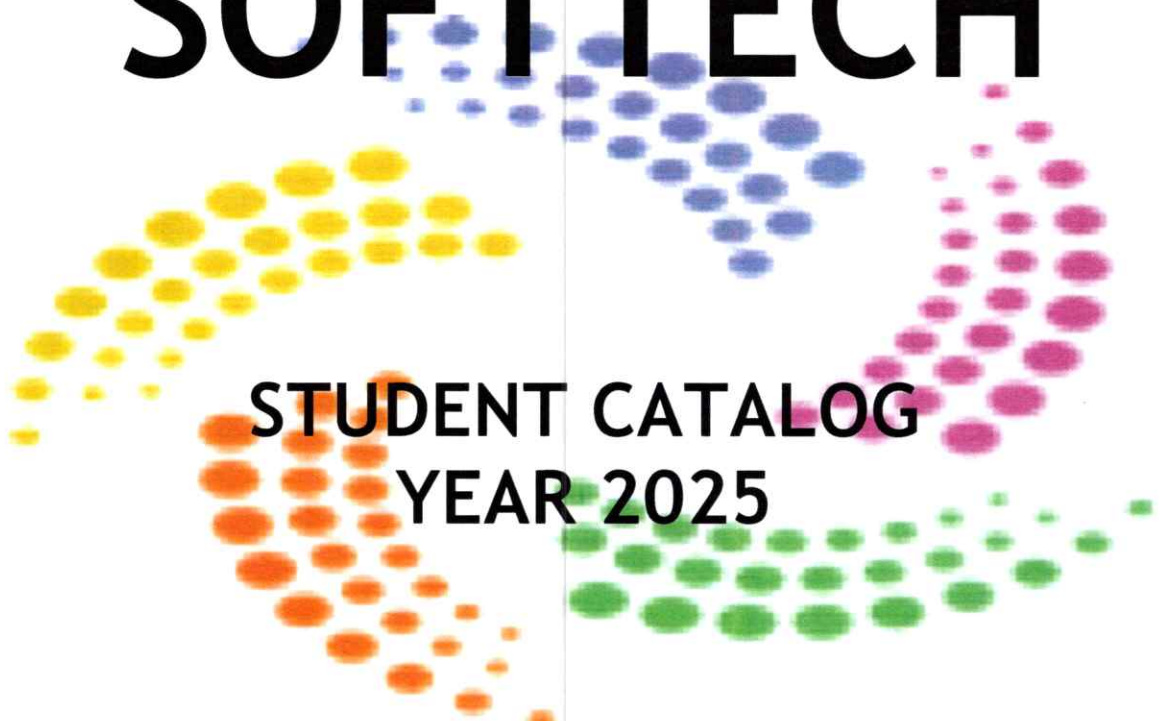


Welcome to

SOFTTECH



**STUDENT CATALOG
YEAR 2025**

**3150 Hilltop Mall Road, Suite 27
Richmond, CA 94806**

OFFICE PHONE: 510-275-9510

EMAIL ADDRESS: softtechedu@comcast.net

SOFTECH

All material in this catalog is true and correct in statement and policy

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10NAME OF INSTITUTION:

SOFTTECH

PHYSICAL AND MAILING ADDRESS:

3150 Hilltop Mall Road, Suite 27
Richmond, CA 94806

TELEPHONE NUMBER:

510-275-9510

TOLL FREE NUMBER:

855-344-6365

EMAIL ADDRESS:

softtechedu@comcast.net

Bureau for Private Postsecondary and Education – Facility Code # 0703001

East Bay Works Regional Training Provider (ETPL)

State of California Employment Development Department – EDD / WIOA

U.S. Department of Labor – Office of Workers’ Compensation Programs Provider # 614123400

SoftTech’s Catalog is Updated Annually

“Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes...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.”

Catalog effective January 1, 2025 through December 31, 2025

The information contained in this bulletin is true and correct in content and policy.

Signature of School Official

December 31, 2025

Date

Revised: January 1, 2025

MISSION OF THE SCHOOL

It is the mission of SoftTech's staff and faculty to provide for each student a positive and creative environment in which to learn. The institution offers programs or courses that will enable students to acquire job skills and competencies for entry-level positions in their chosen fields of study so that they can become productive in workplace environments.

OBJECTIVE AND GOALS

Our goal is to provide the highest quality education to students, who, after graduation, can successfully, enter the job market.

We believe that while theory is taught in the classroom, hands-on experience and modern practical training is stressed to assist the students to meet his/her job market goals.

Students will be encouraged to approach the training as though they were reporting to **"WORK"**. The instructors are the **"EMPLOYERS"** and the students are the **"EMPLOYEES"**. Each day the students will be provided with realistic project activities as through they were at work. This method will enhance and develop "soft skills" that will prepare and promote job readiness and job retention.

PROFESSION

The occupations that SoftTech prepares the students for are occupations listed under the Demand Occupations as reported by Private Industry Council. Our programs Word Processing Specialist and Computer Applications prepare students for careers such as General Office Clerks, Secretaries, Computer Operators, Data Entry Operator, Medical Secretary, Customer Service Representative, Legal Secretary, WP/Desktop Publishing, Sales/Order Entry Clerk, Computer Help Desk Tech, and Accounting Clerks.

None of the educational programs require a licensure.

NON-DISCRIMINATION POLICY

SoftTech does not discriminate against anyone on the basis of sex, age, race, national origin, creed, religion, or disability in its programs.

HISTORY OF THE INSITUATION

SoftTech is a Private Institution that was founded in May 2000 and was granted full approval to operate. All Training will be provided at 3150 Hilltop Mall Road, Suite 27, Richmond CA 94806. The site was chosen because it is centrally located within close proximity of local transportation such as, Bart, Buses, and 80 Freeway. The Bureau for Private Postsecondary Education (BPPE) granted the institution approval to operate, which mean, "compliance with the state standards as set fourth in this chapter by the **California Private Postsecondary Act of 2009, Title 5, California Code of Regulations, Division 7.5 To Operate By Bureau For Private Postsecondary Education.**

The institution's approval to operate can be verified by visiting the BPPE's website at www.bppe.ca.gov and clicking on the **"Approved Schools"** link. Students are encouraged to view both **"Approved Schools" and Denied Schools"** links as any institution's approval to operate can change.

QUESTIONS

"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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, Website address www.bppe.ca.gov Phone: (916) 574-8900; Toll Free: (888) 370-7589; Fax: (916) 263-1897".

HOW TO OBTAIN THE INSTITUTION'S CATALOG

The institution's catalog is available to any one upon request to prospective student, third party payers and any interested person by contacting the institution at 510-275-9510 or email at softtechedu@comcast.net. The catalog, flyers and brochures may also be emailed or mailed.

REVIEW DOCUMENTS PRIOR TO SIGNING STATEMENT

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.

ADMISSION STANDARDS AND PROCEDURES

Ability-to-Benefit Students

"Ability-to-benefit student" means a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate.

An institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE).

- Students enrolling in the school who are required to complete the **Wonderlic Basic Skills Test (WBST)** Verbal Forms VS-1 & VS-2; Quantitative Forms QS-1 & QS-2 must have a passing score of at least 200 on the verbal section and at least 210 on the quantitative section.
- The student's satisfactory completion of six credit hours (or equivalent course work) that are applicable toward a certificate offered by the institution.
- If any applicant fails, the **WBST** test must wait a minimum of 7 calendar days before retaking a second version of the **WBST** test. If the applicant fails both versions of the **WBST** test, the applicant must wait a minimum of 60 days from the date of the second attempt before reapplying for admission to the school. Passing scores for the **WBST** are valid for five years.

Ability-to-Benefit Test

The ABT exam is independently administered on the "Wonderlic Online" testing website for "Ability-to-Benefit" students and administered by a certified proctor (the institution is not involved in the testing).

Students must be able to read, write, and speak English proficiently on at least a 12th Grade Level, additionally proof of high school diploma or its equivalent is required. An entrance examination which is the **ATB Wonderlic Basic Skills Test (WBST)** Verbal Forms VS-1 & VS-2; Quantitative Forms QS-1 & QS-2) will be given to determine the students' basic knowledge and abilities.

Note: Pursuant to CEC §94802, the inability to benefit from the education offered or to meet the establish admission criteria is not a prohibited basis for the denial of admission.

Each applicant will have an interview with a School Representative and the student academic and career goals discussed. Applicants not meeting the above requirements will be denied admission.

Enrollment: Accepted applicants may complete their enrollment by signing an Enrollment Agreement and arranging to pay tuition and fees. The enrollment becomes official only upon acceptance by the Director and payment of the registration fee. A copy of the Enrollment Agreement will be provided to the Student.

Admission of Foreign Students on an M-1 VISA

This school is not authorized under federal law to enroll nonimmigrant students.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

“The transferability of credits you earn at SOFTTECH is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in “Educational Programs” is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is 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 SOFTTECH to determine if your certificate will transfer.”

Accreditation: SoftTech is not accredited nor or any of its programs offered. Students please be advised that you are not eligible for federal financial aid programs.

Credit Transfer: Students who expect to transfer course/hours/credit to other schools, private and postsecondary institutions should confirm acceptance of SoftTech hours/credits.

Prior Education Credit: Credit for prior education will be considered for enrolling Students. In keeping with the policies of the institution SoftTech request that veteran or eligible person(s) provide documentation of previous education and training, this include but is not limited to, transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Students must complete a series of tests to measure their past and current level of knowledge and skills. The amount of credit given will be based on achievement of a minimum grade of 85% percent SoftTech reserves the right to limit prior education credit.

Experiential Credit: The school does not award credit for prior experiential learning.

DESCRIPTION OF FACILITIES

The institution is located next to the Richmond Hilltop Shopping Mall, 3150 Hilltop Mall Road, Suite 27, Richmond, CA 94806 it is accessible to BART, AC Transit Buses, and easy access to US Highway 80. The 2 classrooms are 225 square feet each and can accommodate 8 students per class. The Administrative Office is 225 square feet. There is access to restrooms for Women and Men and is handicap accessible and free parking. There are many shops including restaurants, and other stores.

ACADEMIC POLICIES

Curriculum Changes: In keeping with the school’s philosophy of an immediate response to the needs of Students and employers, the school reserves the right to make modifications in the course content and the structure of the curriculum. Any such changes, however, will not alter the financial obligation of previously enrolled Students.

Unit of Credit: The curriculum is structured in terms of clock hours. A clock hour equals one class period of 60 minutes where lectures, demonstrations and similar activities are conducted.

