell appraise and manage real estate. The course includes instruction in land use development policy, real estate law real estate marketing procedures, property inspection and appraisal, real estate investing, leased and rental properties commercial real estate, and property management.

Instructional Modality

This program is taught live (English only).

Admissions Requirements

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test).

Estimated and Total Charges

Tuition	**$ 4,135.00**
Registration Fee	$ 250.00
Books	$ 115.00
Student Tuition Recovery Fund Fees	$ 0.00
Total Charges (Period of Attendance/Entire Program)**:**	**$ 4,500.00**

Consulting fee (third party fee)

The tuition collected by the school may be reduced by the fees paid to a third party for consulting fees provided to the student.

Objectives

Upon completion of this program, students will be able to

- demonstrate knowledge of the fundamentals of estates, transfers, forms of ownership, encumbrances, agency obligations, landlord-tenant relationships, listings, purchase agreements, and title insurance.

- prepare disclosures.
- present an analysis of an entire real estate transaction including the forms, agreements, checklists, guidelines, and all associated rules.

- execute real estate agreements.

- demonstrate knowledge of the legal aspects of real estate including vesting, rights of survivorship, living trusts, and syndication.

- demonstrate knowledge of basic real estate financing including private lending, carrybacks, FHA, VA, private mortgage insurance, and conventional financing.

Program Outline

Module 1 Real Estate Principles

This module reviews the basic concepts of real estate activities. Topics include fundamentals of estates, transfers, forms of ownership, encumbrances, agency obligations, landlord and tenant relationships, listings, purchase agreements, and title insurance.

Module 2 Real Estate Practice

This course reviews the pertinent details of how to use forms and make disclosures, present analysis, and enter into an agreement regarding real estate transactions.

Module 3 Property Management

This module introduces the rules of leasing and renting both residential and commercial income properties.

Requirements for Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

Class Hours

Monday, Wednesday, Friday - 9:00 AM – 12:45 PM

REAL ESTATE (ONLINE) (SOC 43-4131)

(192 Clock Hours, 16 Weeks)

Mission and Purpose

The mission and purpose of this program are to prepare students for entry-level careers as transaction coordinator assistants, loan officer assistants, or loan processor assistants. Licensure is not required to work as a transaction coordinator's assistant, loan officer assistant, or loan processor assistant.

Program Description

The Learning Source Property Management Course includes the mandatory courses in Real Estate Practice, Real Estate Principles and the elective course in Property Management. Students who successfully complete the course and pass the First Tuesday exam are issued completion certificates that are required to take the State Licensing Exam. The Learning Source Course prepares individuals to develop buy-sell appraise and manage real estate. The course includes instruction in land use development policy, real estate law real estate marketing procedures, property inspection and appraisal, real estate investing, leased and rental properties commercial real estate, and property management.

Instructional Modality

This program is taught live online (English only).

Admissions Requirements

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test).

Estimated and Total Charges

Tuition	**$ 4,135.00**
Registration Fee	$ 250.00
Books	$ 115.00
Student Tuition Recovery Fund Fees	$ 0.00
Total Charges (Period of Attendance/Entire Program)**:**	**$ 4,500.00**

Consulting fee (third party fee)

The tuition collected by the school may be reduced by the fees paid to a third party for consulting fees provided to the student.

Objectives

Upon completion of this program, students will be able to

- demonstrate knowledge of the fundamentals of estates, transfers, forms of ownership, encumbrances, agency obligations, landlord-tenant relationships, listings, purchase agreements, and title insurance.

- prepare disclosures.
- present an analysis of an entire real estate transaction including the forms, agreements, checklists, guidelines, and all associated rules.

- execute real estate agreements.

- demonstrate knowledge of the legal aspects of real estate including vesting, rights of survivorship, living trusts, and syndication.

- demonstrate knowledge of basic real estate financing including private lending, carrybacks, FHA, VA, private mortgage insurance, and conventional financing.

Program Outline

Module 1 Real Estate Principles

This module reviews the basic concepts of real estate activities. Topics include fundamentals of estates, transfers, forms of ownership, encumbrances, agency obligations, landlord and tenant relationships, listings, purchase agreements, and title insurance.

Module 2 Real Estate Practice

This course reviews the pertinent details of how to use forms and make disclosures, present analysis, and enter into an agreement regarding real estate transactions.

Module 3 Property Management

This module introduces the rules of leasing and renting both residential and commercial income properties.

Requirements for Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

Class Hours

Monday, Wednesday, Friday - 9:00 AM – 12:45 PM

REAL ESTATE MANAGEMENT (SOC 11-9141)

(192 Clock Hours, 16 Weeks)

Mission and Purpose

The mission and purpose of this program are to prepare students for entry-level careers as on-site and off-site property managers capable of managing apartments and commercial real estate. Licensure is not required to work as on-site and off-site property managers capable of managing apartments and commercial real estate.

Program Description

The program focuses on practical applications including rental property advertising, receiving rental applications, processing rental applications, analyzing credit reports, showing a property, viewing and occupancy coordination, owner profit and loss statement preparation, and daily operation of residential and commercial real estate.

Instructional Modality

This program is taught live (English only).

Admissions Requirements

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test).

Tuition	**$**	**4,135.00**
Registration Fee	$	250.00
Books	$	115.00
Student Tuition Recovery Fund Fees	$	0.00
Total Charges (Period of Attendance/Entire Program)**:**	**$**	**4,500.00**

Consulting fee (third party fee)

The tuition collected by the school may be reduced by the fees paid to a third party for consulting fees provided to the student.

Objectives

Upon completion of this program, students will be able to:

- demonstrate knowledge of the fundamentals of estates, transfers, forms of ownership, encumbrances, agency obligations, landlord-tenant relationships, listings, purchase agreements, and title insurance.
- prepares disclosures.
- present an analysis of an entire real estate transaction including the forms, agreements, checklists, guidelines, and all associated rules.
- execute real estate agreements.
- demonstrate knowledge of the legal aspects of real estate including vesting, rights of survivorship, living trusts, and syndication.
- demonstrate knowledge of basic real estate financing including private lending, carrybacks, FHA, VA, private mortgage insurance, and conventional financing.
- lease and rent both residential and commercial income properties.
- evaluate real estate worth, including the price for rent, loans, and leasing transactions.
- explain the fundamentals of real estate economics including supply and demand, driving forces, business cycles influencing markets, and local demographics.
- execute a basic escrow process.
- exchange escrows.
- execute note and trust deed escrows.

Program Outline

Module 1 Real Estate Principles

This module reviews the basic concepts of real estate activities. Topics include fundamentals of estates, transfers, forms of ownership, encumbrances, agency obligations, landlord and tenant relationships, listings, purchase agreements, and title insurance.

Module 2 Real Estate Practice

This module reviews the pertinent details of how to use forms and make disclosures, present analysis, and enter into an agreement regarding real estate transactions.

Module 3 Property Management

This module introduces the rules of leasing and renting both residential and commercial income properties.

Requirements for Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

Class Hours

Monday, Wednesday, Friday - 9:00 AM – 12:45 PM

REAL ESTATE MANAGEMENT (ONLINE) (SOC 11-9141)

(192 Clock Hours, 16 Weeks)

Mission and Purpose

The mission and purpose of this program are to prepare students for entry-level careers as on-site and off-site property managers capable of managing apartments and commercial real estate. Licensure is not required to work as on-site and off-site property managers capable of managing apartments and commercial real estate.

Program Description

The program focuses on practical applications including rental property advertising, receiving rental applications, processing rental applications, analyzing credit reports, showing a property, viewing and occupancy coordination, owner profit and loss statement preparation, and daily operation of residential and commercial real estate.

Instructional Modality

This program is taught live online (English only).

Admissions Requirements

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test).

Tuition	**$**	**4,135.00**
Registration Fee	$	250.00
Books	$	115.00
Student Tuition Recovery Fund Fees	$	0.00
Total Charges (Period of Attendance/Entire Program)**:**	**$**	**4,500.00**

Consulting fee (third party fee)

The tuition collected by the school may be reduced by the fees paid to a third party for consulting fees provided to the student.

