

Course Catalog



September 2018 – August 2019

Latino Educational Training Institute

6605 202nd St. SW, Suite 300

Lynnwood, WA 98036

Rosario Reyes

Founder and CEO

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This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Educational Coordinating Board

128 -10th Avenue Southwest

Olympia, Washington 98501

360-709-4600

workforce@wtb.wa.gov

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Accreditation/Registry

This school is not accredited by any Federal agency and is not authorized to offer Financial Aid.

Placement Assistance

Not currently available

Mission & Vision

The Latino Educational Training Institute strives to facilitate the personal and financial success of Spanish-speaking and bilingual persons as well as to inspire Latinos/as to pursue their dreams and become leaders in their communities.

Our mission is to provide Latino injured workers a fast-tracked education and basic academic knowledge in Computer Technology, ESL, and GED preparation to help them advance from a low-English level to a college ready English level while preparing them for a successful entry into a vocational certificate program or other post-secondary program.

Our vision is to prepare first generation Latino immigrants, specifically injured workers with the skills and knowledge to gain or upgrade employment in order to obtain financial independence so that they may positively and productively contribute to their own family and local community.

History

Latino Educational Training Institute (LETI) is a private, non-profit, 501(c) (3) organization located in Lynnwood, Washington that serves the Latino Community in Snohomish and Skagit County. It was founded in 1998 to address the lack of adequate information and resources within the Latino community.

LETI is not alone in its efforts to support the Latino immigrant community. We work with and support the efforts of community partners such as Lutheran Community Services Northwest “Familias Unidas” and El Centro de la Raza. While we are all working toward the same goal of a successful Latino immigrant community, LETI differentiates itself in a couple of ways. Geographically, LETI concentrates its efforts in Lynnwood and South Snohomish County. Familias Unidas does have a Lynnwood presence but is primarily focused on Health Care and referral services. Likewise, El Centro de la Raza is a fixture in Seattle and King County but has no presence in Snohomish County. Additionally, LETI is differentiated by its primary focus on education and leadership for youth and adults.

Within the non-profit and educational community, LETI has a Memorandum of Understanding with Edmonds Community College, UW Bothell, and Financial Beginnings to work together in support of education for the Latino community. From its beginnings LETI has been dedicated to ongoing work in the areas of education, economic development and homeownership among the community at

large and specifically among first-generation Latino immigrants in Snohomish County.

For the past five years LETI has coordinated and directed the Latino Leadership Initiative (LLI) in coordination with Edmonds Community college, Everett Community College and Skagit Valley College. Each of the colleges recruit 10 Latino students to participate in this annual program. Over the course of six months these 30 students are taught leadership skills, as well as the history of Latinos in Washington State. They have the chance to meet and learn from professors, politicians and community leaders. In addition to the program curriculum, LETI leverages its 20+ years of community work and relationships to secure summer internships for the LLI graduates.

LETI seeks to continue to expand and formalize its programs that focus on serving Latino immigrants in low income households who have limited English language skills and a limited understanding of the financial and educational systems of the United States. If we are to promote economic development, financial success, and homeownership in the Latino community, community members must know how to manage their financial assets and have a clear understanding of the standard practices of the American financial system.

What We Offer

With well-qualified bilingual- bicultural instructors, the use of laptop computers with online access, culturally appropriate educational instruction and low instructor-student ratio, we aim to assist students to craft and achieve their educational goals.

Facilities

The Latino Educational Training Institute Training Center is located at 6605 202nd St. SW, Lynnwood, Washington 98036, ph 425-775-2688. We are conveniently located right off of Hwy 99 in Lynnwood, and only one block away from Edmonds Community College Transit Center. Our maximum class size is 15 students, and the student/teacher ratio is 15:1. Our staff are dedicated to providing students the support, tools, and comfortable environment that they need to succeed, including on site computers and business machines.

Officers 2018-2019

Rosario Reyes, Founder and President
Rees Clark, Ph.D., Vice President
Diana Morelli-Klima, Ph.D., Secretary

Correspondence for Officers should be directed to:

Latino Educational Training Institute
Board of Directors
6605 202nd St SW
Suite 300
Lynnwood, WA 98036

Faculty

Rees Clark

School Director, Instructor

PhD, Geography, The Pennsylvania State Univ.; MA, Geography, California State Univ., Los Angeles; BA, Political Science, Univ. of California, Los Angeles

Diana Morelli-Klima

Instructor

Ph. D., Romance Languages and Linguistics, University of Washington, Seattle, WA; M. A., Romance Languages and Literature, University of Washington, Seattle, WA.; B. A., Spanish, Language Arts and Provisional Washington State Teaching Certificate, University of Washington, Seattle, WA.