Grading System: Overall grade points of 70% or better will be considered passing. The Instructor does all the grading. Students are given examinations periodically and graded on academic subjects and practical skills. The grading is as follows:

LETTER GRADE	PERCENT
A	100% - 90%
B	89% - 80%
C	79% - 70%
D	69% - 60%
F	59% - 0%
W	WITHDRAWN
IC	INCOMPLETE

Course Incomplete: An "IC" is given, as a final grade when the student does not have any time remaining in one or more required course(s). However, at the end of the term students may, with the instructor's approval, be granted an extension to complete the required course or work, assignments, and tests within a reasonable time frame. The extension cannot be used to make up accrued absences from class. If students do not complete the required course or course work, assignments and tests within the extension period, they will receive a failing grade of "F" for the course. The "F" will be averaged in with the students' other grades to determine the cumulative GPA.

GRADUATION REQUIREMENTS

An overall of 70% grade point average and 80% of class time attendance is required in order for a Student to graduate. A Certificate of Completion is issued upon successful completion of course requirements.

Grade Transcripts: Students will receive one transcript at the time of graduation without charge. Additional transcripts are available for \$10.00 each, payable in advance.

ADVISING

Students are advised regularly on academic issues and are encouraged to discuss their scholastic and vocational goals at length. The school has a sincere interest in the personal welfare and success of each Student and, therefore, the faculty and Director regarding advising employ an open-door policy.

PROGRAM CHANGES

Students may make a change in their program only until the end of the seventh day after an enrollment agreement has been signed. Such changes include transferring from one course to another in the chosen program. This is not recommended; however, students who can demonstrate that they can or have had training within the course can select a course equal to the same hours. If this request is approved, it will be considered and documented as a customized change to the selected program.

ATTENDANCE POLICIES

Good attendance will not only help a Student academically, but also reflect well on a Student should a potential employer want to know a Student attendance history. Attendance is recorded at the beginning of the instructional period.

Absenteeism: Students may be granted excused absences with the approval of the Director and with appropriate documentation for the following: injury or illness of the Student, death of an immediate relative and other special circumstance.

The Student should notify the Instructor to make special arrangements. Students are requested to notify the school if they are to be absent and why. If the Student is absent for three (3) days, the Instructor will contact the Student to ascertain the reason for the absence. Students are charged tuition for all absences, excused or unexcused, with the exception of an approved Leave of Absence. Students terminated for absences shall receive a refund of tuition in keeping with the refund policy. The Director will determine re-admission.

Tardiness: Class starts at a specific time; we expect Students to be on time. Students who are late for class miss valuable parts of the training and are very disruptive to the class. A Student tardy more than 15 minutes of the hour is considered absent for that hour. A Student missing all day will be counted absent for the total number of scheduled hours for the day. Students needing special scheduling to prevent tardiness should make arrangements with the Instructor.

Consecutive Absence: A Student shall be terminated when the Student is absent in excess of eight (8) consecutive school days or in excess of 20% of total clock hours in the program, whichever occurs first. To avoid such a termination a student must take a Leave of Absence or have a legitimate excuse, such as a Doctor's off-work order. VA will be notified accordingly.

Make-up Work: Students with excessive absenteeism or tardiness will have to make-up time missed, this includes any missing assignments. Work may be made up after school, during lunch hours, or at times, when regular classes are not in progress.

Class work not completed due to absence shall be addressed according to the Incomplete (I) grading policy; however, makeup work shall not be authorized for the purpose of removing an absence.

Required Study Time: In order to complete the required course assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by the instructors and must turn in assignments at the designated period of time.

Leave of Absence: Leave of absence, including military leave, National Guard or Reserves annual two-week training or call to temporary active duty, shall be reasonable in duration, and shall not exceed the lesser of 30 school days or 60 calendar days in any twelve-month period and shall be for specific and acceptable purposes. The school attendance records shall clearly show leave of absence granted. A written request for leave of absence must be properly signed and dated by both the Student and an authorized school official and be placed in the individual Student file within one week of the beginning of such leave of absence. If the Student fails to return from leave, the Student will be automatically terminated and a refund provided in accordance with the institution's refund policy within 45 days.

STUDENT'S RIGHT TO CANCEL AND REFUND POLICY

This policy combines the student's rights and the institution's responsibilities for cancellation and withdrawal in compliance with California Code of Regulations (CCR) §71746, §71750, and §71751.

Cancellation Policy (Before or at the Start of Instruction)

The "Cancellation Period" is defined as the period from the signing of the enrollment agreement through the student's attendance at the first class session, or the seventh business day after enrollment, whichever is later.

Students have the right to cancel their enrollment agreement and obtain a refund of charges paid. Cancellation shall occur when you give written notice of cancellation at the address of the school shown below. You can do this by mail, hand delivery, or telegram.

- **SEND TO:** SoftTech, Attention: Director, 3150 Hilltop Mall Road, Suite 27, Richmond CA 94806. Office Phone Number: 510-275-9510.
- **Effective Date:** The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.
- **Form of Notice:** The written notice of cancellation need not take any particular form; however expressed, it is effective if it shows that you no longer wish to be bound by the enrollment agreement.

Cancellation Refund: If a student provides notice of cancellation within the Cancellation Period, the institution shall:

1. Refund 100 percent of the amount paid for institutional charges, less a reasonable registration or administration fee not to exceed two hundred fifty dollars (\$250.00).
2. Refund any Student Tuition Recovery Fund (STRF) assessment paid by the student.
3. Issue the refund within 45 calendar days after the date of cancellation.

Withdrawal Policy (After the Cancellation Period)

Students have the right to withdraw from the school at any time after the Cancellation Period. For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. **Student-Initiated Withdrawal:** The student notifies the institution of their withdrawal. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
 - **Method of Notice:** To withdraw, a student must provide a written notice to the institution. Acceptable methods of delivery include mail or hand delivery.
 - **Delivery of Notice:** The notice must be delivered to the following office/person: SoftTech, Attention: Director, 3150 Hilltop Mall Road, Suite 27, Richmond CA 94806.
 - **Effective Date:** The withdrawal is effective as of the date of the student's withdrawal. The effective date of the notice is the date it is received by the institution.
2. **Institution-Initiated Withdrawal (Termination):** The institution terminates the student's enrollment. The institution shall effectuate a withdrawal for a student for any of the following reasons:
 - Failure to maintain satisfactory academic progress;
 - Failure to abide by the rules and regulations of the institution;
 - Absences in excess of the maximum set forth by the institution;
 - Failure to meet financial obligations to the School.

Additionally, a student who has failed to attend class for 8 consecutive class days shall be deemed to have withdrawn from the institution. For the purpose of an institution-initiated withdrawal due to a lack of attendance, the withdrawal date shall be the student's last date of attendance.

3. **Failure to Return from Leave of Absence:** The student fails to return from an approved leave of absence. The withdrawal date is the date the student was scheduled to return from the leave of absence.

Pro Rata Refund for Withdrawal

If a student withdraws from the program after the Cancellation Period, the student will receive a pro rata refund. The pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

1. **Calculation:** The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program, multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charges. The daily or hourly charge is equal to the total institutional charge minus any non-refundable charges (such as equipment costs, the registration/administration fee up to \$250, and materials fees), divided by the number of days or hours in the program.

2. **Attendance:** Any hours or days prior to the student's last date of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.
3. **Non-Refundable Charges:** All amounts that the student has paid shall be subject to this pro rata refund, unless the enrollment agreement and this catalog specify a non-refundable registration or administration fee, not to exceed two hundred fifty dollars (\$250.00), or non-refundable amounts paid for educational materials.
4. **STRF Assessment:** If the institution provides a pro rata refund, any Student Tuition Recovery Fund (STRF) assessment paid by the student is non-refundable.

Refund Procedures and Documentation

1. **Refund Timeline:** The institution shall provide any required refund within 45 calendar days after the date of cancellation or withdrawal.
2. **Refund Documentation:** The institution shall provide the student with documentation specifying:
 - The amount of the refund;
 - The method used for calculating the refund;
 - The date the refund was made; and
 - The name and address of the person or entity to which the refund was sent.

Cancellation and Withdrawal Log Maintenance

The institution shall maintain a log, kept current on a monthly basis, of all cancellations and withdrawals. The log shall contain the following information for each student who cancels or withdraws: name, address, telephone number, personal email address, date of cancellation or withdrawal, and refund amount. The log shall be maintained in electronic or hard-copy format and shall be made available for inspection upon request by the Bureau for Private Postsecondary Education.

Excess Charge Refund

If the institution collects from a student an amount greater than the total charges listed in this catalog and the student's executed enrollment agreement, the account balance shall be refunded within 45 calendar days of the completion of the educational program. This requirement applies regardless of whether the student enters a pro rata refund arrangement or any other type of refund arrangement.

Third-Party Refunds

If any portion of the tuition was paid from the proceeds of a loan or a third party, the refund shall be sent to the lender, third party, or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Any remaining amount shall be paid to the student.

If a refund is made to a third party on behalf of a student, the institution shall provide the student, within 45 calendar days after the date of cancellation or withdrawal, a written notice in hard-copy or electronic format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund.

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.

PAYMENT DOCUMENTATION

Within five (5) business days of receiving payment, the institution shall provide students a receipt or updated student ledger, in hard copy or electronic format, for any and all payments received from the student or on behalf of the student, including the date of the payment(s), amount of the payment(s), description of the payment(s), and the payor(s).

CONDITIONS OF DISMISSAL/TERMINATION

A Student is subject to probation or dismissal for unsatisfactory academic progress, offensive personal conduct, dishonesty, nonpayment of tuition or fees, absence without prior notification, chemical abuse, and for any other reason derogatory to the welfare of SoftTech or the Student body.

RE-ADMISSION

An appeal and request for reinstatement must be submitted in writing to the Director. The Student must state the mitigating circumstances that he/she felt led to the termination or withdrawal, and state reasons for which it would not reoccur. The appeal decision rests with the school Director and is final. The Student will be notified of any conditions to be met, in the case of reinstatement. Any re-admitted Students are required to start at the beginning of the program. Credit is given for previous training, only if they successfully completed that course(s).

CONDUCT AND PERSONAL APPEARANCE

This school assumes that Students eligible to attend are adults who know and practice the social rules governing behavior in the workplace. The school's personal conduct rules prohibit dishonesty, unprofessional demeanor, and use of profanity, insubordination, and violation of safety rules.

- 1) Students are encouraged to dress in a neat, clean manner, consistent with apparel required in a business environment. Recreational attire is not acceptable, nor is any clothing, which in the opinion of a school official is hazardous to the Student, other Students, equipment, or facilities.