Objectives

Upon completion of this program, students will be able to:

- demonstrate knowledge of the fundamentals of estates, transfers, forms of ownership, encumbrances, agency obligations, landlord-tenant relationships, listings, purchase agreements, and title insurance.
- prepares disclosures.
- present an analysis of an entire real estate transaction including the forms, agreements, checklists, guidelines, and all associated rules.
- execute real estate agreements.
- demonstrate knowledge of the legal aspects of real estate including vesting, rights of survivorship, living trusts, and syndication.
- demonstrate knowledge of basic real estate financing including private lending, carrybacks, FHA, VA, private mortgage insurance, and conventional financing.
- lease and rent both residential and commercial income properties.
- evaluate real estate worth, including the price for rent, loans, and leasing transactions.
- explain the fundamentals of real estate economics including supply and demand, driving forces, business cycles influencing markets, and local demographics.
- execute a basic escrow process.
- exchange escrows.
- execute note and trust deed escrows.

Program Outline

Module 1 Real Estate Principles

This module reviews the basic concepts of real estate activities. Topics include fundamentals of estates, transfers, forms of ownership, encumbrances, agency obligations, landlord and tenant relationships, listings, purchase agreements, and title insurance.

Module 2 Real Estate Practice

This module reviews the pertinent details of how to use forms and make disclosures, present analysis, and enter into an agreement regarding real estate transactions.

Module 3 Property Management

This module introduces the rules of leasing and renting both residential and commercial income properties.

Requirements for Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

Class Hours

Monday, Wednesday, Friday - 9:00 AM – 12:45 PM

LOAN ORIGINATION AND LOAN PROCESSING (SOC 43-4131)

(280 Clock Hours, 18 Weeks)

Mission and Purpose

The mission and purpose of this program are to prepare students for entry-level careers as loan officers, loan processors. Licensure is not required to work as loan officers or loan processors.

Program Description

In this program, students learn how to process loans including taking loan applications and determining support documentation requirements, preparing borrower information for submittal to wholesale lenders, helping borrowers choose from various loan programs, and preparing loan closing cost estimates.

Instructional Modality

This program is taught live (English only).

Admission Requirements

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test).

Estimated and Total Charges

Tuition	**$ 4,135.00**
Registration Fee	$ 250.00
Books	$ 115.00
Student Tuition Recovery Fund Fees	$ 0.00
Total Charges (Period of Attendance/Entire Program)**:**	**$ 4,500.00**

Consulting fee (third party fee)

The tuition collected by the school may be reduced by the fees paid to a third party for consulting fees provided to the student.

Objectives

Upon completion of this program, students will be able to

- demonstrate knowledge of the fundamentals of real estate loan applications and loan processing.
- take loan applications and determine support documentation requirements.
- prepare borrower information for submittal to wholesale lenders.
- help borrowers choose from various loan programs.
- prepare loan closing cost estimates.
- demonstrate knowledge of basic real estate financing including private lending, carrybacks, FHA, VA, private mortgage insurance, and conventional financing.

Program Outline

Module 1 Real Estate Principles

This module reviews the basic concepts required prior to taking the real estate examination. Topics include fundamentals of estates, transfers, forms of ownership, encumbrances, agency obligations, landlord and tenant relationships, listings, purchase agreements, and title insurance.

Module 2 Real Estate Practice

This module reviews the pertinent details of how to use forms and make disclosures, present analysis, and enter into an agreement regarding real estate transactions.

Module 3 Loan Application and Processing

This module includes hands-on review, preparation, and mock submittal of the five most common types of loans for residential, real estate financing.

Requirements for Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

Class Hours

Monday, Wednesday, Friday - 9:00 AM – 12:45 PM

LOAN ORIGINATION AND LOAN PROCESSING (ONLINE) (SOC 43-4131)

(280 Clock Hours, 18 Weeks)

Mission and Purpose

The mission and purpose of this program are to prepare students for entry-level careers as loan officers, loan processors. Licensure is not required to work as loan officers or loan processors.

Program Description

In this program, students learn how to process loans including taking loan applications and determining support documentation requirements, preparing borrower information for submittal to wholesale lenders, helping borrowers choose from various loan programs, and preparing loan closing cost estimates.

Instructional Modality

This program is taught live online (English only).

Admission Requirements

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test).

Estimated and Total Charges

Tuition	**$ 4,135.00**
Registration Fee	$ 250.00
Books	$ 115.00
Student Tuition Recovery Fund Fees	$ 0.00
Total Charges (Period of Attendance/Entire Program)**:**	**$ 4,500.00**

Consulting fee (third party fee)

The tuition collected by the school may be reduced by the fees paid to a third party for consulting fees provided to the student.

Objectives

Upon completion of this program, students will be able to

- demonstrate knowledge of the fundamentals of real estate loan applications and loan processing.
- take loan applications and determine support documentation requirements.
- prepare borrower information for submittal to wholesale lenders.
- help borrowers choose from various loan programs.
- prepare loan closing cost estimates.
- demonstrate knowledge of basic real estate financing including private lending, carrybacks, FHA, VA, private mortgage insurance, and conventional financing.

Program Outline

Module 1 Real Estate Principles

This module reviews the basic concepts required prior to taking the real estate examination. Topics include fundamentals of estates, transfers, forms of ownership, encumbrances, agency obligations, landlord and tenant relationships, listings, purchase agreements, and title insurance.

Module 2 Real Estate Practice

This module reviews the pertinent details of how to use forms and make disclosures, present analysis, and enter into an agreement regarding real estate transactions.

Module 3 Loan Application and Processing

This module includes hands-on review, preparation, and mock submittal of the five most common types of loans for residential, real estate financing.

Requirements for Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

Class Hours

Monday, Wednesday, Friday - 9:00 AM – 12:45 PM

COMPUTER BASICS WITH SMALL BUSINESS MARKETING (SOC 43-9199)

(240 Clock Hours, 16 Weeks)

Mission and Purpose

The mission and purpose of this diploma program are to prepare students to market small businesses incorporating computer skills. Graduates are prepared for job openings marketing their own small business or administrative positions that include assisting with marketing.

Program Description

Students who complete this course will be able to use their new and improved skills for jobs requiring basic marketing as well as computer and software skills. Marketing media coordination, office administration positions, customer service, order desk, data entry, and other positions all require the marketing and computer skills offered in this course. The first module of the course is making sure students are comfortable with their basic computer knowledge including computer set-up, WiFi connection, printer, peripheral set-up, and keyboard skills. Instructors are experienced at taking students from basic to advanced levels based on the student's skill levels and motivation. The marketing module of the course takes students through the 26 modules required to be eligible to take the Google Certification test, Google Fundamentals of Digital Marketing. This certification is an industry-recognized marketing certification.

Instructional Modality

This program is taught live (English).

Admission Requirements

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S)(Ability to Benefit Test).

Estimated and Total Charges

Tuition	**$ 4,170.00**
Registration Fee	$ 250.00
Instructional Materials	$ 80.00
Student Tuition Recovery Fund Fees	$ 0.00
Total Charges (Period of Attendance/Entire Program)**:**	**$ 4,500.00**

Consulting fee (third party fee)
The tuition collected by the school may be reduced by the fees paid to a third party for consulting fees provided to the student.

Objectives

Upon completion of this program students will be able to:

Computer and Internet Communication
Set up a computer including passwords and personal profiles
Set up and use mouse and keyboard functions
Set up and personalize browsers
Use internet communication software including Zoom
Set up personal and business email accounts
Sending and receiving an email with inserts & attachments
Set up email templates for business and personal uses
Word Processing
Opening and accessing word processing software
Writing, customizing, modifying, and saving letters and documents
Spreadsheet software
Understanding the row and column structure of spreadsheet software
How spreadsheet cells interact
How to prepare and customize spreadsheet lists
How to use spreadsheet math and formulas
How to customize spreadsheets for personal and business use
Marketing
How to identify target markets
Determine target market communication preferences
Build a marketing plan
Track marketing plan success
Quickbooks
How to open and set up company preferences

How to enter checks, make deposits, reconcile accounts
Prepare basic company reports such as profit and loss statements and balance sheets.