Beatriz Koteles

Instructor

University of Washington, Seattle, WA - Foster School of Business -Completion of the Business Certificate Program; Money Management International, Everett, WA - Certified Money Management Volunteer Program; Completion of the ParaPro Assessment (Paraeducator Exam) by ETS; University of La Salle, Bajio; Nuevo Leon, México - School of Tourism and Hotel Management - Bachelor of Business Administration (BBA) Major Hospitality Management.

Maria Urrunaga

Instructor

Bachelor Degree in Business Administration- Accountant emphasis, Pontifical Catholic University, Lima, Peru; Associate in Applied Arts and Science Business Technology, Shoreline Community College, Shoreline, WA; Tax Preparation Certificate in Personal Income Tax, H & R Block, Lynnwood, WA

Academic Calendar 2018-2019

FALL QUARTER 2018

Aug. 13	Fall Quarter Registration Begins
Sep. 17	Fall Quarter Begins
Nov. 9	Registration for Winter Quarter begins
Nov. 10	Veterans Day Observed, No Classes
Nov. 16	GED class info sessions
Nov. 22	Thanksgiving, No Classes
Nov. 23	Non-instructional Day, No Classes
Dec. 8	Last day of Fall Quarter
Dec. 17 – Jan. 1	Winter Break, No Classes

WINTER QUARTER 2019

Dec. 3	Winter Quarter Registration Begins
Jan. 2	Winter Quarter Begins
Jan. 15	Martin Luther King, Jr. Day, No Classes
Feb. 13	Spring Quarter Registration Begins
Feb. 18	Presidents' Day, No Classes
Mar. 16	Last day of Winter Quarter

SPRING QUARTER 2019

Mar. 4	Spring Quarter Registration Begins
Mar. 17- Apr. 1	Spring Break, No Classes
Apr. 2	Spring Quarter Begins
May 13	Summer Quarter Registration Begins
May 28	Memorial Day, No Classes
June 15	Last day of Spring Quarter

SUMMER QUARTER 2019

June 3	Summer Quarter Registration Begins
July 4	Independence Day, No Classes
July 5	Summer Quarter Begins
Aug. 10	GED class info sessions
Aug. 25	Last Day of Summer Quarter
Sep. 2	Labor Day no classes

The total hours of each program vary and are dependent upon the curriculum, see *Programs* for details. Each Academic Quarter contains 10 weeks of instruction. Business hours are from 9:00 a.m. until 6:30 p.m. Monday through Friday. Classes are scheduled Monday through Friday from 9:00 a.m. until 6:00 p.m.

Admissions Requirements

Students are not required to possess a High School Diploma or General Education Development (GED) Diploma, but if they do not have either they are required to take the CASAS placement test prior to class enrollment. The applicant must be at least 18 years of age. Student must also meet minimum English language proficiency requirements for the program of study. Please see the *Language Requirement* section of each program for specific requirements.

Equal Opportunity

The Latino Educational Training Institute reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran. This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs, employment, and patient and hospital services. Any discriminatory action can be a cause for disciplinary action. Discrimination is prohibited by Presidential Executive Order 11246 as amended, Washington State Gubernatorial Executive Orders 89-01 and 93-07, Titles VI and VII of the Civil Rights Act of 1964, Washington State Law Against Discrimination RCW 49.60, Title IX of the Education Amendments of 1972, State of Washington Gender Equity in Higher Education Act of 1989, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination in Employment Act of 1967 as amended, Age Discrimination Act of 1975, Vietnam Era Veterans' Readjustment Assistance Act of 1972 as amended, other federal and state statutes, regulations, and Institute policy. Coordination of the compliance efforts of the Latino Educational Training Institute. The Latino Educational Training Institute is committed to providing equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodations, please contact the admissions administrator.

Non-Discrimination Policy

The Latino Educational Training Institute, as an institution established and maintained by the people of the state, is committed to providing equality of opportunity and an environment that fosters respect for all members of the Institute community. This policy has the goal of promoting an environment that is free of discrimination, harassment, and retaliation. To facilitate that goal, the Institute retains the authority to discipline or take appropriate corrective action for any conduct that is deemed unacceptable or inappropriate, regardless of whether the conduct rises to the level of unlawful discrimination, harassment, or retaliation.