This school prohibits the use of any controlled substance, including alcohol, anywhere in the training facility including the parking area. Students under the care of a physician may have prescription medication as long as the use of said medication does not interfere with the Student's learning ability nor pose a hazard to other Students.

- 3) No Student will be allowed to interfere with another Student's right to learn or the Instructor's right to teach.
- 4) Smoking, Beverages, and Food are not allowed in the training area.
- 5) Failure to behave in an acceptable manner can lead to probation or termination, at the Director's discretion. A Student terminated for unacceptable conduct may appeal the decision. A Student who has been terminated for inappropriate conduct and who wants to be reinstated must petition the School Director, in writing. Reinstatement is only with the approval of the School Director. Strong demonstration by the Student of mitigating circumstances and/or corrective action must be evident to insure that the situation will not reoccur. Any Student reinstated will be placed on conduct probation and subject to termination for recurrence of the behavior problems. Students will receive written notification of termination and/or reinstatement within three days of each occurrence.

STANDARDS OF SATISFACTORY PROGRESS

Students will be judged to be making satisfactory progress if the following conditions are met:

Students are evaluated monthly to determine satisfactory progress. Satisfactory progress in the Word Processing and Computer Application programs is defined as the Student having and maintaining a cumulative grade point average (GPA) of 2.0. To avoid academic probation Students must maintain a minimum grade point of a C 70%.

If the Student is maintaining a C, he/she will be counseled by the Instructor, which shall be noted on the satisfactory progress report.

If the Student has not met the conditions, a conference will be scheduled with the Director, and may result in probation.

Notice of Student Academic Progress: Students not maintaining a cumulative grade point average of 70% and 80% attendance shall be provided with a Notice of Student Academic Progress outlining the academic and/or attendance problems. Additionally, a consultation will be scheduled with the Director to discuss the problems surrounding the student's non-satisfactory progress. The student will have 30 days to comply with the minimum standards as described above. If the end of the 30-day period student's benefits do not meet the minimum standards will be terminated. VA will be notified accordingly.

Appeal Process of Satisfactory Progress Report: Students may appeal a negative satisfactory progress determination, and/or disenrollment by providing a written appeal to the SoftTech Director, explaining in detail any mitigating circumstances or reasons for the appeal. The Director will provide a written response to the appeal within 10 days of its receipt, during which time the Student will be allowed to remain in school and continue with his/her course work. However, no financial aid will be disbursed during this 10-day period.

PROBATION:

If the Student has failed to maintain satisfactory progress after the midpoint, the Student will be placed on probation for 30 days. At the end of the period, the Student will be re-evaluated. During this period the Student must:

- 1) Maintain at least 80% percent attendance.
- 2) Maintain satisfactory progress 70% academic minimums based on feedback from his/her Instructors.

If these conditions are met, the probationary status will be lifted. The Students will be judged as making satisfactory progress if the conditions of the probationary period are met. Failure to achieve satisfactory progress after the probationary period will result in dismissal from the school unless a special condition is made and documented by the Director.

Appeal of Probationary Status: If a Student is placed on probation for any reason, said Student may submit a written appeal of this status to the Director. All such requests will be evaluated and acted upon promptly.

EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act of 1974 gives the Student the right to inspect their educational records upon reasonable notice. The Act also guarantees the privacy of Student educational records, and sets forth the conditions and circumstances under which a Student's educational records may be shown to others. Students who feel that their rights under the Act have been violated are entitled to request a hearing with the Director of the school in an effort to resolve the problem.

Record Retention Policy: The institution shall maintain Student records for each Student, whether or not the Student completes the educational service, for a period ending five years after the date of the Student's graduation, withdrawal, or termination, and transcript kept permanently.

Examination of Student Records: Students may make a written request to see their academic records. Challenges, for the purpose of correction or deletion, must be made in writing. Grades and course evaluations may be challenged **ONLY** on the grounds that they are improperly recorded.

SEXUAL HARASSMENT

Students or applicants who feel they are victims of sexual harassment should report any such incident to a staff member of the school immediately. Reports of incidents received by the school will be investigated in a confidential manner immediately. Students receiving independent government agency funding (such as EASTBAY WORKS, AND CAL-WORKS, etc.) should also report the incident to their agency representative. Any Student who is found to have sexually harassed other Students will be terminated immediately.

CAMPUS CRIME

As required by the State of California, this school will publish all known occurrences of crime committed on campus. In the event of a crime, an incident report must be completed and a police report may be filed.

Incident forms are available from the administrative offices. Any and all occurrences of crime should be reported immediately. In addition to the above information, the State of California requires that the institution post policies pertaining to sexual assault.

The victim and any witnesses present are to report the crime to campus staff immediately. Precautions will be taken to ensure the comfort, support and dignity of the victim.

The crime will be fully investigated and brought to justice the police will be contacted. It is the policy of the institution to summon a medical emergency team to ensure the health and well being of the victim.

STUDENT RIGHTS & GRIEVANCE PROCEDURE

A Student with a grievance first must make a reasonable attempt to resolve the issue on an informal basis with the person involved. The student should request a Summary of the Institution's Complaint Procedure Summary and a Student Complaint Form and submit it to a school official for investigation. If the issue is not resolved satisfactorily, the Student will meet with the Director of the school, and provide a written statement of the issues involved. If the grievance is not yet resolved, the Director will review the grievance with all parties involved. If the Director cannot resolve the complaint the student will be advised of his/her right to contact the Bureau for Private Postsecondary and Education for further resolution of the complaint.

Students may appeal a grade by:

- 1) Discuss with the Instructor the grade received and the criteria for its determination.
- 2) A copy of the documented conference that took place with the Student and Instructor should be presented at the appeal.
- 3) The Student and the Instructor should request a conference with the Director of the school. The Director's determination is final.

HOW TO FILE A COMPLAINT WITH THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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

Veterans may also contact the **DEPARTMENT OF VETERANS AFFAIRS** at 1-888-442-4551 or contact the **CALIFORNIA STATE APPROVING AGENCY FOR VETERANS EDUCATION** 1227 O Street, Suite 314, Sacramento, CA 95814 (916) 503-8317.

STUDENTS SERVICES

Advising

Each student will have a review of his/her progress every month. Any student experiencing problems that affect his/her progress will be counseled by an instructor or the School Administrator to assist him/her to overcome the difficulty.

HOUSING

SoftTech does not provide student housing, and has no responsibility to finding or assisting a student in find housing. The institution's program is "non-residential". Students may visit www.studentrent.com, which provides estimated cost starting at \$1300.00 monthly for a one bedroom and \$3,310.00 for a two bedroom. The institution does not have dormitory facilities under its control.

ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTION

SoftTech does not offer ESL instruction. Students must be able to read, write, speak, understand and communicate in English proficiency on at least a 12th Grade Level. SoftTech does not offer any Programs of Courses in other languages other than English.

LIBRARY

SoftTech does not have a traditional library. Students are encouraged to obtain library cards with local libraries in their residential area. Richmond Main Library 325 Civic Center Plaza Richmond, CA 94804 Hours of operations are Monday – Tuesday: 12:00 pm – 7:00 pm, Wednesday: 10:00 am – 7:00 pm, Thursday: 10:00 am – 5:00 pm, Friday: 12:00 pm – 5:00 pm, Saturday: 12:00 pm – 5:00 pm, Sunday: Closed. For a list of libraries, locations, hours of operations in Contra Costa County, go to www.ccelib.org.

ARTICULATION AGREEMENTS

SoftTech does not currently have articulation agreements with other institutions.

DISTANCE EDUCATION

The institution does not offer distance learning.

EMERGENCY

During the tour of the facility students are expected to become familiar with all fire and other emergency evacuation routes and procedures.

All cases of illness or injury should be reported promptly to an available staff member. Should an emergency, accident, or illness occur during enrollment, SoftTech reserves the right to call a physician or refer the Student for medical assistance. Any expense incurred shall be the sole responsibility of the Student and/or parent or guardian.

JOB PLACEMENT

Placement assistance is provided. However, it is understood that SoftTech does not and cannot promise or guarantee employment or level of income or wage rate to any Student or Graduate. Students can elect to participate in the following placement assistance activities: 1) Preparation of resumes and cover letters; 2) Interviewing techniques; 3) Job referrals. The student will be provided with information on job openings from employers in the area. Participation in the job assistance program includes students actively developing their own leads from the direction provided by the school. Graduates may continue to utilize the placement assistance at no additional cost.

FINANCIAL AID INFORMATION

Although SoftTech does not offer Title IV Federal Financial Aid; students may be eligible for financial aid through other sources. Students eligible for WIOA or Federal, State and Private Vocational Rehabilitation organizations should have their counselors call the School directly. The Student understands that if a separate party is financing his/her education that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

LOANS

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, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Payment Procedures: If the Student has a low or moderate income, there are funding sources available for those who qualify. Students interested should contact East Bay Works to find out if they qualify. Students who qualify will be referred to the Private Industry Council (PIC), at which time they will be registered, and a determination made regarding assistance.

Schedule payments may be arranged for long term and short-term programs. For single courses there are no schedule payment options, fees are due and payable before or on the first day of class.

Books and Supplies: The cost of books and necessary supplies are not included in the total program incidental supplies are to be furnished by the student, such as paper, pens, etc.

Tuition, Fees, and Other Charges: The tuition for each course including registration fees, lab fees, STRF and period of attendance. In some cases, the school will pre-enrollment. A meeting with the Director shall take place in the event pre-enrollment is granted. Additionally, the student, or the third party payer must submit a written letter of payment responsibility. **NOTE:** The STRF collection has been reinstated at \$0.00 per \$1000 of institutional charges **Effective April 1, 2024** STRF fees will no longer be required to collect from students.

The estimated total charges for the entire educational program and period of attendance.

A pro rata refund is issued if a student completes 60% or less of the period of attendance. Each Program's "Period of Attendance" is measured below by clock hours per program.

Period of Attendance on an hourly percentage basis

Programs	10%	25%	50%	60%
Computer Applications 665 Hours \$9000	66.50 Hrs. \$899.74	166.25 Hrs. \$2249.36	332.50 Hrs. \$4498.72	399.00 Hrs. \$5398.47
Word Processing Specialist 590 Hours \$6800	59 Hrs. \$679.00	147.5 Hrs. \$1693.44	295 Hrs. \$3398.40	354 Hrs. \$4078.08
Computerized Accounting 988 Hours \$10000	98.8 Hrs. \$999.86	247 Hrs. \$2499.64	494 Hrs. \$4999.28	592.8 Hrs. \$5999.14
Computer Applications I 300 Hours \$4500	30 Hrs. \$450.00	75 Hrs. \$1125.00	150 Hrs. \$2250.00	180 Hrs. \$2700.00
Computer Graphics & Design 1288 Hours \$13000	128.80 Hrs. \$1299.78	322 Hrs. \$3249.45	644 Hrs. \$6498.90	772.80 Hrs. \$7798.68

***THE TOTAL CHARGES FOR A PERIOD OF ATTENDANCE IS THE SAME AS THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM.**

Word Processing Specialist - Long term – 6 mos.

