



**VOCATIONAL
SCHOOL**
LATINO EDUCATIONAL
TRAINING INSTITUTE

Course Catalog 2026





**Vocational School
Latino Educational Training Institute**

Vocational School

Latino Educational Training Institute

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
Box 43105
Olympia, Washington 98504-3105
Web: wtb.wa.gov
Phone: 360-709-4600
Email: pvsd@wtb.wa.gov

Contact Details

6605 202nd St. SW, Suite 300
Lynnwood, WA 98036

Office: (425) 775-2688
Fax: (425) 778-8213
Web: lvs.letiwa.org
Email: info@letiwa.org



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About 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 workers a fast-track 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 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.



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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 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 nine years LETI has coordinated and directed the Latino Leadership Initiative (LLI) in coordination with Edmonds College, Everett Community College and Skagit Valley College. Each of the colleges recruit ten Latino students to participate in this annual program. Over the course of six months these thirty 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 25+ 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



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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.

School Details

Accreditation/Registry

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

Placement Assistance

Not currently available

What We Offer

With well-qualified bilingual- bicultural instructors, 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, 425-775-2688. We are conveniently located right off of Hwy 99 in Lynnwood, and only one block away from Edmonds College's 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.



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 (or equivalent test) prior to class enrollment. The applicant must be at least 18 years of age (exceptions can be made with parental or legal guardian consent). Students 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



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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. We do not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability.

Clock Hours

Classes are based on Clock Hours of training. A clock hour is equivalent to 50 minutes of instruction, academic engagement, or preparation within a 60-minute period of time (10 minutes will be assigned for student breaks per clock hour). 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 College.



Financial Aid Assistance

Latino Educational Training Institute does not currently offer financial aid.

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 to the school. Student records are available for review by the student within 72 hours of the request.

Religious Accommodation

The Latino Educational Training Institute will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work. Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.



Staff

Officers 2026

Rosario Reyes

Founder and CEO
Email: rosario@letiwa.org
Cell: (206) 228-2236

Mel Cossette

Vice President and Secretary

Nelly Romero

Vocational School Coordinator

Claudia Salas

Vocational School Coordinator

Correspondence for Officers should be directed to:

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



Faculty

Isaac Alvarez - Instructor

Instituto Tecnológico Y De Estudios Superiores De Monterrey, México - Master in Information Science and Knowledge Administration

Universidad Don Bosco - Bachelor, Computer Science

IT professional with 25+ years of experience in engineering and administrating hardware and software, with competencies in computer science, programming, quality assurance, and leadership. Skilled with Visual Basic, HTML5, CSS3, C#, C++, Python, JavaScript, Database Management and Administration, Systems Analysis, Front-End Technology and Frameworks, Web Design and UX,

Bilingual (Spanish-English)

LETI Courses being taught may vary as appropriate.

Arlet Astorga - Instructor

Bachelors of Science in Accounting, Central Washington University, Ellensburg WA.
Associate of Business, North Seattle College, Seattle WA.

Bilingual (Spanish-English)

LETI Courses being taught may vary as appropriate.

Alejandro Camacho Morales - Instructor

Bachelor of Arts & Sciences in Computer Science, Eastern Washington University, Cheney, Washington; Skills: Web Design, Web Applications, Adobe Suite, Business Consultant, SEO, CRM, SAAS, Excel, Google Docs & Powerpoints, Zoom, Mentoring & Teaching; Awards: The Dream.US National Scholarship, Jeff Bezos & Mackenzie Bezos Scholarship, LLI

Bilingual (Spanish-English)

LETI Courses being taught may vary as appropriate.



Rees Clark - Instructor

PhD, Geography, The Pennsylvania State Univ.; MA, Geography, California State Univ., Los Angeles; BA, Political Science, Univ. of California, Los Angeles
Bilingual (Spanish-English)

LETI Courses being taught may vary as appropriate.

Imelda Cole - Instructor

MBA, Business Administration And Marketing, ITESM Virtual University Durango, Mexico; B.Sc(Econ), ITESM Campus Monterrey, Mexico
Bilingual (Spanish-English)

LETI Courses being taught may vary as appropriate.

Sonia Izquierdo - Instructor

BS in Computer Science from Universidad Nacional Autónoma de México (UNAM). Experienced Software Engineer. Communications and Marketing lead for a non-profit organization. Serves on the Board of Directors for the Camelot Society and All Aboard on the Marketing Committee. Contributed to the design of the Introduction to Computer Science class at UNAM and was the professor's assistant and lab lead for 4 years. Bilingual (Spanish-English)

LETI Courses being taught may vary as appropriate.