2018-2019 Tuition

Clock Hours	Cost
10	102.91
20	205.82
30	308.73
40	411.64
50	514.55
60	617.46
70	720.37
80	823.28
90	926.19
100	1,029.10
110	1,132.01
120	1,234.92
130	1,337.83
140	1,440.74
150	1,543.65

Clock Hours

Classes are based on Clock Hours of training. Each clock hour represents either 60 minutes of in-class instruction, or 60 minutes of lab instruction/practice. The number of clock hours per class, and total required hours for Certificate vary based on area of study. See *Programs* section for details.

Admissions Fee

New students will pay a \$25 admissions fee (one-time only, Admission fee is refundable up to the 5th day after signing the enrollment agreement per WAC 490-105-130).

Pre-College Courses

Students will pay a \$25 fee every quarter to take GED classes if they do not have a high school diploma. Spanish GED is currently offered on-site through Edmonds Community College.

Financial Aid Assistance

Latino Educational Training Institute does not currently offer financial aid.

Grading System

Latino Educational Training Institute uses a numerical grading system. Instructors may report grades from 4.0 to 0.7 in 0.1 increments and the grade 0.0. The number 0.0 is assigned for failing work or unofficial withdrawal. Grades in the range 0.6 to 0.1 may not be assigned. Grades reported in this range are converted by the Office of the Registrar to 0.0. Numerical grades may be considered equivalent to letter grades as follows:

Grading Scale

A	4.0 - 3.9
A-	3.8 - 3.5
B+	3.4 - 3.2
B	3.1 - 2.9
B-	2.8 - 2.5
C+	2.4 - 2.2
C	2.1 - 1.9
C-	1.8 - 1.5
D+	1.4 - 1.2
D	1.1 - 0.9
D-	0.8 - 0.7 Lowest passing grade.
E	0.0 Failure or unofficial withdrawal. (No Clock Hours earned)

Final grades will be mailed to the student at the address on record with the Admissions Office no more than 14 days after the end of Quarter

The following letter grades may be used:

I- Incomplete grades may be awarded only if the student is doing satisfactory work up until the last two weeks of the quarter. Students must not re-register for courses in which they have received an Incomplete, since a grade earned in a repeat course will not be recorded as an incomplete conversion grade. To obtain Clock Hours for the course, students must convert an Incomplete into a passing grade no later than the last day of the next quarter. An Incomplete, not made up by the end of the next quarter, will be converted to the grade of 0.0 by the Registrar, unless the instructor has indicated, when assigning the Incomplete grade, that a grade other than 0.0 should be recorded, if the incomplete work is not completed. The original incomplete grade is not removed from the transcript. An instructor may approve an extension of the incomplete removal deadline by writing to the Office of the Registrar, no later than the last day of the quarter, following the quarter in which the incomplete grade was assigned. Extensions, which may be granted for up to three additional quarters, must be received before the Incomplete has been converted into a failing grade. In no case can an

Incomplete, received by a student, be converted to a passing grade after a lapse of one year.

S- Satisfactory grade for courses taken on a satisfactory/not-satisfactory basis. An S grade is automatically converted from a numerical grade of 2.0 or above. The grade S may not be assigned directly by the instructor, but is a grade conversion by the Office of the Registrar. S/NS graded courses may not be used to satisfy major or general education requirements. S is not computed in GPA calculations.

NS- Not-satisfactory grade for courses taken on a satisfactory/not-satisfactory basis. A grade less than 2.0 for undergraduates is converted to NS. NS is not included in GPA calculations. No Clock Hours are awarded for courses in which an NS grade is received.

W- Official withdrawal or drop from a course is allowed from the third through the seventh week of the quarter for undergraduates. A number designating the week of the quarter is recorded with the W, when a course is dropped. It is not computed in GPA calculations.

Withdrawal Policy

Students are responsible for withdrawing officially from any course, if necessary. Failure to attend class or stopping attendance does NOT constitute an official withdrawal. Students are responsible to drop the course(s) by coming in-person or online by the deadline listed on the Academic calendar. A failing grade will be awarded to those students that simply stop attending any course without an “excused” withdrawal. Excused withdrawals include, but are not limited to, the following: medical withdrawal or a withdrawal due to extenuating circumstances (documentation is required).

Please see the “Cancellation and Refund Policy” below for refund information.