Registration Fee	100.00
Laboratory Fee	100.00
STRF	0.00
Tuition	6,600.00
Total	6,800.00

Computer Applications - Long term – 8 mos.

Registration Fee	100.00
Laboratory Fee	100.00
STRF	0.00
Tuition	8,800.00
Total	9,000.00

Computerized Accounting- Long term - 12 mos.

Registration Fee	100.00
Laboratory Fee	100.00
STRF	0.00
Tuition	9,800.00
Total	10,000.00

Computer Graphics & Design Long term – 1 yr. 3 mos.

Registration Fee	100.00
Laboratory Fee	100.00
STRF	0.00
Tuition	12,800.00
Total	13,000.00

Computer Applications I – Short term – 12 weeks

Registration Fee	100.00
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Laboratory Fee	100.00
STRF	0.00
Tuition	4,300.00
Total	4,500.00

STRF Fees are non-refundable.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at **1-888-442-4551**.

REFUND – (VETERANS ONLY)

This school has and maintains a policy for the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course should bear to its total length. Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited schools.

REFUND

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00.

The school will also refund money collected for sending to a third party on the student's behalf. The student would receive a refund if he/she paid for all or a part of the tuition. The third party payer would receive a refund on the basis of what they paid under the same conditions.

Dismissal-Termination

As stated in the school's enrollment agreement, "Any student may be permanently dismissed from SoftTech for any one of the following: 1) disruptive behavior and/or a lack of common courtesy and respect for the instructor and/or his/her fellow students; 2) behavior that could be interpreted as sexual harassment; 3) behavior that could be related to alcohol or drug use, and; 4) failure to pay fees when due".

Should a student interfere with another student's right to learn or the instructor's right to teach and the other student(s) lose training time as well as, instructional time, the same dismissal-termination shall apply.

Hypothetical Refund Example: Assume that a student, upon enrollment in a 400-hour course, pays the full tuition of \$2,000, \$100 for non-refundable registration and \$150 for equipment as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500 based upon the above calculations. If the student returns equipment in good condition within forty [40] days following his/her withdrawal, the School shall refund the charge for the equipment paid by the student.

STUDENT TUITION RECOVERY FUND (STRF)

(a) The fund exists to relieve or mitigate economic losses suffered by a student while enrolled at a qualifying institution, who at the time of enrollment is or was a California resident or was enrolled in a California residency program, if the student enrolled in the institution and the student or a third-party payer, prepaid tuition, paid or is deemed to have paid the assessment

and suffered economic loss as a result of any of the conditions specified in section 94923 of the Code or due to an institution losing its eligibility to receive a third-party payer benefit such as Cal Grant, Pell Grant, or veterans' financial aid programs under Title 38 of the Code of Federal Regulations.

Note: Authority cited: Sections 94877 and 94923, Education Code. Reference: Sections 94923, 94926, 94927 and 94927.5, Education Code.

Amount of STRF Assessment.

(a) Each qualifying institution shall collect an assessment of zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

Note: Authority cited: Sections 94803, 94877, 94923 and 94924, Education Code. Reference: Sections 94843, 94911(b), 94923, and 94924, Education Code.

Student Tuition Recovery Fund Disclosures

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: “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, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 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 award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection 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.

GENERAL INFORMATION

SoftTech has never had a pending petition in bankruptcy, and is not operating as a debtor in possession, nor has 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.C. Sec 101 et seq.).

Any Student that files a lawsuit against the school will be responsible for attorney fees should they lose the case.

HOLIDAYS, SCHOOL BREAKS & SCHOOL CLOSURES

Holidays and Weather Closures Occasionally, the institution will close due to holidays, bad weather, or other natural phenomena. In the case of an unexpected closure, if possible, students will be given notice at least one (1) week in advance to make up the day so that arrangements can be made to attend. When the Institution closes unexpectedly, students should anticipate making up the time before the end of the Program Course/module. In the event of bad weather, the Institution will close if the school district that belongs to the Institution's area.

SoftTech observes the following holidays throughout the year. The school will be closed on these dates:

New Year's Day – January 1, 2025
MLK, Jr. – January 20, 2025
Malcolm X – May 19, 2025
Memorial Day – May 26, 2025

Juneteenth – June 19, 2025
Fourth of July – July 4, 2025
Labor Day – September 1, 2025
Veteran’s Day – November 11, 2025

SCHOOL BREAKS

SoftTech observes the following school breaks. The office will be closed during school breaks and classes will not be in session.

Spring Break – April 14, 2025 through April 18, 2025
The week before Easter Sunday

Thanksgiving Break - November 24 – 28, 2025
Campus closed Thanksgiving Day No class the day after Thanksgiving (campus will be closed).

Winter Break - December 18 – 31, 2025
Campus closed Christmas holidays

FACULTY

All instructors must have a minimum of 3 years of training or experience in the subject area to be taught. Verification of instructor qualifications shall be maintained in the institution's records.

SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY

<u>Owner/Director</u>	<u>Instructor Computer Applications/Word Processing Specialist</u>
Elaine La’van	Elaine La’van

Elaine La’van is the Owner/Director of SoftTech. Ms. La’Van has had oversight and management control of SoftTech since 2000. BS Data Processing Grambling State University. Prior to establishing SoftTech Ms. La’Van worked as a teacher for Berkeley Unified School District from 1992 through 2003 in the High School, Adult School and “off-site” campus for 11 years teaching Word Processing, Computer Applications and Accounting courses.

Instructor Computerized Accounting/Computer Applications

James P. Whitney, Masters of Business Administration

STATEMENT OF OWNERSHIP OF PRIVATE INSTITUTION THAT IS APPROVED WHICH MEAN, “COMPLIANCE WITH THE STATE STANDARDS AS SET FORTH BY CALIFORNIA PRIVATE POSTSECONDARY ACT OF 2009, TITLE 5, CALIFORNIA CODE OF REGULATIONS, DIVISION 7.5 TO OPERATE BY THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION.

SoftTech 3150 Hilltop Mall Road, Suite 27, Richmond, CA 94806, is owned and operated by Elaine La’Van, Director, and is subject to the Director’s leadership, guidance, control, and responsibility. The information contained in this catalog is true and correct to the best of my knowledge.

“The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov.”

COURSE OUTLINE AND PROGRAM OBJECTIVES**COMPUTER APPLICATIONS I – SOC CODE 43-9020**

The Computer Applications I program is designed to teach entry-level employment skills as a Data Entry Operator, Junior Technical Support, Accounting Clerk, Financial Record Keeping Clerk, Computer Support Specialist, and Word Processor. Sound fundamentals in keyboarding, and office procedures are stressed. The Microcomputer Application course will reinforce the knowledge and skills students obtain in the software courses. The course will provide an experience similar to that encountered on-the-job. An extensive business case study is presented to simulate the business world projects and activities. In addition, the student will learn basic computer skills, as well as, basic and advanced features using MS-Office Suite software, which include MS-Word, MS-Excel, MS-Access, and MS-PowerPoint.

Requirement for completion include: Lessons, Assessments and Final Exam.

Instructional method: Lecture, use of computer equipment, assignments/projects, video, quizzes, and final examinations.

Books: Pearson Higher Ed/Cengage: Microsoft Office 365 Office 2019 Introduction and Advanced, Paradigm Keyboarding 1 Sessions 1-60 using Microsoft Word 2019, Computer Literacy: Professor Teaches: Word 2019, Excel 2019, PowerPoint 2019

Equipment used: Apple iMac Retina 5K 27-inch 3.4GHz Quad-Core i5, BOTHER LASER PRINTER, HP DESKTOPS / P6-2102t

Course Length

Days: 5 hours per day, 4 days per week, (Monday - Thursday) **CLOSED FRIDAY**, 20 hours per week, 12 weeks, 4 months, 300 clock hours. A Certificate of Completion is awarded. Time: (Day 8:30 a.m. – 1:30 p.m.)

	CLASS TITLE	LECTURE HOURS	LAB HOURS	CREDIT HOURS	CLOCK HOURS
TY101	TYPING I	10	20	1.25	40
PC101	INTRO TO COMPUTERS	10	20	1.25	40
WP101	MS-WORD BASIC	10	20	1.25	40
WP201	MS-WORD ADVANCED	10	30	1.75	40
SS101	MS-EXCEL BASIC	10	20	1.25	30
SS201	MS-EXCEL ADVANCED	10	30	1.75	40
PP101	POWERPOINT BASIC	10	20	1.25	30
PP201	POWERPOINT ADVANCED	10	30	1.75	40
TOTAL		80	190	11.5	300

COURSE OUTLINE AND PROGRAM OBJECTIVES

WORD PROCESSING SPECIALIST – SOC CODE 43-9022

The Word Processing Specialist program is designed to teach employment skills as a Word Processor, General Office Clerk, Secretary, Data Entry Operator, Administrative Assistant, Legal Secretary, and Medical Administrative Assistant. Sound fundamentals in keyboarding, telephone techniques, filing, proofreading and office procedures are stressed. The student will learn different document formats in general business, finance, legal, and medical document preparation. The course will provide an experience similar to that encountered on-the-job. An extensive business case study is presented to simulate the business world projects and activities as it relates to the use of computers in many office environments. In addition, the student will learn basic computer skills, as well as, basic and advanced features using MS-Word word processing software. The student will also learn the basics of spreadsheets using MS-Excel and presentation software using MS-Powerpoint. Job training preparation is also offered within this program, the student will learn beginning job search techniques including interviewing skills, developing positive attitude, personal presentation skills, the application process, and resume composition skills.

Requirement for completion include: Lessons, Assessments and Final Exam.

Instructional method: Lecture, use of computer equipment, assignments/projects, video, quizzes, and final examinations.

Books: Cengage: Microsoft Office 365 Word 2019, Paradigm Keyboarding I Sessions 1-60, (**CLASS USE ONLY**): Telephone Techniques, Alpha Filing, Proofreading, Computer Literacy: Professor Teaches Windows OS, General Business, Insurance, Legal, and Medical learning materials are provided by the school.