Program Outline

Module 1 Introduction to Computers

In this module, students are taught the basics of computer use and operation. Instructors are experienced at working with students from very basic to advanced levels of computer and software applications. Instructors help our students based on the student's skill levels and motivation. Continuing this module students are introduced to internet browsing and searching. From there, students transition into communication applications including Zoom and Email. Once the basics are covered, students build on their skills into more advanced uses of the software including email creation and editing, inserts, and attachments, developing templates, contact lists, and other related software. These skills a beneficial to a variety of personal and job applications. As with all courses and modules, students are taught the important skills of how to find answers to questions and look up resources to continue expanding and improving their software and computer skills.

Module 2 Word Processing

In this module, students learn how to open word processing applications then create and save folders and files. In step by step instruction, students learn how to create documents, format and edit text, insert pictures, insert links and save. Templates are introduced for various applications including business letters, invitations, invoices, and brochures. As with all courses and modules, students are taught the important skills of how to find answers to questions and look up resources to continue expanding and improving their software and computer skills.

Module 3 Spreadsheet

This module is an introduction to the basics and practical applications of spreadsheets. Students follow live in class or live online step-by-step instructions. We start with the basics of how to open the software application, create and save spreadsheet files. Students learn to create lists with text and numbers and apply math and formulas to their spreadsheets. Students also learn how to use spreadsheet templates including creating proposals and invoicing. As with all courses and modules, students are taught the important skills of how to find answers to questions and look up resources to continue expanding and improving their software and computer skills.

Module 4 Quickbooks

This module is an introduction to the accounting and bookkeeping software, QuickBooks. The module gives students a basic understanding of what Quickbooks does and how it works.

Students learn how to open the software and how to set up a company account and a company profile. Students also learn the basics of check writing, recording deposits, and the steps to complete a bank reconciliation. Students will also be shown how to set up customer files, create invoices, and track accounts receivable. Using the software to create company reports including a P&L and balance sheet is introduced. Students who choose to participate in this module will have a basic understanding of the software and they will learn where to find the resources to further their experience and understanding of this powerful software. Students are given the basic and practical knowledge to move quickly into an assistant or data entry position in accounts payable, accounts receivable, and other important entry-level company financial positions.

Requirements for Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

COMPUTER BASICS WITH SMALL BUSINESS MARKETING (ONLINE) (SOC 43-9199)

(240 Clock Hours, 16 Weeks)

Mission and Purpose

The mission and purpose of this diploma program are to prepare students to market small businesses incorporating computer skills. Graduates are prepared for job openings marketing their own small business or administrative positions that include assisting with marketing.

Program Description

Students who complete this course will be able to use their new and improved skills for jobs requiring basic marketing as well as computer and software skills. Marketing media coordination, office administration positions, customer service, order desk, data entry, and other positions all require the marketing and computer skills offered in this course. The first module of the course is making sure students are comfortable with their basic computer knowledge including computer set-up, WiFi connection, printer, peripheral set-up, and keyboard skills. Instructors are experienced at taking students from basic to advanced levels based on the student's skill levels and motivation. The marketing module of the course takes students through the 26 modules required to be eligible to take the Google Certification test, Google Fundamentals of Digital Marketing. This certification is an industry-recognized marketing certification.

Instructional Modality

This program is taught live online (English).

Admission Requirements

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S)(Ability to Benefit Test).

Estimated and Total Charges

Tuition	**$ 4,170.00**
Registration Fee	$ 250.00
Instructional Materials	$ 80.00
Student Tuition Recovery Fund Fees	$ 0.00
Total Charges (Period of Attendance/Entire Program)**:**	**$ 4,500.00**

Consulting fee (third party fee)
The tuition collected by the school may be reduced by the fees paid to a third party for consulting fees provided to the student.

Objectives

Upon completion of this program students will be able to:

Computer and Internet Communication
Set up a computer including passwords and personal profiles
Set up and use mouse and keyboard functions
Set up and personalize browsers
Use internet communication software including Zoom
Set up personal and business email accounts
Sending and receiving an email with inserts & attachments
Set up email templates for business and personal uses
Word Processing
Opening and accessing word processing software
Writing, customizing, modifying, and saving letters and documents
Spreadsheet software
Understanding the row and column structure of spreadsheet software
How spreadsheet cells interact
How to prepare and customize spreadsheet lists
How to use spreadsheet math and formulas
How to customize spreadsheets for personal and business use
Marketing
How to identify target markets
Determine target market communication preferences
Build a marketing plan
Track marketing plan success
Quickbooks
How to open and set up company preferences

How to enter checks, make deposits, reconcile accounts
Prepare basic company reports such as profit and loss statements and balance sheets.

Program Outline

Module 1 Introduction to Computers

In this module, students are taught the basics of computer use and operation. Instructors are experienced at working with students from very basic to advanced levels of computer and software applications. Instructors help our students based on the student's skill levels and motivation. Continuing this module students are introduced to internet browsing and searching. From there, students transition into communication applications including Zoom and Email. Once the basics are covered, students build on their skills into more advanced uses of the software including email creation and editing, inserts, and attachments, developing templates, contact lists, and other related software. These skills a beneficial to a variety of personal and job applications. As with all courses and modules, students are taught the important skills of how to find answers to questions and look up resources to continue expanding and improving their software and computer skills.

Module 2 Word Processing

In this module, students learn how to open word processing applications then create and save folders and files. In step by step instruction, students learn how to create documents, format and edit text, insert pictures, insert links and save. Templates are introduced for various applications including business letters, invitations, invoices, and brochures. As with all courses and modules, students are taught the important skills of how to find answers to questions and look up resources to continue expanding and improving their software and computer skills.

Module 3 Spreadsheet

This module is an introduction to the basics and practical applications of spreadsheets. Students follow live in class or live online step-by-step instructions. We start with the basics of how to open the software application, create and save spreadsheet files. Students learn to create lists with text and numbers and apply math and formulas to their spreadsheets. Students also learn how to use spreadsheet templates including creating proposals and invoicing. As with all courses and modules, students are taught the important skills of how to find answers to questions and look up resources to continue expanding and improving their software and computer skills.

Module 4 Quickbooks

This module is an introduction to the accounting and bookkeeping software, QuickBooks. The module gives students a basic understanding of what Quickbooks does and how it works.

Students learn how to open the software and how to set up a company account and a company profile. Students also learn the basics of check writing, recording deposits, and the steps to complete a bank reconciliation. Students will also be shown how to set up customer files, create invoices, and track accounts receivable. Using the software to create company reports including a P&L and balance sheet is introduced. Students who choose to participate in this module will have a basic understanding of the software and they will learn where to find the resources to further their experience and understanding of this powerful software. Students are given the basic and practical knowledge to move quickly into an assistant or data entry position in accounts payable, accounts receivable, and other important entry-level company financial positions.

Requirements for Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

COMPUTER BASICS WITH SMALL BUSINESS MARKETING (SPANISH) (SOC 43-9199)

(240 Clock Hours, 16 Weeks)

Mission and Purpose

The mission and purpose of this diploma program are to prepare students to market small businesses incorporating computer skills. Graduates are prepared for job openings marketing their own small business or administrative positions that include assisting with marketing.

Program Description

Students who complete this course will be able to use their new and improved skills for jobs requiring basic marketing as well as computer and software skills. Marketing media coordination, office administration positions, customer service, order desk, data entry, and other positions all require the marketing and computer skills offered in this course. The first module of the course is making sure students are comfortable with their basic computer knowledge including computer set-up, WiFi connection, printer, peripheral set-up, and keyboard skills. Instructors are experienced at taking students from basic to advanced levels based on the student's skill levels and motivation. The marketing module of the course takes students through the 26 modules required to be eligible to take the Google Certification test, Google Fundamentals of Digital Marketing. This certification is an industry-recognized marketing certification.

Instructional Modality

This program is taught live (Spanish).

Admission Requirements

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S)(Ability to Benefit Test).

Estimated and Total Charges

Tuition	**$ 4,170.00**
Registration Fee	$ 250.00
Instructional Materials	$ 80.00
Student Tuition Recovery Fund Fees	$ 0.00
Total Charges (Period of Attendance/Entire Program)**:**	**$ 4,500.00**

Consulting fee (third party fee)
The tuition collected by the school may be reduced by the fees paid to a third party for consulting fees provided to the student.