Probation For Below Average Grades

Students who fail to maintain the minimum grade point average of 2.0 required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance. Students unable to increase their grade point averages may be dismissed from the program. Refunds will be given in accordance with the school’s refund policy.

Student Evaluation Techniques

A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Administration may provide progress reports at predetermined intervals in the program. Students should make arrangements for additional practice, independent study, or tutoring, if needed. Grades and/or assessments will be provided to the students on a weekly basis with a final report and transcript provided at the completion of the program if the student is in good status. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Attendance

The Institute emphasizes the need for all students to attend classes in order to develop the skills and attitudes necessary to compete the goals that they want to achieve.

Attendance is mandatory for all courses. Students are expected to attend every scheduled class, be on time, and attend for the entire scheduled class time. Attendance is taken in each class and is recorded permanently. Students arriving late for a class or leaving early are considered tardy. Tardiness and being absent will affect a student's grades.

Tardiness

Developing a good work ethic is an important part of the training at Latino Educational Training Institute. Students arriving late for class are interrupting the instructor and other students. Students who arrive 30 minutes late will be counted as absent.

Make-up Work

Lessons and/or assignments missed due to absences must be made-up within five business days of returning to school. Students should meet with their instructors to get missed assignments. Make-up work may be required to complete the approved hours of the program(s). Without completing all the missed hours the school may withhold the final certificate until the hours are completed.

Student Code of Conduct

As a prerequisite for admission, each Latino Educational Training Institute applicant must sign and agree to abide by certain academic and social standards indicated in our Code of Student Conduct. Violations of the Code of Student

Conduct will result in penalties, including reprimand, probation, suspension, or dismissal – depending upon the seriousness or frequency of the violation. School officials will determine the appropriate penalty on all conduct violations. If suspended as a result of a conduct code violation, a student may apply for readmission in accordance with the school's readmission policy. Each student, while in attendance at Latino Educational Training Institute, is expected to display the highest degree of ethical and professional conduct. All Latino Educational Training Institute employees are allowed to enforce the Code of Student Conduct.

1. **Dishonesty:** Willfully or knowingly lying, cheating academically, claiming the work of others, or giving any type of false information to the campus.
2. **Controlled Substances and Associated Paraphernalia:** The possession, use, sale or distribution of controlled substances and/or paraphernalia while on LETI property or at any school-sponsored event. The student may be subject to prosecution by local law enforcement agencies and parent/guardian may be notified. Drug testing may be required in cases of reasonable suspicion of drug use, as per the student's consent upon enrollment.
3. **Alcohol:** The possession, consumption, distribution, or being under the influence of alcohol while on LETI-controlled property or at any school sponsored event. Students may also be subject to prosecution by local law enforcement agencies and your parent/guardian may be notified. Testing may be required in cases of reasonable suspicion of alcohol use.
4. **Profanity:** The use of any language or gesture that is offensive and creates an uncomfortable environment.
5. **Theft and Vandalism:** The theft, possession of stolen property, or vandalism of property to include school housing, customer, staff, resident or other students' property.
6. **Unsafe Conduct:** Behavior contrary to personal or public safety; creating a risk of injury or loss.
7. **Threatening Behavior/Physical Assault:** Involvement in hazing, or threatening the physical safety and comfort of others, or display of violence which results in physical contact.
8. **Inappropriate Electronic Communication:** Abusive, threatening, or otherwise inappropriate behavior via email, texting or any other social media communication.
9. **Weapons:** Students will not possess, or have in vehicles, firearms, ammunition, explosives, knives, or weapons of any kind on LETI-controlled property.
10. **Disorderly Conduct:** Behavior in a manner which disturbs the peace of others or disrupts, interferes, or prevents a staff member from performing their duties.

11. **Aiding and Abetting:** Assisting, encouraging, or inciting others in any violation of regulations. This includes the withholding of information.
12. **Sexual Harassment:** Any unwelcome action whether physical, verbal, or nonverbal, that is intimidating, hostile or creates an offensive environment.
13. **Sexual Assault:** The use of force or threat of force to engage a person in sexual activities without person's willing consent.
14. **Tobacco Use:** Allowed in designated areas only.
15. **Unauthorized Entry:** Entering or attempting to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device.
16. **Student Electronic Equipment:** Non-educational electronic equipment (cell phones, cameras, pagers, etc.) is not allowed in LETI training areas.
17. **Public displays of affection** are not allowed on campus, LETI training areas or facilities.
18. **Discrimination:** Any verbal or nonverbal discrimination towards any individual or group.
19. **Computer, Internet and Network Use:** Use of school computers, internet, and networks in a manner that constitutes a violation of the LETI Code of Student Conduct or local, state, and federal law, endangers system integrity, or accesses sites containing inappropriate content.
20. **Recreational activities** are not allowed on campus property, except with express permission from Administration.
21. **Violations of the LETI Appearance Code:** Students must abide by the specific appearance policy for the student's program.
22. **Punctuality:** Students missing 29 minutes or less of a class period will incur a punctuality infraction. Students receiving 10 punctuality infractions may be suspended.