Equipment used: Apple iMac Retina 5K 27-inch 3.4GHz Quad-Core i5, BOTHER LASER PRINTER, HP DESKTOPS / P6-2102t

Course Length

Days: 5 hours per day, 4 days per week, (Monday - Thursday) **CLOSED FRIDAY**, 20 hours per week, 29.5 weeks, 6 months, 590 clock hours. A Certificate of Completion is awarded. Time: (Day 8:30 a.m. 1:30 p.m.)

	CLASS TITLE	LECTURE HOURS	LAB HOURS	CREDIT HOURS	CLOCK HOURS
TY101	TYPING I	10	20	1.25	30
TY201	TYPING II	10	20	1.25	30
TY301	TYPING III	10	20	1.25	30
TY401	TYPING IV	10	20	1.25	30
BE201	ORAL COMMUNICATIONS	10	10	.75	20
OP101	FILING	10	10	.75	20
OP201	OFFICE PRACTICE	10	10	.75	20
OP301	PROOFREADING I	10	10	.75	20
PC101	INTRO TO COMPUTERS	10	25	1.50	35
PC201	INTRO WINDOWS OS	10	20	1.25	30
WP101	MS-WORD BASIC	10	20	1.25	30
WP201	MS-WORD ADVANCED	10	35	2.00	45
SS101	MS-EXCEL BASIC	10	20	1.25	30
PP101	MS-POWERPOINT BASIC	10	20	1.25	30
DP101	DOCUMENT PREP. – GEN. BUS.	10	30	1.75	40
DP201	DOCUMENT PREP. – INSURANCE	10	30	1.75	40
DP301	DOCUMENT PREP. – LEGAL	10	30	1.75	40
DP401	DOCUMENT PREP. – MEDICAL	10	30	1.75	40
PR101	JOB DEVELOPMENT TRAINING	10	20	1.25	30
TOTAL		190	400	24.75	590

Tuition \$10,000

COURSE OUTLINE AND PROGRAM OBJECTIVES

COMPUTERIZED ACCOUNTING – SOC CODE 43-3031

The Computerized Accounting program is designed to teach employment skills as a, Bookkeeping Clerk, Accounting, and Auditing Clerks, Information and Record Clerks, Payroll and Timekeeping Clerks, Bill and Account Collectors, Insurance Processing Clerks, and billing, posting clerks. Sound fundamentals in keyboarding/10-key office procedures are stressed. The Microsoft Office Suite Application courses are included and will reinforce the knowledge and skills students will need to know in order to integrate with quick books. The course will provide an experience similar to that encountered on-the-job. An extensive business case study is presented to simulate the business world projects and activities. The student will master entry-level financial record keeping procedures such as those methods used in the electronic processing of financial data. Emphasis is placed upon the basic accounting principles. This course will introduce all the necessary concepts you need to create and set up vendor accounts, payroll accounts, and prepare reports such as, financial reports, balance sheets, and general ledgers.

Requirement for completion include: Lessons, Assessments and Final Exam.

Instructional method: Lecture, use of computer equipment, assignments/projects, video, quizzes, and final examinations.

Books: Pearson Hall: QuickBooks Pro 2018 – Integration with Microsoft Word and Excel

Equipment used: Apple iMac Retina 5K 27-inch 3.4GHz Quad-Core i5, BOTHER LASER PRINTER, HP DESKTOPS / P6-2102t

Course Length

Days: 5 hours per day, 4 days per week, (Monday - Thursday) **CLOSED FRIDAY**, 20 hours per week, 12 months, 988 clock hours. A Certificate of Completion is awarded. Time: (Day 8:30 a.m. – 1:30 p.m.)

Class Title		Lecture Hours	Lab Hours	Total Instructional Clock Hours	Total Credit Units
PC101	INTRODUCTION TO COMPUTERS	10	20	30	1.25
CA101	ACCOUNTING PRINCIPALS	10	20	30	1.25
QB101	QB BASICS INTRO TO QUICKBOOKS PRO	33	55	88	2.80
QB201	SALES AND RECEIVALBES: <i>Service Business</i>	30	55	85	2.75
QB301	PAYABLES AND PURCHASES: <i>Service business</i>	30	55	85	2.75
QB401	GENERAL ACCOUNTING AND END-OF-PERIOD PROCEDURES	30	55	85	2.75
QB501	SALES AND RECEIVALBES: <i>Merchandising Business</i>	30	55	85	2.75
QB601	PAYABLES AND PURCHASES: <i>Merchandising Business</i>	30	55	85	2.75
QB701	GENERAL ACCOUNTING AND END-OF-PERIOD PROCEDURES	30	55	85	2.75
QB801	PAYROLL	30	55	85	2.75
QB901	CREATING A COMPANY IN QUICKBOOKS PRO	30	55	85	2.75
QB010	Integration w/ QuickBooks (ONLY) MS-WORD	10	30	40	1.75
	Integration w/ QuickBooks (ONLY) MS-EXCEL	10	30	40	1.75
DP101	DOCUMENT PREP. GENERAL BUSINESS	10	30	40	1.75
DP201	DOCUMENT PREP. FINANCE	10	30	40	1.75
TOTAL		333	655	988	34.3

COURSE OUTLINE AND PROGRAM OBJECTIVES

Computer Applications – SOC CODE 43-9020

The Computer Applications program is designed to teach employment skills as a Web Developer, Desktop Publishers, and Computer and Information Operators. Sound fundamentals in keyboarding, and office procedures are stressed. The Microcomputer Application course will reinforce the knowledge and skills students obtain in the software courses. The course will provide an experience similar to that encountered on-the-job. An extensive business case study is presented to simulate the business world projects and activities. The student will master entry-level financial record keeping procedures such as those methods used in the electronic processing of financial data. Emphasis is placed upon the basic principles. This course will introduce all the necessary concepts you need to design, create, and publish a Web site. This course will familiarize you with Internet terminology and what you need to know to start designing your own Website. Additionally, the student will design the site, create text for the web, manage graphics, and edit and update the pages published on the site. In addition, the student will learn basic computer skills, as well as, basic and advanced features using MS-Office Suite software, MS-Publisher, Adobe and Keyboarding techniques.

Requirement for completion include: Lessons, Assessments and Final Exam.

Instructional method: Lecture, Guest Speakers, Use of Computer Equipment, Assignments/Projects, Video, quizzes, and tests.

Books: Pearson Higher Ed/Cengage: Microsoft Office 365 2019 Introduction and Advanced, Microsoft Publisher 365 2019, Adobe Master Suite 2020, Typing Instructor Web Platinum Keyboarding, and Computer Literacy: Professor Teaches 2019.

Equipment used: Apple iMac Retina 5K 27-inch 3.4GHz Quad-Core i5, BOTHER LASER PRINTER, HP DESKTOPS / P6-2102t.

Course Length

Days: 5 hours per day, 4 days per week, (Monday - Thursday) **CLOSED FRIDAY**, 20 hours per week, 33.25 weeks, 9 months, 665 clock hours. A Certificate of Completion is awarded. Time: (Day 8:30 a.m. – 1:30 p.m.)

CODE	COURSE TITLE	LECTURE	LAB	CREDIT HOUR	CLOCK HOUR
TY101	TYPING I	10	20	1.25	30
TY201	TYPING II	10	20	1.25	30
EC101	PROOFREADING I	10	20	1.25	30
PC101	INTRO TO COMPUTERS	10	25	1.50	35
PC201	INTRO WINDOWS OPERATING SYSTEM	10	20	1.25	30
WP101	MS-WORD BASIC	10	20	1.25	30
WP201	MS-WORD ADVANCED	10	35	2.00	45
SS101	MS-EXCEL BASIC	10	20	1.25	30
SS201	MS-EXCEL ADVANCED	10	35	2.00	45
PP101	POWERPOINT BASIC	10	20	1.25	30
PP201	POWERPOINT ADVANCED	10	35	2.00	45
DB101	ACCESS BASIC	10	20	1.25	30
DB201	ACCESS ADVANCED	10	35	2.00	45
CGD101	PUBLISHER	10	20	1.25	30
ADOBE Integration w/ Computer Applications Microsoft Office Suite (ONLY)					
AP101	ILLUSTRATOR	10	20	1.25	30
	PHOTOSHOP	10	20	1.25	30
	INDESIGN	10	20	1.25	30
AP201	DREAMWEAVER	10	20	1.25	30
	FIREWORKS	10	20	1.25	30
	FLASH	10	20	1.25	30
TOTAL		200	465	28.25	665

COURSE OUTLINE AND PROGRAM OBJECTIVES

COMPUTER GRAPHICS & DESIGN – SOC CODE 27-1024

The Adobe Graphics and Design Program is designed to teach employment skills as a Graphic Designer, Interior Designer, Multimedia Animator, Web Developer, Web Administrator, Film and Video Editor, Senior Art Director, Video Game Designer. Design and Create graphics to meet specific commercial and promotional needs, such as packaging, displays or logos. Develop layouts for product illustrations and Internet websites. Understanding of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings and models. Fundamentals of media production, communication, dissemination techniques and methods: including alternative ways to inform and entertain via written, oral, and visual media. Understanding of techniques involving music, visual arts, drama, and sculpture. Write and design web page content and produce content. Understanding of identifying problems uncovered by testing website and correcting problems. Evaluate code to ensure that it is valid, and is properly structured to meet industry standards and that the websites are compatible with browsers, and devices. Design, build, and maintain web sites using authoring and scripting languages and digital media. Understanding of web site security measures, firewalls and message encryption. Edit films and videotapes to insert music, dialogue, and sound effects, to arrange films into sequences, and to correct errors using editing tools. Understand how to review assemble films or edit videotapes on screens and monitors to determine if corrections are necessary. Formulate basic layout design and presentations and photographs, graphics, animation, video and sounds.

Requirement for completion include: Lessons, Assessments and Final Exam.

Instructional method: Lecture, use of computer equipment, assignments/projects, video, quizzes, and final examinations.

Books: *CLASSROOM IN A BOOK ADOBE 2020* – Adobe Press Publisher: Adobe After Effects, Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Adobe Fireworks, Adobe Flash Professional, Adobe Premiere Pro, Adobe Dreamweaver, Adobe Audition, Adobe Design & Web Premium. Publisher Pearson Hall: Learning Media Design and Learning Web Design

Equipment used: Apple iMac Retina 5K 27-inch 3.4GHz Quad-Core i5, BOTHER LASER PRINTER, HP DESKTOPS / P6-2102t

Course Length

Days: 5 hours per day, 4 days per week, (Monday - Thursday) **CLOSED FRIDAY**, 20 hours per week, 1 Year, 3 months, 1288 clock hours. A Certificate of Completion is awarded. Time: (Day 8:30 a.m.–1:30 p.m.)