Objectives

Upon completion of this program students will be able to:

Computer and Internet Communication
Set up a computer including passwords and personal profiles
Set up and use mouse and keyboard functions
Set up and personalize browsers
Use internet communication software including Zoom
Set up personal and business email accounts
Sending and receiving an email with inserts & attachments
Set up email templates for business and personal uses
Word Processing
Opening and accessing word processing software
Writing, customizing, modifying, and saving letters and documents
Spreadsheet software
Understanding the row and column structure of spreadsheet software
How spreadsheet cells interact
How to prepare and customize spreadsheet lists
How to use spreadsheet math and formulas
How to customize spreadsheets for personal and business use
Marketing
How to identify target markets
Determine target market communication preferences
Build a marketing plan
Track marketing plan success
Quickbooks
How to open and set up company preferences

How to enter checks, make deposits, reconcile accounts
Prepare basic company reports such as profit and loss statements and balance sheets.

Program Outline

Module 1 Introduction to Computers

In this module, students are taught the basics of computer use and operation. Instructors are experienced at working with students from very basic to advanced levels of computer and software applications. Instructors help our students based on the student's skill levels and motivation. Continuing this module students are introduced to internet browsing and searching. From there, students transition into communication applications including Zoom and Email. Once the basics are covered, students build on their skills into more advanced uses of the software including email creation and editing, inserts, and attachments, developing templates, contact lists, and other related software. These skills a beneficial to a variety of personal and job applications. As with all courses and modules, students are taught the important skills of how to find answers to questions and look up resources to continue expanding and improving their software and computer skills.

Module 2 Word Processing

In this module, students learn how to open word processing applications then create and save folders and files. In step by step instruction, students learn how to create documents, format and edit text, insert pictures, insert links and save. Templates are introduced for various applications including business letters, invitations, invoices, and brochures. As with all courses and modules, students are taught the important skills of how to find answers to questions and look up resources to continue expanding and improving their software and computer skills.

Module 3 Spreadsheet

This module is an introduction to the basics and practical applications of spreadsheets. Students follow live in class or live online step-by-step instructions. We start with the basics of how to open the software application, create and save spreadsheet files. Students learn to create lists with text and numbers and apply math and formulas to their spreadsheets. Students also learn how to use spreadsheet templates including creating proposals and invoicing. As with all courses and modules, students are taught the important skills of how to find answers to questions and look up resources to continue expanding and improving their software and computer skills.

Module 4 Quickbooks

This module is an introduction to the accounting and bookkeeping software, QuickBooks. The module gives students a basic understanding of what Quickbooks does and how it works.

Students learn how to open the software and how to set up a company account and a company profile. Students also learn the basics of check writing, recording deposits, and the steps to complete a bank reconciliation. Students will also be shown how to set up customer files, create invoices, and track accounts receivable. Using the software to create company reports including a P&L and balance sheet is introduced. Students who choose to participate in this module will have a basic understanding of the software and they will learn where to find the resources to further their experience and understanding of this powerful software. Students are given the basic and practical knowledge to move quickly into an assistant or data entry position in accounts payable, accounts receivable, and other important entry-level company financial positions.

Requirements for Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

COMPUTER BASICS WITH SMALL BUSINESS MARKETING (SPANISH) (ONLINE) (SOC 43-9199)

(240 Clock Hours, 16 Weeks)

Mission and Purpose

The mission and purpose of this diploma program are to prepare students to market small businesses incorporating computer skills. Graduates are prepared for job openings marketing their own small business or administrative positions that include assisting with marketing.

Program Description

Students who complete this course will be able to use their new and improved skills for jobs requiring basic marketing as well as computer and software skills. Marketing media coordination, office administration positions, customer service, order desk, data entry, and other positions all require the marketing and computer skills offered in this course. The first module of the course is making sure students are comfortable with their basic computer knowledge including computer set-up, WiFi connection, printer, peripheral set-up, and keyboard skills. Instructors are experienced at taking students from basic to advanced levels based on the student's skill levels and motivation. The marketing module of the course takes students through the 26 modules required to be eligible to take the Google Certification test, Google Fundamentals of Digital Marketing. This certification is an industry-recognized marketing certification.

Instructional Modality

This program is taught live online (Spanish).

Admission Requirements

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S)(Ability to Benefit Test).

Estimated and Total Charges

Tuition	**$ 4,170.00**
Registration Fee	$ 250.00
Instructional Materials	$ 80.00
Student Tuition Recovery Fund Fees	$ 0.00
Total Charges (Period of Attendance/Entire Program)**:**	**$ 4,500.00**

Consulting fee (third party fee)
The tuition collected by the school may be reduced by the fees paid to a third party for consulting fees provided to the student.

Objectives

Upon completion of this program students will be able to:

Computer and Internet Communication
Set up a computer including passwords and personal profiles
Set up and use mouse and keyboard functions
Set up and personalize browsers
Use internet communication software including Zoom
Set up personal and business email accounts
Sending and receiving an email with inserts & attachments
Set up email templates for business and personal uses
Word Processing
Opening and accessing word processing software
Writing, customizing, modifying, and saving letters and documents
Spreadsheet software
Understanding the row and column structure of spreadsheet software
How spreadsheet cells interact
How to prepare and customize spreadsheet lists
How to use spreadsheet math and formulas
How to customize spreadsheets for personal and business use
Marketing
How to identify target markets
Determine target market communication preferences
Build a marketing plan
Track marketing plan success
Quickbooks
How to open and set up company preferences

How to enter checks, make deposits, reconcile accounts
Prepare basic company reports such as profit and loss statements and balance sheets.

Program Outline

Module 1 Introduction to Computers

In this module, students are taught the basics of computer use and operation. Instructors are experienced at working with students from very basic to advanced levels of computer and software applications. Instructors help our students based on the student's skill levels and motivation. Continuing this module students are introduced to internet browsing and searching. From there, students transition into communication applications including Zoom and Email. Once the basics are covered, students build on their skills into more advanced uses of the software including email creation and editing, inserts, and attachments, developing templates, contact lists, and other related software. These skills a beneficial to a variety of personal and job applications. As with all courses and modules, students are taught the important skills of how to find answers to questions and look up resources to continue expanding and improving their software and computer skills.

Module 2 Word Processing

In this module, students learn how to open word processing applications then create and save folders and files. In step by step instruction, students learn how to create documents, format and edit text, insert pictures, insert links and save. Templates are introduced for various applications including business letters, invitations, invoices, and brochures. As with all courses and modules, students are taught the important skills of how to find answers to questions and look up resources to continue expanding and improving their software and computer skills.

Module 3 Spreadsheet

This module is an introduction to the basics and practical applications of spreadsheets. Students follow live in class or live online step-by-step instructions. We start with the basics of how to open the software application, create and save spreadsheet files. Students learn to create lists with text and numbers and apply math and formulas to their spreadsheets. Students also learn how to use spreadsheet templates including creating proposals and invoicing. As with all courses and modules, students are taught the important skills of how to find answers to questions and look up resources to continue expanding and improving their software and computer skills.

Module 4 Quickbooks

This module is an introduction to the accounting and bookkeeping software, QuickBooks. The module gives students a basic understanding of what Quickbooks does and how it works.

Students learn how to open the software and how to set up a company account and a company profile. Students also learn the basics of check writing, recording deposits, and the steps to complete a bank reconciliation. Students will also be shown how to set up customer files, create invoices, and track accounts receivable. Using the software to create company reports including a P&L and balance sheet is introduced. Students who choose to participate in this module will have a basic understanding of the software and they will learn where to find the resources to further their experience and understanding of this powerful software. Students are given the basic and practical knowledge to move quickly into an assistant or data entry position in accounts payable, accounts receivable, and other important entry-level company financial positions.

Requirements for Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

❖ QUICKBOOKS [12 Hours] Certificate Program

Mission and Purpose

The mission and purpose of this certificate course are to familiarize students with QuickBooks and its features. This course is not designed to lead to a specific occupation.

Course Description

This course teaches students how to use the basic features of QuickBooks Pro. Topics include opening a company, setting up a chart of accounts, entering checks, accounts receivable, accounts payable, working with customer transactions, vendor transactions, banking with QuickBooks, and generating financial reports. Students must possess basic computer skills prior to enrollment.

Admission Requirements

To be admitted to this course, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test).

Instructional Modality

This program is taught offline live (English only).