Conditions for Dismissal

The school reserves the right to dismiss students for any of the following reasons:

- 1) Violation of probation
- 2) Violation of a last chance agreement
- 3) Exceeding three probations
- 4) Three consecutive days of unexcused absence
- 5) Scanning or keying another student's card/ID number for attendance
- 6) Exceeding five combined absences (unexcused and/or excused)
- 7) Aggressive, harassing, or discriminatory acts against other students or employees
- 8) Failure to pay tuition, fees, books, or tools
- 9) Failure to meet Satisfactory Academic Progress (SAP)
- 10) Failure to follow school procedures and policies
- 11) Acts of theft or dishonesty

- 12) Failure to comply with safety regulations
- 13) Malicious damage to school property
- 14) Insubordinate acts against staff or other Latino Educational Training Institute employees
- 15) Drug/alcohol abuse
- 16) Disruption of the learning environment

The Dean/Associate Dean of Education will conduct a full hearing of the facts and make a recommendation to the President. The authority to dismiss a student is vested in the President and the President's decision following a review of the facts is final. In the event of the President's absence, the authority to dismiss a student is vested in the Dean of Education. After terminating enrollment, students will not be allowed back into the classroom or lab area for forgotten items without permission from the Dean of Education.

Re-entry Policy

Students intending to re-enroll after withdrawing or being dismissed from Latino Educational training Institute are required to write a letter addressed to the appropriate Dean that clearly states the following:

- 1) The reason for termination
- 2) The actions taken during the termination period to resolve the problem
- 3) Student plan to successfully complete the program

Credit for Previous Training

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

Student Grievance-Complaint/Appeal Process

Latino Educational Training Institute utilizes policies and procedures for handling student complaints and informs the students in writing of them. When a student has a complaint, he/she is encouraged to follow the chain of command and communicate informally first with the instructor, then then the Dean/Associate Dean of Education. If the student is still unsatisfied, he/she is asked to file a grievance with the President's Office and then encouraged to make an appointment with the President for further discussion and action.

A student may consider contacting the Workforce Training and Education Coordinating Board. Contact information for the Workforce Training and Education Coordinating Board is as follows:

Workforce Training and Education Coordinating Board
128 Tenth Ave. SW
PO Box 43105
Olympia, WA 98504-3105 360.709.4600
workforce@wtb.wa.gov

Cancellation and Refund Policy

The school will refund all money paid if the applicant is not accepted including instances where a starting class is cancelled by the school. The school will refund all money paid if an applicant cancels within five business days after the day the enrollment contract is signed or an initial payment is made, as long as the applicant has not entered class. If the applicant cancels after the fifth business day after signing the enrollment contract or making an initial payment, but prior to attending class, the school will retain the registration fee not to exceed \$100.00. If training is terminated after the student enters class the school will retain 100% of all assessed fees with the exception of lab fees. The school will refund a pro-rated portion of tuition and lab fees based on the following schedule:

Percentage of student's attendance for term	Refund due to student
0% - first 10%	90%
11% - 25%	75%
26% - 60%	50%
More than 60%	0%

Student Records

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student prior to a 24hr. notice.

Programs

BOOKKEEPING ASSISTANT CERTIFICATE

ABE ESL Level 6

Program Code: BAC18-19

Program Description: The Bookkeeping Assistant Certificate is a program of basic courses designed for students with little or no accounting experience. The certificate provides students with an introduction to basic accounting skills and business technology used by small businesses. The program is intended to give students the necessary skills in bookkeeping, taxes, financial software, and communication for employment with small businesses. The Certificate emphasizes practical accounting theory and day-to-day skills used in the field. Embedded in the certificate is a thorough training in a leading accounting software package.

Upon successful completion of course curriculum, student will receive a Bookkeeping Assistant Certificate.