	Class Title	Lecture Hours	Lab Hours	Total Instructional Clock Hours	Total Credit Units
GWD101	ADOBE PHOTOSHOP	50	78.8	128.8	3.94
GWD201	ADOBE INDESIGN	50	78.8	128.8	3.94
GWD301	ADOBE ILLUSTRATOR	50	78.8	128.8	3.94
GWD401	ADOBE FIREWORKS	50	78.8	128.8	3.94
GWD501	ADOBE FLASH PROFESSIONAL	50	78.8	128.8	3.94
GWD601	ADOBE PREMIERE PRO	50	78.8	128.8	3.94
GWD701	ADOBE AFTER EFFECTS	50	78.8	128.8	3.94
GWD801	ADOBE DREAMWEAVER	50	78.8	128.8	3.94
GWD901	ADOBE AUDITION	50	78.8	128.8	3.94
GWD10	ADOBE DESIGN & WEB PREMIUM	50	78.8	128.8	3.94
TOTAL		500	788	1288	39.4

SYNOPSIS OF EACH COURSE

TY101 TYPING I

Electronic keyboarding is introduced to each Student to aid individuals in developing efficient alpha/numeric keyboarding skills on both the standard keyboard and the ten-key pad. Emphasis is placed on learning the keyboard by touch, and extensive drills. Pretest/practice/post testing, foster speed and accuracy.

TY201 TYPING II

Drill typing is designed to fill the needs of both beginning and advanced students for practice material that will build greater keyboard skill. It includes a variety of drills constructed to provide selective practice on the alphabetic characters. Many drills stress individual fingers or individual keys, while others help typists overcome common typewriting errors. Each drill is composed of a selection of words that emphasize specific letters or combinations of letters.

TY301 TYPING III

This class provides instruction and lab work that addresses the skills required to key straight alpha/numeric copy at 40 words per minute (wpm), key straight numeric copy using the keypad at 30 word per minute (wpm), and production levels of 20 wpm with any errors corrected for document preparation, text editing, and file management.

TY401 TYPING IV

Students concentrate on speed and technique and include business letters, reports and statistical formats. Extensive pretest/post testing will be a priority in this area of the training. Advanced skill building with emphasis on application production assignments reflecting a real-world office environment.

BE201 ORAL COMMUNICATIONS

Emphasis on the practical side of communication in a business setting. Includes speaking, language, listening, and perception skills. In addition, this course focuses on the personal skills needed to use the telephone professionally in an office environment. This includes, taking messages, managing problem calls, transferring calls, voice mail, and customer service, using directories, telephone services and equipment.

OP101 FILING

Students learn the efficient use of the filing process by arranging and storing materials in an orderly manner, so that they can be located (retrieved) quickly and easily. Students will develop filing skills that apply to each of the four filing systems -- alphabetic, geographic, subject, and numeric. Students will be able to apply this knowledge of filing rules and the basic filing systems in any business in which they might work.

OP201 OFFICE PRACTICE

Emphasis is focused on office procedures in the modern office. Students will learn the proper procedures in writing, editing, and processing written information and mail to staff, and management. Students learn how to analyze and organize various project materials, and the establishment of production schedules, etc. There is a specific set of projects and instructions for administrative assistant tasks.

OP301 PROOFREADING I

Develop competent proofreading skills, including spelling, and word division, format, punctuation, and word usage.

PC101 INTRO TO COMPUTERS

This course will cover hardware, software (operating systems and applications), input/output devices, and basic terminology. Students will be able to identify computer hardware components and types of software, perform basic file management operations, to identify and use standard peripherals.

PC201 INTRO TO WINDOWS OPERATING SYSTEM

Students will learn how to start the Windows operating system. Emphasis is based on the following: group icons, desktop, menus minimizing and maximizing windows scroll bars, mouse cursor shapes, rename or delete files, change current drives, select and copy a diskette, format and erase diskettes, search for help on various windows topics, arrange icons in a group customizing your desktop and using wallpaper feature and much more.

BE301 MS-OUTLOOK – INTERNET COMMUNICATIONS

Microsoft Outlook is a personal information management program. Students will learn to create, store and organize data, including e-mail messages, names and addresses, and lists of tasks, appointments, and meetings. Email, Calendar, Contacts, Tasks, and Notes is the primary focus in this course study. The Microsoft Outlook introductory course is designed to teach students fundamental features of Outlook. We recommend this course for students who are new to Outlook or need a refresher course.

WP101 MS-WORD BASIC

Microsoft Word Basics course helps students become familiar with the MS-Word program, and learn all the core operations of the program. Students will learn Word Fundamentals and gain proficiencies in the following areas: Understanding the new Word features, Creating and Editing Documents, Formatting page elements, inserting objects, controlling page appearances and proofreading documents. This is a perfect class for those who need a refresher in Word or are looking to build fundamental skills in the program. We recommend this course for students who are new to Microsoft Word.

WP201 MS-WORD ADVANCED

MS Word Advanced course builds off of the MS Word Basics course to put your fundamental skills to work. Students will gain proficiencies in the following areas: Customizing Tables and Charts, Customizing Formatting with Styles and Themes, Creating Customized Graphic Elements, Automating Mail Merges and Using Macros to Automate Tasks. The Microsoft Word Advanced course puts together all the skills learned in the Basic Word course to help students get the most out of MS-Word. We recommend this course for students who have extensive experience using MS-Word.

SS101 MS-EXCEL BASIC

This course introduces the basic functions of one of the most popular spreadsheet application packages. Students will learn to identify the parts of a spreadsheet, move around in a worksheet, distinguish between values and labels, correct entries, create formulas and use functions, selecting cells, copying formulas, etc.

SS201 MS-EXCEL ADVANCED

MS Advanced Excel course helps students become proficient in the most challenging areas Excel. The course covers all the advanced features and functionality of Excel including: creating and using macros, importing and exporting data, data formatting, linking workbooks and advanced data analysis. This is an ideal course for Excel power users who want to fully leverage all features MS-Excel has to offer.

PP101 MS-POWERPOINT BASIC

Our introductory Microsoft PowerPoint course helps students learn basic presentation development, and learn all the core operations needed to manage MS-PowerPoint. Students will learn PowerPoint Fundamentals and gain proficiencies in the following areas: beginning a presentation, formatting text slides, adding tables, charting data, modifying objects, adding images and presentation delivery. This is an ideal class for those who need a refresher in MS-PowerPoint, or are looking to build fundamental skills in the program.

PP201 MS-POWERPOINT ADVANCE

This advanced course in PowerPoint leverages skills learned in the MS PowerPoint Basics class to help the student become proficient in the following areas: creating custom design templates, adding organization charts and diagrams, adding special effects and transitions, creating web presentations and collaborating in PowerPoint. This is the perfect class for those who know the basics of MS-PowerPoint and want to make more effective presentations.

DB101 MS-ACCESS BASIC

Our introductory Microsoft Access course helps students become familiar with the MS-Access program, and learn all the core operations of the program. Students will learn Access Fundamentals and gain proficiencies in the following areas: Creating Databases, Working with Tables, Working with Data, Creating Relationships, Using Forms, Running Queries and Working with Reports. These are great classes for those who need a refresher in MS-Access or are looking to build fundamental skills in the program.

DB201 MS-ACCESS ADVANCED

MS Advanced Access course helps students become proficient in the most challenging advanced areas of the software. The course covers all the advanced features and functionality of Access including: Working in SQL view, sort data, find and replace data, using wildcard characters, formatting datasheets. Working with forms, including bound versus unbound controls such as, report layout, report design, conditional formatting, format painter and themes and using logical functions. This is an ideal course for Access power users who want to fully leverage all features MS-Access has to offer.

CGD101 MS-PUBLISHER

The Microsoft Office Publisher's course is designed to provide the student with real-life business activities. Students will use Publisher to create newsletters, brochures, business cards, and Web Pages, which combine text, graphics, charts, tables, and photographs.

DP101 DOCUMENT PREP. GENERAL BUSINESS

This hands-on laboratory course provides an opportunity for students to practice procedural skills by preparing actual business documents in various areas of different types of corporate business environments. There will be no instruction while completing the project assignments. Documents include letters, forms, memorandums, reports, budgets, outlines, and more. In addition, you will learn various terminologies used in business environments on a daily basis.

DP201 DOCUMENT PREP. FINANCE

This hands-on laboratory course provides an opportunity for students to practice procedural skills by preparing and formatting financial documents such as, finance charts, and graphics, merge letters, memorandums, proposals, reports, spreadsheets and more. In addition, you will learn various finance terminology used in finance companies.

DP301 DOCUMENT PREP. LEGAL

This hands-on laboratory course provides an opportunity for students to practice procedural skills by preparing actual legal documents in various areas of the law. The documents relate to two areas: 1) client documents and 2) court documents. Documents include: legal pleadings, wills & trusts, warranty deed, bylaws, certificate of incorporation, affidavit of service by mail, court orders, petition for discovery, order for discovery and more. In addition, you will learn various legal terminology used in law offices and law firms.

DP401 DOCUMENT PREP. MEDICAL

This hands-on laboratory course provides an opportunity for students to practice procedural skills by preparing actual medical documents in various areas of the medical field. The documents include operative reports, discharge summaries, medical history reports, physical examination reports, utilization review reports, outcomes report of therapy treatments and rehabilitative medicine reports and more.

DP501 DOCUMENT PREP. INSURANCE

This course offers interesting, challenging, and realistic exercises based on actual samples that would be used in an insurance environment. The documents used in this course include: letters, newsletters, memos, tables, creating insurance forms: insurance policies, accident reports, remittance form, etc., and reports. The course provides an overview of the day-to-day activities involved in insurance business and the vocabulary used, i.e., words and phrases used in most insurance organizations are covered. The goals expected are for the student to complete the exercises without workbook instruction, but instead to follow Work Request instructions as given on an actual job. The student will also have to make critical decisions on which program application software to use in order to complete the exercise.

CA101 ACCOUNTING PRINCIPLES

The Accounting Principles course is designed to put your fundamental skills to work with everyday transactions. Students will gain proficiencies in the following areas: invoices, sales receipts, payments, deposits, credit memos, and customer statements, bills, bill payments, checks, bill payment stubs, bills vs. checks, credit memos, and petty cash purchase orders, receive items, adjust inventory, bank reconciliation and locate discrepancies. This is the perfect class for those who are beginners and want to seek a job in the accounting field.