Course Length

12 Clock Hours, 1 Week

Estimated and Total Charges

Tuition	$500.00
Materials	$100.00
Registration Fee (non-refundable)	$250.00
Total Charges	$850.00

Objectives

Upon completion of this course, students will be able to

- explain basic accounting.
- manage QuickBooks files.
- backup files.
- work with customer transactions.
- bank with QuickBooks.
- set up a company on QuickBooks.

Course Outline

Module 1 Introducing QuickBooks Pro

The module introduces basic accounting, managing QuickBooks files, and backing up your company file.

Module 2 Working with Customer Transactions

In this module, students learn how to manage the customer and job lists, create service items, create invoices, receive payments, enter sales receipts, make deposits, and generate customer-related reports.

Module 3 Working with Vendor Transactions

Students learn how to manage the vendor list, enter bills, pay bills, write checks, produce vendor and P&L reports, and work with QuickBooks graphs.

Module 4 Banking with QuickBooks

Students learn how to create bank accounts, work with the chart of accounts, transfer funds, manage credit card transactions, reconcile accounts, view banking reports, and go online with QuickBooks.

Module 5 Creating A Company

Students learn how to plan and create a company, edit QuickBooks preferences, customize a company file, open balance, and historical transactions.

Requirements for Course Completion

To successfully complete this course, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

❖ Web and Mobile Marketing [240 Hours]

Mission and Purpose

The mission and purpose of this course are to teach students how to effectively market a small business. This course is not designed to lead to a specific occupation.

Course Description

The first portion of this course covers all the preparation necessary to take the certification test, Google Fundamentals of Digital Marketing. This certification is an industry recognized marketing certification. This course also prepares students to take the test for Google Ads Search Certification and Google Ads Display Certification. The course is live on line and instructors work with students step by step through the course material and certificate test preparation. This course is for people who want to learn how to market their own business or work for other businesses using computer-based digital marketing skills and techniques.

Admission Requirements

To be admitted to this course, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S)(Ability to Benefit Test).

Instructional Modality

This program is taught live (English only).

Program Length

240 Clock Hours, 16 Weeks

Estimated and Total Charges

Tuition	**$ 4,170.00**
Registration Fee	$ 250.00
Instructional Materials	$ 80.00
Student Tuition Recovery Fund Fees	$ 0.00
Total Charges (Period of Attendance/Entire Program)**:**	**$ 4,500.00**

Consulting fee (third party fee)

The tuition collected by the school may be reduced by the fees paid to a third party for consulting fees provided to the student.

Objectives

Upon completion of this course, students will be able to

- create a marketing plan.
- develop a selling proposition and tagline.
- conduct business networking.
- execute online marketing.
- measure marketing activities.
- create and implement a complete marketing campaign.

Course Outline

Module 1 Creating A Marketing Plan

Students learn how to develop goals, strategies, and tactics yielding a fully developed marketing plan. They also learn how to develop a unique selling proposition and tagline and create visual impact using a logo, headshots, and print materials.

Module 2 Business Networking

Students learn how to create a 30-second commercial, develop the referral mindset, incorporate follow-up strategies for successful networking, and create and manage a database.

Module 3 Online Marketing

This course presents an overview of the most popular social networking site, covers how to develop an effective Facebook, Twitter, LinkedIn, and YouTube page, and covers social media strategies for small business success. Setting up and managing a blog is also introduced.

Module 4 Creating and Implementing A Marketing Campaign

Students learn how to use the skills learned in the previous three modules to measure marketing activities, create a marketing campaign, and implement a marketing campaign.

Requirements for Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

❖ Web and Mobile Marketing [240 Hours] (Online)

Mission and Purpose

The mission and purpose of this course are to teach students how to effectively market a small business. This course is not designed to lead to a specific occupation.

Course Description

The first portion of this course covers all the preparation necessary to take the certification test, Google Fundamentals of Digital Marketing. This certification is an industry recognized marketing certification. This course also prepares students to take the test for Google Ads Search Certification and Google Ads Display Certification. The course is live on line and instructors work with students step by step through the course material and certificate test preparation. This course is for people who want to learn how to market their own business or work for other businesses using computer-based digital marketing skills and techniques.

Admission Requirements

To be admitted to this course, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S)(Ability to Benefit Test).

Instructional Modality

This program is taught live online (English only).

Program Length

240 Clock Hours, 16 Weeks

Estimated and Total Charges

Tuition	**$ 4,170.00**
Registration Fee	$ 250.00
Instructional Materials	$ 80.00
Student Tuition Recovery Fund Fees	$ 0.00
Total Charges (Period of Attendance/Entire Program)**:**	**$ 4,500.00**

Consulting fee (third party fee)

The tuition collected by the school may be reduced by the fees paid to a third party for consulting fees provided to the student.

Objectives

Upon completion of this course, students will be able to

- create a marketing plan.
- develop a selling proposition and tagline.
- conduct business networking.
- execute online marketing.
- measure marketing activities.
- create and implement a complete marketing campaign.

Course Outline

Module 1 Creating A Marketing Plan

Students learn how to develop goals, strategies, and tactics yielding a fully developed marketing plan. They also learn how to develop a unique selling proposition and tagline and create visual impact using a logo, headshots, and print materials.

Module 2 Business Networking

Students learn how to create a 30-second commercial, develop the referral mindset, incorporate follow-up strategies for successful networking, and create and manage a database.

Module 3 Online Marketing

This course presents an overview of the most popular social networking site, covers how to develop an effective Facebook, Twitter, LinkedIn, and YouTube page, and covers social media strategies for small business success. Setting up and managing a blog is also introduced.

Module 4 Creating and Implementing A Marketing Campaign

Students learn how to use the skills learned in the previous three modules to measure marketing activities, create a marketing campaign, and implement a marketing campaign.

Requirements for Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

❖ Web and Mobile Marketing [240 Hours] (Spanish)

Mission and Purpose

The mission and purpose of this course are to teach students how to effectively market a small business. This course is not designed to lead to a specific occupation.

Course Description

The first portion of this course covers all the preparation necessary to take the certification test, Google Fundamentals of Digital Marketing. This certification is an industry recognized marketing certification. This course also prepares students to take the test for Google Ads Search Certification and Google Ads Display Certification. The course is live on line and instructors work with students step by step through the course material and certificate test preparation. This course is for people who want to learn how to market their own business or work for other businesses using computer-based digital marketing skills and techniques.

Admission Requirements

To be admitted to this course, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S)(Ability to Benefit Test).

Instructional Modality

This program is taught live (Spanish only).

Program Length

240 Clock Hours, 16 Weeks

Estimated and Total Charges

Tuition	**$ 4,170.00**
Registration Fee	$ 250.00
Instructional Materials	$ 80.00
Student Tuition Recovery Fund Fees	$ 0.00
Total Charges (Period of Attendance/Entire Program)**:**	**$ 4,500.00**

Consulting fee (third party fee)

The tuition collected by the school may be reduced by the fees paid to a third party for consulting fees provided to the student.

Objectives

Upon completion of this course, students will be able to

- create a marketing plan.
- develop a selling proposition and tagline.
- conduct business networking.
- execute online marketing.
- measure marketing activities.
- create and implement a complete marketing campaign.

Course Outline

Module 1 Creating A Marketing Plan

Students learn how to develop goals, strategies, and tactics yielding a fully developed marketing plan. They also learn how to develop a unique selling proposition and tagline and create visual impact using a logo, headshots, and print materials.

Module 2 Business Networking

Students learn how to create a 30-second commercial, develop the referral mindset, incorporate follow-up strategies for successful networking, and create and manage a database.

Module 3 Online Marketing

This course presents an overview of the most popular social networking site, covers how to develop an effective Facebook, Twitter, LinkedIn, and YouTube page, and covers social media strategies for small business success. Setting up and managing a blog is also introduced.

Module 4 Creating and Implementing A Marketing Campaign

Students learn how to use the skills learned in the previous three modules to measure marketing activities, create a marketing campaign, and implement a marketing campaign.

Requirements for Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

❖ Web and Mobile Marketing [240 Hours] (Spanish) (Online)

Mission and Purpose

The mission and purpose of this course are to teach students how to effectively market a small business. This course is not designed to lead to a specific occupation.