Method of Instruction: In class lecture and instructor led labs using on-site computers and business tools.

Objective: To prepare students for employment as an entry level Bookkeeper or Accounting Clerk (Accounts Payable, Accounts Receivable, and Payroll).

Language Requirement: Students must test at or above ABE ESL Level 6.

CURRICULUM

Prospective Students: The information below reflects the basic requirements for students admitted for the **2018-2019** academic year.

	Certificate Requirements-510 Clock Hours		
Quarter	Course Number	Course Title	Clock Hours
1	STY 200	Study Skills	20
1	ACCT 146	10 key	10
1	KEY 100	Beginning Data Entry	30
1	COM 110	Computer Fundamentals	50
1	ENG 201	Business English	50
2	COM 120	Computer Fundamentals II	50
2	EXC 110	Excel I	30
2	BUS 145	Business Mathematics	50
2	ACCT 101	Practical Accounting I	50

2	ACCT 101 LAB	Practical Accounting Lab I w/QuickBooks	20
3	ACCT 102	Practical Accounting II	50
3	ACCT 102 LAB	Practical Accounting Lab II w/QuickBooks	20
3	EXC 112	Excel II Analysis & Design	50
3	ACCT 135	Business Payroll –Tax Reports	30
		TOTAL CLOCK HOURS	510

Course Sequence: Courses should be taken in the following indicated sequence outlined by quarter. The number of quarters outlined here is a *minimum* as individual student progress may affect the time it takes to complete this program.

1st Quarter: STY200, ACCT146, COM110, KEY100, ENG201 – 160 Clock Hours

2nd Quarter: COM120, EXC110, BUS145, ACCT101, ACCT101 LAB – 200 Clock Hours

3rd Quarter: ACCT135, ACCT102, ACCT102 LAB, EXC112 – 150 Clock Hours

Course Number	Course Description	Clock Hours
STY 200	Study Skills	20
	Active listening, reading comprehension, notetaking, stress management, time management, testing taking, and memorization are only a few of the topics addressed in our study skills guides	
ACCT 146	10 key	10
	Introduction to the computer 10-key, keypad and the functions of the desktop calculator.	
KEY 100	Beginning Data Entry	30
	In this course you will learn how to organize files and collect data to be entered into the computer. Analyze data for error and reporting problems with the data. Accurately entering information into various computer programs and keeping sensitive customer or company information confidential.	
COM 110	Computer Fundamentals I	50
	In this introductory course, students will become familiar with the basic principles of a personal computer, including the internal hardware, the operating system, and software applications. The focus is on the basics: learning and using the applications, understanding the roles and responsibilities of the software, hardware, and operating system	

	applications such as word processors, spreadsheets, and presentation software, as well as understanding social and ethical issues around the Internet, information, and security.	
COM 120	Computer Fundamentals II	50
	In Computer Fundamentals II the focus is on gathering and analyzing data and on using the right tools and methods to collect and present data.	
EXC 110	Excel I	30
	In this course, you'll start by learning skills like navigating spreadsheets, using shortcuts, and performing calculations. Then you'll dive deeper into more complex formulas and functions, like v-lookups, pivot tables, and creating visualizations.	
ENG 201	Business English	50
	This class is designed to teach you to communicate effectively in English in professional contexts. You will expand your English vocabulary, improve your ability to write and speak in English in both social and professional interactions, and learn terminology and skills that you can apply to business negotiations, telephone conversations, written reports and emails, and professional presentations.	
BUS 145	Business Mathematics	50
	Apply mathematical concepts using numerical data in Excel to complete business applications. Create formulas and use functions of Excel to compute basic math operations, fractions, percent, percent increase/decrease, bank reconciliation, payroll, taxes and insurance, discounts, markup/markdown, interest, mortgages, depreciation, and financial statements.	
ACCT 101	Practical Accounting I	50
	<p>An introduction to the basic concepts and standards underlying financial accounting systems. Covers beginning accounting fundamentals, including journalizing, posting, financial statements and computer applications.</p> <p>Course Level Objectives</p> <ol style="list-style-type: none"> 1. Use the rules of the fundamental accounting equation to analyze and explain accounting information. 2. Use spreadsheets to input, manage, and interpret information to meet the needs of a single proprietorship. 3. Use analytical skills to support business transactions of a single proprietorship. 	Requirement: ACCT 101 and ACCT 101 LAB must be taken together in the same Quarter.