QB101 INTRODUCTION TO QUICKBOOKS PRO AND COMPANY FILES

Identify QuickBooks Pro desktop features, be familiar with the QuickBooks Centers, and understand the QuickBooks Home Page. Recognize menu commands and use some keyboard shortcuts. Recognize QuickBooks Pro forms and understand the use of lists and registers in QuickBooks Pro. Access QuickBooks Pro reports and be familiar with Quick Zoom. Open and close QuickBooks Pro. Copy a company file and open a company. Add your name to a company name. Access QuickBooks Pro reports and be familiar with Quick Zoom. Prepare QuickBooks Pro graphs and use Quick Report within graphs. Use Quick Math and the Windows Calculator. Download a company file. Back up a company. Restore a company from a backup file. Close a company.

QB201 SALES AND RECEIVABLES: SERVICE BUSINESS

Create invoices and record sales transactions on account. Create sales receipt to record cash sales. Edit, void, and delete invoices/sales receipts. Create credit memos/refunds. Add new customers and modify customer records. Record cash receipts. Enter partial cash payments. Display and print invoices, sales receipts, and credit memos. Display and print Quick Reports, Customer Balance Summary Reports, Customer Balance Detail Reports, and Transaction Reports by Customer. Display and print Summary Sales by Item Reports and Itemized Sales by Item Reports. Display and print Deposit Summary, Journal Reports, and Trial Balance. Display Accounts Receivable Graphs and Sales Graphs.

QB301 PAYABLES AND PURCHASES: SERVICE BUSINESS

Understand the concepts for computerized accounting for payables. Enter, edit, correct, delete, and pay bills. Add new vendors and modify vendor records. View Accounts Payable transaction history from the Enter Bills window. View and/or print Quick Reports for vendors, Accounts Payable Register, etc. Use the Quick Zoom feature. Record and edit transactions in the Accounts Payable Register. Enter vendor credits. Print, edit, void, and delete checks. Pay for expenses using petty cash. Add new accounts. Display and print the Accounts Payable Aging Summary Report, an Unpaid Bills Detail Report, and a Vendor Balance Summary Report. Display an Accounts Payable Graph by Aging Period.

QB401 GENERAL ACCOUNTING AND END-OF-PERIOD PROCEDURES: SERVICE BUS.

Complete the end-of-period procedures. Change account names, delete accounts, and make accounts inactive. View an account name change and its effect on sub accounts. Record depreciation and enter the adjusting entries required for accrual-basis accounting. Record owner's equity transactions for a sole proprietor including capital investment and owner withdrawals. Reconcile the bank statement, record bank service charges, automatic payments, and mark-cleared transactions. Print Trial Balance, Profit and Loss Statement, and Balance Sheet. Export a report to Microsoft® Excel. Perform en-of-period backup and close the end of a period.

QB501 SALES AND RECEIVABLES: MERCHANDISING BUSINESS

Enter sales transactions for a retail business. Prepare invoices that use sales tax, have sales discounts, and exceed a customer's credit limit. Prepare transaction for cash sales with sales tax. Prepare transactions for customers using credit cards. Add new accounts to the Chart of Accounts and new sales items to the Item List. Add new customers and modify existing customer records. Delete and void invoices. Prepare credit memos with and without refunds. Record customer payments on account with and without discounts. Deposit checks and credit card receipts for sales and customer payments. Record a transaction for a NSF check. Customize report preferences and prepare and print Customer Balance Detail Reports, Open Invoice Reports, and Sales Reports. View a Quick Report and use the Quick Zoom feature. Use the Customer Center to obtain information regarding credit customers.

QB601 PAYABLES AND PURCHASES: MERCHANDISING BUSINESS

Understand the concepts for computerized accounting for payables in a merchandising business. Customize a Purchase Order template. Prepare, view, and print purchase orders and checks. Enter items received against purchase orders. Enter bills, enter vendor credits, and pay bills. Edit and correct errors in bills and purchase orders. Add new vendors, modify vendor records, and add new accounts. View accounts payable transaction history from the Enter Bills window. View, use the Quick Zoom feature, and/or print Quick Reports for vendors, accounts payable register, and so on. Record and edit transactions in the Accounts Payable Register. Edit, void, and delete bills, purchase orders, and checks. Use various payment options including writing checks, using Pay Bills to write checks, and company credit cards. Display and print a Sales Tax Liability Report, an Accounts Payable Aging Summary Report, an Unpaid Bills Detail Report, and a Vendor Balance Summary Report. Use the Vendor Detail Center to obtain information for an individual vendor.

QB701 GENERAL ACCOUNTING AND END-OF-PERIOD PROCEDURES: MERCHANDISING BUSINESS

Complete the end-of-period procedures. Change the name of existing accounts in the Chart of Accounts, view the account name change, and view the effect of an account name change on sub accounts. Delete an existing account from the Chart of Accounts. Enter the adjusting entries required for accrual-basis accounting. Record depreciation and an adjustment for Purchases Discounts. Understand how to record owners' equity transactions for a partnership. Enter a transaction for owner withdrawals, and transfer owner withdrawals and net income to the owners' capital accounts. Reconcile bank statement, record bank service charges, and mark cleared transactions. Reconcile a credit card statement. Undo a reconciliation and customize the layout of the conciliation screen. Print the Journal. Print reports such as Trial Balance, Profit and Loss Statement, and Balance Sheet. Export a report to Microsoft® Excel and import data from Excel. Perform end-of-period backup, close a period, record transactions in a closed period, and adjust inventory quantities.

QB801 PAYROLL

Create, preview, and print payroll checks. Adjust pay stub information. Correct, void, and delete paychecks. Change employee information and add a new employee. Print a Payroll Summary by Employee Report. View an Employee Earning Summary Report. Print a Payroll Liabilities Report. Pay Taxes and Other Liabilities. Print a Journal.

QB901 CREATING A COMPANY IN QUICKBOOKS

Set up a company using the Easy Step interview. Establish a Chart of Accounts for a company. Set up Company Info and start dates. Create lists for receivables, payables, items, customers, vendors, employees, and others. Complete the payroll setup and create payroll items and employee defaults. Customize reports and company preferences.

QB010 QUICKBOOKS PROGRAM INTEGRATION WITH MS-WORD, AND MS-EXCEL

QuickBooks Pro is integrated to work in conjunction with MS-Word and MS-Excel to prepare many different types of letters and/or send QuickBooks reports directly to an Excel workbook. You will prepare collection letters and export reports to Excel and import data from Excel, in addition to adding and editing multiple list entries related to different vendors. The integration features are important because QuickBooks will insert information, such as the amount a customer owes, from your customer files directly into a letter and Import/Export reports from and to MS-Excel.

AP101 (COMPUTER APPLICATIONS ONLY) ADOBE MEDIA DESIGN PHOTOSHOP, ILLUSTRATOR, AND INDESIGN FUNDAMENTALS INTEGRATED W/ MICROSOFT OFFICE SUITE

Adobe Design is a suite of powerful applications – Adobe Illustrator, Adobe Photoshop, and Adobe InDesign. This part of the course includes exercises that incorporate tasks and features from each of the three programs to give you a comprehensive understanding of the suite. Additionally, it provides an integrated approach as to how the applications work together. Hands-on exercises and applications provide students with a practical method to learning software skills as well as design concepts for print publications. Exercises introduce basic skills then build to **integrate Photoshop, Illustrator and InDesign** together with **Microsoft Office Suite**.

AP201 (COMPUTER APPLICATIONS ONLY) WEB DESIGN FUNDAMENTALS

Adobe Web is a suite of powerful applications that include: Adobe Dreamweaver, Adobe Fireworks, and Adobe Flash. This aspect of the course incorporates tasks and features from each of the three programs to give you a comprehensive understanding of the major programs in the Web Premium suite. This course and its exercises are designed to replicate the steps you take when you create a new site for a client. The students will create the site in Dreamweaver, adding pages and page elements, and then move to Fireworks to create and enhance graphics for the site. After you add the graphics to the Website in Dreamweaver, you moved to Flash to learn how to create simple animations for the site. Hands-on exercises and applications provide students with a practical method to learning software skills as well as web design concepts. Exercises introduce basic skills then build to **integrate Dreamweaver, Flash and Fireworks** together with **Microsoft Office Suite**.

GWD 101 ADOBE PHOTOSHOP

Professional imagery is critical in differentiating your creative work from the others. Photoshop is a foundational tool for most creative projects and effective designers know Photoshop well. This class is an easy and fun way to learn layer basics, photo retouching and image editing. If you want to create great images, this is the place to start.

This class is appropriate for novice to intermediate level users of Photoshop. We also recommend that you have the Adobe Photoshop software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe website.

Workspace and Palettes in Photoshop Photo Retouching and Editing Working with Selections Working with the Layers in Photoshop Working with Masks and Channels Camera RAW and Photoshop Typographic Design Compositing and Printing in Photoshop.

GWD 201 ADOBE INDESIGN

World Class documents begin with world-class people using world-class software. InDesign produces the best design publications in the world for print, PDF distribution and now EPUB and tablets. Learn to use InDesign to create marketing materials that transform your organization's communications. Learn to create proposals that sizzle, catalogs that sell, and top notch magazines, newsletters and documents of all sorts. In this beginning course, you will learn type controls, graphics file management, layers and document setup and more as you become a capable and effective InDesign literate professional.

This class is appropriate for novice to intermediate level users of InDesign. It is expected that users have a basic understanding of why and how they expect to use InDesign for publishing their documents. Bringing samples of desired or previous work is helpful but not required. We also recommend that you have the Adobe InDesign software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe website.

Navigating within InDesign Working with Layers Working with Color Formatting with Styles Output and PDF Exporting Converting Quark Documents Creating and Formatting Text Adding Graphics Working with Master Pages Creating and Editing Tables Working with Long Documents Refighting and Packaging

GWD 301 ADOBE ILLUSTRATOR

Learn to produce better designs by mastering the pen tool and learning how to use the most powerful tool for Vector design in the graphic arts industry. You'll be able to create logos, professional type effects, complex airbrush effects and impressive designs that unlock the artistic potential within you.

This class is appropriate for novice users of Illustrator. This course focuses on the fundamentals of using Illustrator's diverse tools and creating complex shapes from simple ones. We also recommend that you have the Adobe Illustrator software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe web site. Lines and shapes Selection Tool, The Pen Tool Using the Live Trace Tool Type Basics Transform Tools Fill and Stroke Gradients Using Layers Using Blends Transparency Exporting to EPS and PDF.

GWD 401 ADOBE FIREWORKS

Adobe Fireworks is a professional imaging application that combines vector and bitmap imaging technologies and techniques in a single graphics application.

Students will learn how to create and manipulate screen graphics for the Web or for other screen-based tools such as mobile applications or Adobe Flash products. Fireworks is a tool that lets you quickly and easily create, edit, or alter graphics and designs.