Course Description

The first portion of this course covers all the preparation necessary to take the certification test, Google Fundamentals of Digital Marketing. This certification is an industry recognized marketing certification. This course also prepares students to take the test for Google Ads Search Certification and Google Ads Display Certification. The course is live on line and instructors work with students step by step through the course material and certificate test preparation. This course is for people who want to learn how to market their own business or work for other businesses using computer-based digital marketing skills and techniques.

Admission Requirements

To be admitted to this course, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S)(Ability to Benefit Test).

Instructional Modality

This program is taught live online (Spanish only).

Program Length

240 Clock Hours, 16 Weeks

Estimated and Total Charges

Tuition	**$ 4,170.00**
Registration Fee	$ 250.00
Instructional Materials	$ 80.00
Student Tuition Recovery Fund Fees	$ 0.00
Total Charges (Period of Attendance/Entire Program)**:**	**$ 4,500.00**

Consulting fee (third party fee)

The tuition collected by the school may be reduced by the fees paid to a third party for consulting fees provided to the student.

Objectives

Upon completion of this course, students will be able to

- create a marketing plan.
- develop a selling proposition and tagline.
- conduct business networking.
- execute online marketing.
- measure marketing activities.
- create and implement a complete marketing campaign.

Course Outline

Module 1 Creating A Marketing Plan

Students learn how to develop goals, strategies, and tactics yielding a fully developed marketing plan. They also learn how to develop a unique selling proposition and tagline and create visual impact using a logo, headshots, and print materials.

Module 2 Business Networking

Students learn how to create a 30-second commercial, develop the referral mindset, incorporate follow-up strategies for successful networking, and create and manage a database.

Module 3 Online Marketing

This course presents an overview of the most popular social networking site, covers how to develop an effective Facebook, Twitter, LinkedIn, and YouTube page, and covers social media strategies for small business success. Setting up and managing a blog is also introduced.

Module 4 Creating and Implementing A Marketing Campaign

Students learn how to use the skills learned in the previous three modules to measure marketing activities, create a marketing campaign, and implement a marketing campaign.

Requirements for Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

❖ Dragon Naturally Speaking [18 Hours] Certificate Program

Mission and Purpose

The mission and purpose of this course are to teach students how to use the speech recognition software. This course is not designed to lead to a specific occupation.

Course Description

Students learn how to use the enterprise-ready, speech recognition software that allows you to dictate documents, send an email, search the web, and command control a personal computer. The course is ideal for individuals that require hands-free, computer operation for maximum work environment flexibility or due to physical limitations.

Admissions Requirements

To be admitted to this course, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S)(Ability to Benefit Test).

Instructional Modality

This program is taught online and offline live (English and Spanish).

Course Length

18 Clock Hours, 1.5 Weeks (eight days)

Estimated and Total Charges

Tuition	$500.00
Supplies	$100.00
Registration Fee (non-refundable)	$250.00
Total Charges	$850.00

Objectives

Upon completion of this course, students will be able to

- create a user profile.

- schedule Dragon's periodic tasks.
- navigate through the user's guide.
- customize vocabulary from existing documents and email.
- add vocabulary entries.
- dictate text and punctuation marks.
- dictate special text.
- correct errors in the dictated text.
- correct the dictation of others.
- direct editing.
- use Dragon with the Internet.
- use Dragon with Microsoft Word.
- manage custom commands.
- read the text to train Dragon.
- create and use multiple vocabularies.
- create a memo by voice.

Course Outline

Module 1 Creating A User Profile

Students learn how to create a user profile, connect and position the microphone, work with smartphones and recorders, and adapt profile vocabulary.

Module 2 Scheduling Tasks

Students learn how to open profiles and work with desktop icons. They also will be able to explain the importance of natural language commands, speed, and accuracy.

Module 3 The Dragon User's Guide

Students learn how to work with the tutorial, accuracy assistant, and the Dragon Sidebar.

Module 4 Customizing Vocabulary

Students learn how to add vocabulary entries, customize vocabulary from existing documents, and customize vocabulary from emails.

Module 5 Starting to Dictate

Students learn how to control the microphone, work with the Dragon Bar and the microphone icon, work with a hotkey, and execute an initial dictation.

Module 6 Dictating Text and Punctuation Marks

Students learn how to dictate new lines and paragraphs, numbers, dates, addresses, and units.

Module 7 Correcting Dragon's Errors in Your Dictated Text

Students learn how to correct errors and handle multiple matches in a text.

Module 8 The Default Interface

This module covers correcting spelling windows, using playback to aid correction, deferring correction, and Saving Recorded Dictation (SRD).

Module 9 Editing Text by Voice
This module introduces using selection commands, underlining, capitalization, copying, deleting, and cutting. It also covers replacing and inserting words.

Module 10 Using Dragon with The Internet and Microsoft Word
Students learn how to use Dragon with the Internet and Word including web searches, social media, navigating within a web page, and voice notations in Word.

Module 11 Dictating and Editing in Microsoft Excel
Students learn how to dictate and edit in Excel including setting up and executing files.

Requirements for Course Completion
To successfully complete this course, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

❖ SCHOOL INFORMATION

❖ RULES OF OPERATION AND CONDUCT

All students, faculty members, and administrators shall conduct themselves in accordance with the published rules and regulations of the school. Each person shall endeavor to treat others with respect. Students are expected to dress in business attire and behave in a mature manner consistent with the professional nature of the school and its surroundings.

❖ FACILITIES AND STUDENT SERVICES

Locations

The School operates two locations:
41539 Enterprise Circle South Suite 200 Temecula, CA 92563
Telephone (619) 401-4011 Fax (619) 422-8992
270 East Douglas Avenue, El Cajon, CA 92020
Telephone (619) 933-5738
Main Campus
The main campus address is 41539 Enterprise Circle South Suite 200 Temecula, CA 92563.

The main and the satellite classrooms are designed to accommodate up to 20 students each. Each classroom is equipped with the appropriate number of computer workstations, if applicable. The buildings, classrooms, restrooms, and complete facilities are fully accessible to the physically challenged. There is ample free parking for all students and numerous spaces reserved for the disabled.

CLASS HOURS
Classes for all diploma and certificate programs meet according to the following schedule.

Morning 9:00 AM – 12:45 AM
Afternoon 1:00 PM – 4:45 PM
Evening 6:00 PM - 8:00 PM
Evening 6:00 PM – 9:45 PM
Saturday 10 AM - 1:00 PM
Consult with your school administrator for specific class times and schedules.

The Learning Resource System

The School maintains a learning resource system that contains textbooks, periodicals, and reference materials. These materials can be checked out by students for a maximum period of 4 weeks at a time. Checked-out materials must be renewed in person. Items can be checked on breaks, during the lunch period, or after class hours. Students have access to the system during school hours as well as after class. The Center is not open on weekends. Additionally, students have access to the School's digital holdings through the Library and Information Resources

Network (LIRN) using the assigned access number. LIRN holdings can be accessed using any device with Internet capability. All holdings are in English and Spanish.

Placement Assistance

The School provides placement assistance for all program graduates. Services include a resume and interview preparation. Placement assistance continues until the graduate obtains employment in the field of instruction.

Equipment

If you purchase your own equipment such as a computer, printer, and software, The School is not responsible for installing the software nor to repair the equipment. The student is responsible for installing software, technical and maintenance-related issues, and repair.

Financial Aid

Students are expected to arrange for tuition payment at the time of enrollment. The Learning Source does not offer financial aid and does not participate in any state or federal financial aid program; therefore, there is no associated consumer information that the institution is required to disclose.

The Learning Source is not accredited by an accrediting agency recognized by the United States Department of Education (CEC 94909(a) (16)).
The Learning Source does not participate in federal and state financial aid programs. There is no consumer information that is required to be disclosed, including promissory notes.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid funds.

Distance Education

The Learning Source offers distance education for all diploma programs as well as the Small Business Marketing certificate program. Students should inform the Admissions Representative regarding the instructional modality of choice.

If a student enrolls in a distance education program, all lessons, projects, and assignments must be submitted at the same time as the in-person class. The student will receive a response, by email, regarding the graded work simultaneously with the in-person students (approximately 2 days following submission).