	<ol style="list-style-type: none"> 4. Apply critical thinking and analytical skills in decision making and problem solving. 5. Create professional and accurate financial documents. 6. Work independently to apply reasoning skills and critical thinking. 7. Perform in ways that reflect ethics and standard bookkeeping expectations related to a single proprietorship. 	
ACCT 101 LAB	Practical Accounting I Lab + QuickBooks	20
	<p>Overview and hands-on practice of QuickBooks including preparing A/R, A/P, bank reconciliations and generating financial reports. For students with limited or no experience using QuickBooks.</p> <p>Course-level Learning Objectives (CLOs) Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate how to set up QuickBooks files, create invoices, pay bills, record deposit and prepare bank reconciliations. 2. Prepare and communicate Balance Sheet, Profit and Loss statement, Accounts Receivable aging report and Accounts Payable aging report. 	
ACCT 102	Practical Accounting II	50
	<p>Theory of asset, liability, and stockholders' equity accounts; construction of financial statements.</p> <p>Course-level Learning Objectives (CLOs)</p> <ol style="list-style-type: none"> 1. Recognize accounting transactions and record them in journals using proper formats. 2. Apply the concepts of accrual accounting to transactions that span fiscal periods. 3. Trace the effects of those transactions to financial statements. 4. Record accounting transactions for merchandising operations and understand how to cost inventories using a variety of methods. 5. Journalize transactions specific to managing cash and accounts receivable. 6. Record transactions for uncollectible accounts using generally accepted principals. 	<p>Prerequisite: ACCT101 + ACCT101 LAB</p> <p>Requirement: ACCT 102 and ACCT 102 LAB must be taken together in the same Quarter.</p>

	<ol style="list-style-type: none"> 7. Prepare financial statements including income statements, statements of retained earnings, and balance sheets. 8. Calculate and explain the significance of liquidity and profitability ratios. 	
ACCT 102 LAB	Practical Accounting II Lab + QuickBooks	20
	<p>Overview and hands-on practice of QuickBooks including setting up files, creating customer and vendor lists, developing a chart of accounts, preparing A/R, A/P, bank reconciliations, processing payroll and generating financial reports.</p> <p>Course-level Learning Objectives (CLOs) Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate how to set up QuickBooks files, create invoices, pay bills, record deposit and prepare bank reconciliations. 2. Prepare accounts receivable and accounts payable aging reports. 3. Interpret and communicate QuickBooks information and reports. 	
ACCT 135	Business Payroll –Tax Reports	30
	Examines systems and operations of payroll tax accounting. Students learn to prepare Form 941, 940, and W-2. The use of software such as Microsoft Excel is incorporated into the course. Topics include the Fair Labor Standards Act and Social Security Act.	Prerequisite: ACCT 101 + ACCT 101 LAB
EXC 112	Excel II Analysis & Design	50
	Introduces key concepts to develop and analyze business spreadsheets. Topics include formulas, formatting, logical, financial, and lookup functions, charts, pivot tables, data tables, and multiple workbooks. Projects integrate skills to create business spreadsheets that communicate financial and operational performance.	Prerequisite: EXC 110
	TOTAL CLOCK HOURS	510

If you have questions after reviewing this information, contact Admissions.

CERTIFIED OFFICE ASSISTANT CERTIFICATE

ABE ESL Level 4+

Program Code: COA18-19

Program Description: This program focuses on providing students the required knowledge and skills for a successful career as an Office Assistant. Students will gain a strong background in computer skills, office skills, business communication and customer service.

Upon successful completion of course curriculum, student will receive a Certified Office Assistant Certificate.

Method of Instruction: In class lecture and instructor led practical exercises using on-site computers and business tools.

Objective: To prepare students for employment as an Office Assistant, Administrative Assistant, or Customer Service Representative.

Prerequisites: Students must test ABE ESL in Level 4 or above, and have CASAS Reading & Listening scores of 207 or higher.

CURRICULUM

Prospective Students: The information below reflects the basic requirements for students admitted for the **2018-2019** academic year.