You will learn how to configure the panels and document windows in Fireworks to suit your workflow. You will learn how to edit bitmap images and work with vector paths to create web interfaces. You will learn how to create and edit symbols, a powerful feature of Fireworks, and learn how Fireworks integrates with other Adobe applications like Dreamweaver, Photoshop, Bridge, and Flash. You should have a working knowledge of your computer and its operating system. Make sure that you know how to use

GWD 501 ADOBE FLASH PROFESSIONAL

Over this two-day course, you will build a Flash based website with interactivity, video and components, with some beginning Action Script, in addition to learning the key elements of the Flash interface, including panels, timelines, and frames, you'll learn how to work with graphics, create and edit symbols, modify text, add interactivity with Action Script 3.0, and incorporate animation and sound into your projects. This class also covers the new text engine, Deco drawing tools, and Spring feature for inverse kinematics, video enhancements, and more.

This class is designed for both new users to Flash and intermediate users interested in learning the latest features of Flash. No previous experience with Flash is necessary, but if you have used some Flash you'll still get a lot from the class. Knowledge of your operating system and basic computer navigation is required for all classes.

We also recommend that you have the Adobe Flash software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe website.

The Flash Workspace and Panels Drawing and Color Basics Using the Timeline and Layers Learning the basics of Symbols and the Flash Library Using Filters and Blend Modes Animation with the Timeline in Flash Working with Sound and Video Exporting and Publishing from Flash for a more extensive list of topics, click the outline tab above.

GWD 601 ADOBE PREMIERE PRO

Adobe Premiere Pro is a powerful program for editing digital video. Premiere helps you create dynamic video or film. This course helps you understand and work with basics through advanced concepts and features of Adobe Premiere. You will run through a typical series of steps for creating, editing and fine-tuning a series of video pieces. We also recommend this course for those planning to obtain the Adobe Certified Expert status.

This class is appropriate for novice to intermediate level users of Premiere. It is expected that users have a basic understanding of why and how they expect to use Premiere in their environment. We also recommend that you have the Adobe Premiere software before starting the class. You can purchase the software or obtain a trial version of it for the Adobe website.

The Premiere Interface, The Project Window Creating Dynamic Titles, The Clip Window Capturing and Editing with DV Transparency. Transitions Editing in the Timeline Adding Video Effects Stop Motion Creating Cuts-only Videos Adding Motion Effects Storyboarding with Stills Adding Video Transitions.

GWD 701 ADOBE AFTER EFFECTS

Are you ready to create gorgeous visual effects and motion graphics that separate your work from the pack? Learn to create impressive, dynamic designs for commercial video and motion picture production, for the web, or for use in presentations and learning material.

This class is appropriate for novice users of After Effects. Experience with Photoshop or attendance of our Photoshop class will be necessary in order to get the most out of this class. We also recommend that you have the Adobe After Effects software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe web site.

Basic Animation and Effects Key-frames and Layers Working with text Parenting and Nesting Transparency Track and Key Using Paint and Vector Paint Expressions and Time Advanced Motion techniques.

GWD 801 ADOBE DREAMWEAVER

Adobe Dreamweaver is a course that provides web designers with the knowledge and hands-on practice they need to build and manage professional web sites using industry standards for professional web development and design. This class introduces the student to the fundamentals of Dreamweaver with an emphasis on best practices and current web standards.

Knowledge of your operating system and basic computer navigation is required for all classes. We also recommend that you have the Adobe Dreamweaver software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe website.

Dreamweaver Interface Basics Getting started with web design and layout Working with text and images. Creating links and anchors Designing for devices with Adobe Building Successful Site Navigation. Building forms in Dreamweaver integration Accessibility and Standards Site maintenance.

GWD 901 ADOBE AUDITION

Edit audio faster with greater precision—Work faster with dozens of timesaving audio editing features. Accelerate restoration processes with accurate noise reduction and sound removal. Perform precise clip spotting with new features for audio alignment, key-frame editing, and clip timing.

This class is appropriate for novice to intermediate level users of Audition. It is expected that users have a basic understanding of why and how they expect to use Audition in their environment. We also recommend that you have the Adobe Audition software before starting the class. You can purchase the software or obtain a trial version of it for the Adobe website.

Audio Interfacing The Audition Environment Basic Editing Signal Processing Audio Restoration Mastering Sound Design Creating and Recording Files Multitrack Editor Orientation The Multitrack Mixer View Editing Clips Creating Music with Sound Libraries Recording in the Multitrack Editor Automation Mixing Scoring Audio to Video

GWD 10 ADOBE DESIGN & WEB PREMIUM

Putting it together with Adobe Master Collection. Write and design web page content and produce content. Understanding of identifying problems uncovered by testing websites and correcting problems. Evaluate code to ensure that it is valid, and is properly structured to meet industry standards and that the website is compatible with browsers, and devices. Design, build, and maintain web sites using authoring and scripting languages and digital media. Understanding of website security measures, firewalls and message encryption.

PR101 JOB PLACEMENT TRAINING

Students learn HOW TO MAKE IT HAPPEN. Topics covered in this section of the program include: self evaluations, present and future; setting goals; barriers; job training; establishing employment and life time goals, identification of potential job possibilities and how to find a job. Students become actively involved in planning and pursuing their careers through a variety of activities which, when assembled at course end, provide them with a personal career-planning/job search reference. Additional topics covered include the job hunt, resume preparation, letters of application, and interviewing, as well as, techniques for succeeding on the job once employment has been obtained. Students become actively involved in planning and pursuing their careers through a variety of activities which, when assembled at course end, pride them with a personal career-planning/job search reference.

**APPENDIX
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VETERAN PUBLICATIONS AND OTHER INFORMATION

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**DEPARTMENT OF VETERANS AFFAIRS
Veterans Benefits Administration
Education Service
Washington, DC 20420**

Title 38 United States Code Section 3679(e) School Compliance Form

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institution will be required to sign this compliance form to confirm your compliance with the requirements as outlined.

Effective August 1, 2019, the VA shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

NOTE: A **Covered Individual** is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits.

- Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 1. The date on which payment from VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Your signature on this document attests that your facility currently complies with the requirements of 38 USC 3679(e), or will comply by the effective date of August 1, 2019.

Elaine Lavan, Director/Owner

Print Name and Title of Official

8/27/2024

Signature and Date

SOFTTECH

Name of School

Facility Code

SCHOOL SCHEDULES AND START DATES

On the first day of class, the instructor will provide an orientation to new students and work closely with them to acclimate them to the school schedule, classroom and instructional environment; review the program syllabus for the class and introduce them to their books and learning supplies. The student is provided with a syllabus during the enrollment process before the first day of class and what can be expected this include; but is limited to program information, conduct and personal appearance, holidays and breaks. Start and end dates are subject to change.

COURSE OFFERING AND CALENDAR

WORD PROCESSING SPECIALIST

COURSE NUMBER	COURSE NAME	INSTRUCTOR	DAYS	START	END	ROOM	MODE	HOURS	CREDITS
43-0000	Word Processing Specialist	E. LaVan	M-Thu	8:30 am	1:30 pm	Rm # 31	In Person	590	24.75

Word Processing Specialist - Calendar

Start Date	End Date
01/02/2025	07/25/2025
02/03/2025	08/27/2025
03/03/2025	09/24/2025
04/01/2025	10/23/2025
05/01/2025	11/02/2025
06/02/2025	01/02/2026
07/01/2025	01/29/2026
08/04/2025	02/26/2026
09/02/2025	03/27/2026
10/01/2025	04/28/2026
11/03/2025	05/29/2026
12/01/2025	06/26/2026

**Please see Program Description on page 19. (Start and end dates are subject to change)*

Classroom Location: 3150 Hilltop Mall Road, #31, Richmond, CA 94806

COMPUTER APPLICATIONS

COURSE NUMBER	COURSE NAME	INSTRUCTOR	DAYS	START	END	ROOM	MODE	HOURS	CREDITS
43-9000	COMPUTER APPLICATIONS	J. P. Whitney	M-Thu	8:30 am	1:30 pm	Rm # 30	In Person	665	28.25

Computer Applications - Calendar

Start Date	End Date
01/02/2025	08/20/2025
02/03/2025	09/23/2025
03/03/2025	10/20/2025
04/01/2025	11/18/2025
05/01/2025	12/18/2025
06/02/2025	01/21/2026
07/01/2025	02/19/2026
08/04/2025	03/25/2026
09/02/2025	04/22/2026
10/01/2025	05/26/2026
11/03/2025	06/23/2026
12/01/2025	07/21/2026

**Please see Program Description on page 21. (Start and end dates are subject to change)*

Classroom Location: 3150 Hilltop Mall Road, #30, Richmond, CA 94806



Welcome to SoftTech. Completing the following items on this checklist will ensure the proper processing of your VA benefits application and enable you to take full advantage of your education benefits. Please note that the VA requires that SoftTech receive your college transcripts, your educational objective, and test results from previous schools. **Not submitting the items listed below will result in your benefits being delayed.**

REQUIRED DOCUMENTATION FOR CHAPTER 33

- ☐ Application for Educational Benefits [VA Form 22-1990]
 - May be completed online at <http://www.gibill.va.gov> or see the VA Certifying Official for an application.
- ☐ Application for Request for Change of Program or Place of Training [VA Form 22-1995]
 - May be completed online at <http://www.gibill.va.gov> or see the VA Certifying Official for an application.
- ☐ Verification of Eligibility [DD-214]
 - Other: _____
- ☐ Certificate of Eligibility Letter
 - Mailed to you by the VA when you applied for educational benefits. The letter certifies that you are entitled to benefits for an approved program of education or training under the Post-9/11 GI Bill.
- ☐ Enrollment Certification Request (**must make the request each time you enroll in a different program of education/course**).
- ☐ Transcripts
 - All Official College and other Transcripts must be submitted prior to meeting with a VA Certifying Official (regardless if courses from other schools may count or not)
- ☐ Student Catalog

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."
- ☐ Previous Education Form [Ask VA Certifying Official for this form]
 - This form is intended to provide the VA Certifying Official with information about your previous schools and test you may have taken in the past. It also may identify specific academic, career or technical skills that you have acquired and how it may relate to your program/course of choice with SoftTech.
- ☐ Assessment Test: **[Ability-To-Benefit Test (Wonderlic Basic Skills Test (WBST))]**
 - If you have not attended any other colleges or taken Math, English, Spelling, and Reading an assessment must be completed prior to meeting with a VA Certifying Official and before enrollment.
 -

I certify and understand my responsibilities with respect to providing the aforementioned documentation prior to enrolling in this school.

*NOTE: If you have any questions not covered in your enrollment process, please notify the School's VA Certifying Official.