Housing

The Learning Source does not have dormitory facilities under its control. There is available housing located reasonably near the institution's facilities (within 5 miles). An estimation of the approximate cost is listed below.

- 2 Bedroom units $995.00-$1,200.00
- 1 Bedroom units $795.00-$995.00

The Learning Source has no responsibility to find or assist a student in finding housing.

❖ SCHOOL POLICIES

Admission Requirements

To be admitted to the school, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S)(Ability to Benefit Test).

Instruction is delivered in English and Spanish. Prospective students must inform their admissions representative of the preferred language of instruction during enrollment. Not all programs are offered in Spanish. This catalog identifies the language and instructional modality for each program.

The School admits qualified students without discrimination toward race, color, national or ethnic origin, marital status, sex, sexual orientation, and age, religion, or physical ability.

All students must file a complete accurate application for admission before being considered for admission.

Admissions Procedure

During the admissions process, prospective students must

- complete an enrollment agreement.
- participate in an enrollment interview during which program details are discussed and all forms are completed.
- receive a tour of the school.
- take the ability to benefit examination, if applicable.
- arrange for tuition payment.

All enrollment documents are written in a language that is easily understood (English and Spanish). All recruitment is conducted in the language that the applicant is most comfortable (English or Spanish). This includes all agreements, disclosures, and statements. If a student is unable to understand the agreements, disclosures, and statements, they are not enrolled. Language proficiency is determined during the interview portion of the admissions process. Again, if the admissions representative determines that the prospective student is unable to understand the required admission documentation or if the language proficiency level is inappropriate, they will not be enrolled (English or Spanish).

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.

For students enrolling in programs that are four (4) months or less in duration, The Learning Source may require tuition in full on the first day of instruction. For programs designated to be four (4) months or longer, The Learning Source will allow payment arrangements that will be outlined in the enrollment agreement.

Foreign Students

The Learning Source does not admit students from other countries. All applicants must be United States citizens or legal residents to enroll in the Learning Source.

Attendance

The Learning Source emphasizes the need for all students to attend classes regularly. Any absences, except those necessitated by the death of a family member, illness, verified court appearance, military duty, or other legal requirements are discouraged. and unexcused. To maintain satisfactory attendance, students may not miss more than 5% of the total hours in any given class. Upon missing more than 5%, a student will receive written notification of attendance probation.
Additional unexcused absences during such probation periods may result in an absence contract between the student and instruction, suspension, or dismissal from the school. A student will remain on probation until the end of the module. The aforementioned policy applies to in-person and online students. Attendance is taken at the beginning of class. For students who are enrolled online, attendance is taken when the student logs in for class.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the Learning Source is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in (program name) is also at the complete discretion of the institution to which you may seek to transfer. If the insert credits, diploma, or certificate that you earn at this institution are not

accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Learning Source to determine if your credits, diploma, or certificate will transfer.

For this reason, you should make certain that your attendance at The Learning Source will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Learning Source to determine if your credits, certificate, or diploma will transfer.

Transfer of Credit from Another Institution

Due to the technical nature of the courses and programs at The Learning Source, as well as how the courses/programs are measured (clock hours, only), the institution does not accept transfer credits from other institutions. Furthermore, The Learning Source does not maintain articulation agreements with any other institution.

Credit for Prior Experiential Learning

The Learning Source does not grant credit for prior experiential learning.

Credit by Examination

Students may receive credit by examination for a selected course. However, credit by examination does not relieve tuition responsibility. Specifically, students must still pay the full tuition for credit by examination courses.

Language Proficiency

Students must be proficient in the language of instruction (English or Spanish). Language proficiency is determined during the admissions interview. There are no ESL services. Some programs are offered only in English. Students enrolling in English-only programs, that are not proficient in English, must achieve a minimum score of 75 on the TOEFL examination. The School does administer the examination with a proctor. The student will not be charged for the test.

Ability to Benefit Students

The Learning Source admits the ability to benefit students. Should an applicant not possess a high school diploma or G.E.D., then a minimum score of 97 must be achieved on the Celsa English Language Skills Assessment (CELSA), Form 2 or a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S). The Assessment is administered by an independent third party at no cost to the applicant.

Class Hours

Classes for all diploma and certificate programs meet according to the following schedule.
Morning 9:00 AM – 12:45 AM
Afternoon 1:00 PM – 4:45 PM
Evening 6:00 PM - 8:00 PM
Evening 6:00 PM – 9:45 PM
Saturday 10 AM - 1:00 PM
Consult with your school administrator for specific class times and schedules

Holidays

Memorial Day
Independence Day
Labor Day
Martin Luther King, Jr. Day
Thanksgiving (Thursday and Friday)
Winter Break (To be announced)
Spring Break (To be announced)

Student Complaint/Grievance

The School accepts the responsibility for its course content, the manner in which it is presented, and the representatives who administer and instruct at the School. The information that follows represents procedures by which a student may air any grievance or complaint that he or she may be inclined to register regarding the School, its course content, or personnel.

A. A student who believes that an injustice has been done to him/her should first attempt to resolve the complaint by informal discussion with the employee(s) involved.

B. If the problem is not resolved with a direct discussion between the student and the school employee(s), the student should request an informal discussion with the person at the lowest level of authority directly above the person at which the complaint was directed.

C. If the complaint is still not resolved, the student has the option to submit a written statement with regards to the nature of the grievance to that level of authority spoken to in Section B, which will be forwarded to the Director (student complaint designee), for review. This written statement should specify the time, place, and nature of the complaint and a remedy or corrective action requested by the student. This statement should be submitted within three days of the incident's occurrence after the concerned parties are made aware of all aspects of the complaint or grievance.

D. The Director handles complaints, grievances, and is regularly accessible during school hours of operation and by appointment before and after school, Monday through Friday. The School and its administration believe that most grievances can be resolved through this policy.

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

Student Grade Grievance

This policy describes the procedure by which a student may present a grievance on grades or grading practices.

A. The student who believes that an injustice has been done to him/her regarding a grade or the grading policy should first attempt to resolve the matter through informal discussion with the class instructor.

B. If the problem is not resolved with the instructor, the student should pursue a conversation with the Director. Any matter dealing with a grade or grading policy is the sole responsibility and final decision of this administrator. The School and its staff believe that the scope of any grade grievance can be resolved at this level. There is no further chain of action.

C. If the student has received an unsatisfactory grade on a particular segment of the class, that student can attend a future class, as specified and approved by the administration, to review that segment and retake the exam at no additional cost. No certificate will be awarded until the student demonstrates satisfactory knowledge and skill level bypassing all testing phases of the course.

Student Conduct

All students are expected to conduct themselves as responsible adults, regularly attend classes, and maintain satisfactory academic progress. The school reserves the right to dismiss any student who

- exhibits conduct, determined by the administration, to be detrimental to fellow students,
- other individuals, and the community or school.
- fails to maintain satisfactory academic progress.
- fails to meet attendance standards.
- fails to meet financial obligations to the school as agreed.

The School reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply all monies paid to the next scheduled class start date.

The School reserves the right to change or modify the program contents, equipment, staff, or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

❖ STANDARDS FOR STUDENT ACHIEVEMENT

Grading/Student Assessment

Listed below is the grading policy.

Grade	Percent	Grade Point
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

Students are required to master all course segments and pass all tests, take notes, complete homework assignments and participate fully in all classes and hands-on application sessions prior to earning a certificate of completion. To graduate and receive a diploma, students must complete the course with a minimum combined average of 70% or better and meet the minimum attendance requirements.

Tracking Progress
Probation/Termination

If a student misses part of a class, that work must be made up after class or as homework. If a student misses class without reasonable cause or is persistently tardy, a warning is issued as a precursor to termination from the program. The Director will study each absence or tardy on a case-by-case basis and will use discretion in deciding if the student is to be dismissed, retained, or placed on probation. If terminated, the student will receive a pro-rata refund (clock-hour formula).

A student will be placed on probation for three unexcused tardies or for missing a class, or part of a class, without reasonable cause. The student will be required to make up the work and will remain on probation until all course work is current and progress is satisfactory again.

If a student repeats any course segment or must make up a segment, the total time to complete the program must not exceed 1.5 times the maximum planned program completion time. A student is considered tardy for arriving more than 20 minutes late to class or leaving more than 20 minutes early. Three tardies without reasonable cause mean the student has missed a day of

class, and that will result in probation or termination. Three consecutive absences will result in termination from the program.