Certificate Requirements- 380 Clock Hours			
Quarter	Course Number	Course Title	Clock Hours
1	KEY 100	Beginning Keyboarding	30
1	COM 110	Computer Fundamentals	50
2	COM 120	Computer Fundamentals II	50
2	XSP 110	Spreadsheet	30
2	WOR 210	Word Processing	30
2	ENG 201	Business English	30
3	CUS 280	Customer Service Fundamentals	30
3	DAT 101	Database Entry	30
3	ADM 201	Administrative Office Procedures	50
3	COO 205	Cooperative Education-Administrative Assistant	50
		TOTAL CLOCK HOURS	380

Course Sequence: Courses should be taken in the following indicated sequence outlined by quarter. The number of quarters outlined here is a *minimum* as individual student progress may affect the time it takes to complete this program.

1st Quarter: KEY 100, COM 110 – 80 Clock Hours

2nd Quarter: COM 120, XSP 110, WOR 210, ENG 201 – 140 Clock Hours

3rd Quarter: CUS 280, DAT 101, ADM 201, COO 205 – 160 Clock Hours

Course Number	Course Description	Clock Hours
KEY 100	Beginning Keyboarding	30
	Students will learn to key alphabetic portion of the computer keyboard by touch, develop or refine basic keyboarding techniques, and increase speed and accuracy. Basic computer functions, and basic document formatting.	
COM 110	Computer Fundamentals I	50
	In this introductory course, students will become familiar with the basic principles of a personal computer, including the internal hardware, the operating system, and software applications. The focus is on the fundamentals, learning and using the applications, and understanding the basic roles and responsibilities of the software, hardware, and operating system applications such as word processors, spreadsheets, and presentation software, as well as understanding social and ethical issues around the Internet, information, and security.	
COM 120	Computer Fundamentals II	50
	In Computer Fundamentals II the focus is on gathering and analyzing data using the right tools and methods to collect and present data.	Prerequisite: COM 110
XSP 110	MS Excel I	30
	This class introduces basic spreadsheet concepts of Microsoft Excel and identifies the advantage of using electronic worksheets. Topics include creating, formatting, and printing worksheets, creating simple formulas, writing	

	formulas using Excel functions, naming cell ranges and using the Help system.	
WOR 210	Word Processing	30
	<p>The course covers proper keyboarding techniques; word processing concepts (Microsoft Word); and document formatting of letters, memos, tables, reports, and e-mail. Basic file management and operating system functions are included. Keyboarding speed and accuracy are emphasized.</p> <p>Upon completion of the course, the student will be able to:</p> <ul style="list-style-type: none"> • Key by touch when inputting information (alphabetic, numeric, and symbolic), using proper techniques with accuracy. • Use the computer's operating system to manage documents and folders. • Produce business documents using word processing software. Produce basic mailable business documents in a timely manner using word processing software. 	
ENG 201	Business English	30
	<p>This class is designed to provide students the necessary skills to communicate effectively in English in a professional context. You will expand your English vocabulary, improve your ability to write and speak in English in both social and professional interactions, and learn terminology and skills that you can apply to business negotiations, telephone conversations, written reports, emails, and professional presentations.</p>	
CUS 280	Customer Service Fundamentals	30
	<p>This course is an introduction to customer service and its importance in any business.</p> <ul style="list-style-type: none"> • You'll learn how to perform outstanding customer service • You'll learn the benefit of positive customer service at every level of an industry • You'll learn how positive and negative feedback affect your company's sales • You'll learn how to manage negative customer service <p>This course covers the following topics:</p> <ul style="list-style-type: none"> • What is Customer Service? • Why is it more important than ever? 	

	<ul style="list-style-type: none"> • How it applies to every business • Rules of Great Service • Getting to High Service Levels • Evaluate Yourself/Evaluate Your Company • Powering a Great Service Culture • Managing Negative Customer Service Engagements 	
DAT 101	Database Entry	30
	In this course you will learn how to organize files and collect data to be entered into the computer. Analyze data for error and reporting problems with the data. Accurately entering information into various computer programs and keeping sensitive customer or company information confidential.	
ADM 201	Administrative Office Procedures	50
	Practical application of basic communication and organizational skills with emphasis on fundamentals of writing, time management, travel and meeting arrangements and critical thinking skills for day to day business operations. In this class you will learn to apply basic communication and organizational skills in a business office. Display the fundamentals of writing, time management, travel and meeting arrangements and critical thinking skills for day to day business operations and implement telephone techniques, office ethics and dress code.	
COO 205	Cooperative Education-Administrative Assistant	50
	Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the school, employer, and student. Under the supervision of the school and the employer, the student combines classroom learning with work experience. Includes a lecture component.	
	TOTAL CLOCK HOURS	380

If you have questions after reviewing this information, please contact Admissions.