If a student is unable to satisfactorily assimilate the knowledge or skills contained in a course, then it is in the best interests of both the student and the School for the student to withdraw or be dropped from the program. Students who successfully complete the program will receive a diploma on the last day of class.

Satisfactory Academic Progress

Each student is evaluated at the end of the first 25 percent of the program and must have a grade-point average of 1.0, a 1.5 grade-point average at the midpoint of the program, and a 2.0 grade-point average upon graduation.

If a student does not meet the required grade-point average at the appropriate checkpoint he or she would be placed on probation and given until the next checkpoint to increase the grade to the required minimum. If the required minimum standard is not met by the next checkpoint, the student will be terminated.

Student Appeal Process

If a student is terminated from a program for unsatisfactory attendance, lack of progress, unacceptable conduct or failure to abide by financial and/or other agreed-upon contracts, the student could initiate the appeal process by submitting a written request for readmittance to the School Director.

An Appeals Committee will take into consideration the student's overall attendance record, academic progress, conduct, instructors' recommendations, and any other relevant circumstances.
The student will be notified in writing of the Appeal Committee's decision within three working days from the date the appeal was submitted. Students will not be entitled to appeal if they are terminated for exceeding the maximum planned program completion time.

Reinstatement

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the beginning of the next available class. To be reinstated, students must follow the appeals process. Readmitted students must achieve a minimum average of 70% (C).

Leave of Absence

A student may take a leave of absence for good cause if the Director is notified in writing. The student must apprise all concerned parties of the length of the LOA and the return date to class so that adjustments pertaining to scheduling and classroom space availability can be accommodated. Previous grades and progress will not be affected by a leave of absence. Students will not be charged for their LOA.

A discretionary leave of absence or the taking or retaking of part of the course will not affect previous grades. The maximum time allowed to complete any program is 1.5 times the scheduled number of business class days. The extra class days can be taken on some future date depending on classroom availability and scheduling issues.

❖ PROGRAM APPROVAL

The Learning Source is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education (School No. 58707895) pursuant to the California Educational Code Section.

Approval means compliance with state standards as set for in the CEC and 5. CCR. The Learning source does not imply that the Bureau endorses programs or that Bureau approval means that the Learning source exceeds minimum state standards.

❖ DISCLOSURES

The Learning Source has no pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S. Sec 1101et.seq.).

❖ STUDENT RECORDS

All student academic and financial records are accurately maintained, in fireproof cabinets and filed in a secure and organized manner. These records are retained for five years to comply with BPPE regulations. After five years the records are moved to a licensed and bonded off-site storage facility that also maintains fireproof protection for these records indefinitely. Students are permitted to view their records, but the records must not leave the school.

The Director is responsible for the safekeeping and accuracy of student records.

❖ STUDENT PROVISIONS

Student's Right to Cancel and Refund Right

1. You have the right to cancel the enrollment agreement for a program if instruction including equipment or other goods and services is included in the agreement, through the first-class session or the seventh day after enrollment, whichever is later.

2. Cancellation shall occur when you give written notice of cancellation to the School. You can do this by mail, fax, hand delivery, or telegram. Address this cancellation notice to Campus Director, The Learning Source, 270 East Douglas Avenue, El Cajon, California 92020.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage paid.

3. The written notice of cancellation need not take any particular form and, however, expressed, it is effective if it shows that you no longer wish to be bound by the enrollment agreement.

4. If you cancel the enrollment agreement, The Learning Source will keep the $250.00 registration fee, you will have no liability to the School except as provided in paragraph six of this section and The Learning Source will refund any money you paid within (30) days after we receive your notice of cancellation.

5. You have the right to withdrawal from the program at any time. If you withdraw from your program after the seventh day after enrollment and are entitled to a refund, the School will pay your refund within 30 days of your withdrawal/determination date according to the current regulations. Before we compute your refund, The Learning Source will keep the $250.00 registration fee. The amount of your refund is calculated and determined on a pro-rata basis. The state pro-rata will be calculated for all students who withdraw from a program and is derived from the number of hours attempted as of the last date of attendance in a scheduled academic year into the total number of hours scheduled for the academic year.

6. For the purpose of determining the amount a student owes for time attended, a student shall be deemed to have withdrawn from a program when any of the following occurs: (a) The student notifies the School of withdrawal or the actual date of the withdrawal (b) The School terminates the student's enrollment, (c) The student has failed to attend classes for 5% of the program length, (d) The student fails to return from a Leave of Absence.

7. For the purpose of subdivision (d) of California Section 94920 and for determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid pursuant to subdivision (d) of California Section 94920, the student shall be deemed to have withdrawn at the end of the designated period.

8. If the School provided books or equipment, the student must return the equipment in good condition, allowing for reasonable wear and tear within 30 days following the date of withdrawal. The School will refund the charge for the equipment, which was paid.

   If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within 30 days following the date of withdrawal, the School may offset against the refund calculated.

9. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Hypothetical Refund Example

Assume that a student enrolled in a 147-clock hour program that costs $3,462.00 ($2,412 for tuition, $100 registration fee, and $950 for books and materials). The student keeps all books and material and has a cash credit of $1,000. If the student withdraws after completing 47 clock hours, the calculation is:

1.	Total charges	=	$3,462.00
2.	Less tuition charges of $3,362 times remaining hours (100) divided by the total course clock hours (147)	=	$2,287.00
3.	Subtotal	=	$1,175.00
4.	Less any amount paid by you or on your behalf	=	$1,000.00
5.	Amount you still owe	=	$ 175.00

For the purpose of determining the amount owed for the time attended, a student shall be deemed to have withdrawn from the course when any of the following occurs: (a) The student notifies the school of his/her withdrawal or the actual date of withdrawal in writing. (b) The School terminates the student's enrollment. (c) The student fails to attend classes for 5% of the program duration. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of the student's tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining funds will be used to repay any student financial aid program from which the student received benefits, in proportion to the amount of the benefits received. Any sum remaining will be refunded to the student.

❖ STUDENT TUITION RECOVERY FUND

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."
(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 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 are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary awards 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 has an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number."Note: Authority cited: Sections 94803, 94877, and 94923, Education Code. Reference: Section 94923, 94924, and 94925, Education Code.

❖ FACULTY AND STAFF

Administration

Leland Mench, President/School Director/Chief Academic Officer, Mission Viejo

Faculty

All faculty members possess, at a minimum, at least three (3) years of professional experience in the field of instruction accompanied by any required certification. All faculty members are required to remain current in the field of instruction. This may be achieved through professional conferences and activities, continuing education including certifications, pedagogical courses including classroom management, and advanced diploma or degree achievement.

William Buzzell, Real Estate, Loan Origination, and Loan Processing

William Buzzell possesses 30 years of professional experience in California real estate. This includes experience as an agent and property management. He has also served as an instructor for the San Diego Association of Realtors teaching the real estate preparation course. Mr. Buzzell holds a California Real Estate license. In addition, he possesses more than 20 years of experience in loan origination and loan processing.

Mirna Felix, Computer Basics with Small Business Marketing, Small Business Marketing

Mirna Felix possesses more than 10 years of administrative experience in small business environments. She possesses certificates in automated office procedures as well as medical office procedures. Duties include working with software programs, word processing, and marketing assisting. Ms. Felix is bilingual and speaks English and Spanish.

Leland Mench, Real Estate, Real Estate Management

Mr. Mench possesses more than 35 years of experience in the California real estate industry. His experience includes commercial, residential, and multi-family residential loans. Mr. Mench has served as an instructor for the San Diego Association of Realtors and holds both California real estate sales and the real estate broker's licenses. He currently owns and manages East County Business Center in El Cajon, California.

THE LEARNING SOURCE
EDUCATION FOR THE NEW ECONOMY

I have received a copy of the school catalog which contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name _____

Signature _____

Enrolled by _____

Date _____

41539 Enterprise Circle South Suite 200 Temecula, CA 92563
Telephone (949) 625-4600 Fax (619) 422-8992
270 E Douglas Ave El Cajon, CA 92020
Telephone (619) 933-5738
www.thelearningsource.net