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, Bajío; Nuevo Leon, México – School of Tourism and Hotel Management – Bachelor of Business Administration (BBA) Major Hospitality Management.
Bilingual (Spanish-English)

LETI Courses being taught may vary as appropriate.



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Tom Laing - Instructor

BSBA in Accounting- University of Central Florida

30 hours post graduate Accounting- Keller Graduate School of Management

120 Hour TESOL Certificate

Tom Laing is a financial professional with over 20 years of experience ranging from startups to Fortune 100 companies. He has been an entrepreneur and business owner. Additionally, he has held the title of District and Division Controller for two Fortune 500 companies as well as Corporate Controller for a small NASDAQ listed company.

LETI Courses being taught may vary as appropriate.

Doug Madison - Instructor

Doug Madison is a retired Financial Executive with over 35 years of experience directly managing and working with small to medium sized businesses primarily headquartered in the Pacific Northwest. He has held positions as Controller, VP Finance, and CFO over his career and has also spent time in retirement preparing individual and small business tax returns. His direct accounting management experience covers businesses in the manufacturing and service sectors with 5 to 3500 employees and revenues ranging from \$500 thousand to \$800 million. Before retiring, Mr. Madison held both CPA and CGMA certifications /licenses and has both a BS in Accounting from Central Washington University and a BA in English from the University of Washington.

LETI Courses being taught may vary as appropriate.

Rosalinda Olvera - Instructor

Cascadia Community College Bothell, Wa - Associated In Integrated Studies

University Of Washington, Wa - Currently pursuing a Law Degree.

Extensive experience in providing and supervising exceptional customer service.
Bilingual (Spanish-English)

LETI Courses being taught may vary as appropriate.



Jose Palomino - Instructor

Pontificia Universidad Catolica del Peru, Lima : Bachelor Degree in Business Administration

CEP San Agustin, Lima, Peru: High School

Extensive experience in Office Management & Bookkeeping (Budget, Forecast, Financial Statements and Monthly/Quarterly Sales Tax Reports).

Proficient in QuickBooks, Microsoft Excel, Word & Outlook.

Teamwork predisposed and strong analytical ability. Bilingual (Spanish-English)
LETI Courses being taught may vary as appropriate.

Noreen Reis - Instructor

Central Washington University, Ellensburg, Washington March 1987 - Bachelor of Science in Accounting

Licensed with the Washington State Board of Accountancy (Current)

Washington Society of Certified Public Accountants (Current)

Practical background working with all aspects of financial accounting, tax and budget planning. Experienced with computers including Microsoft Office, ProSystem fx Tax, Document, Workstream, Engagement and Fixed Assets, QuickBooks, Sage, and other accounting software. Experienced with managing and training personnel in accounting practices.

LETI Courses being taught may vary as appropriate.

Pablo Rodriguez – Instructor

Bachelor of Science in Computer Science and Software Engineering, University of Washington Bothell

Minor in Health Studies

Skilled in front-end and back-end development with experience in React, Java, C++, and SQL. Proficient in Microsoft Office Suite (Excel, Word, PowerPoint) with foundational knowledge in IT support, including hardware diagnostics and troubleshooting.



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Bilingual (Spanish-English)

LETI Courses being taught may vary as appropriate.

Nelly Romero - Instructor

Office Administration Certificate - Fort Simcoe Job Corps Civilian Conservation Center.

17+ years experience in administration with expertise in Bilingual Communication, Marketing, Project Coordination, Data Management, Technology Proficiency, Documentation & Reporting. Proficient in Google Suite, Microsoft Excel, Word, Canva, Certified Proctor for Northstar Digital Literacy, Youtube admin and Facebook account management.

Bilingual (Spanish-English)

LETI Courses being taught may vary as appropriate.

Yustine Saavedra - Instructor

University Rafael Belloso Chacin (URBE) of Venezuela - Degree in Public Accounting

Academic and professional background with 16+ years in business administration, finance, accounting, internal controls, corporate & divisional reporting, taxes and administrative issues. Plan, coordinate and supervise the closing of accounting for the group of companies. Coordinate the activities of the Accounting Analyst, Administrative Assistant, Accounting Assistant. Knowledge the following accountant systems: Microsoft Great Plains – Dynamics, A2, Microsoft (Excel, Word, Power Point). Bilingual (Spanish-English)

LETI Courses being taught may vary as appropriate.

Claudia Salas - Instructor

Bachelor's Degree in Architecture, Pontificia Universidad Javeriana, Bogotá, Colombia; experienced in project management, construction administration, recruiting, and human resources. Currently enrolled in the Nonprofit Manager program at Clover Park Technical College, WA.



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Bilingual (Spanish-English)

LETI Courses being taught may vary as appropriate.

Christy Thwing - Instructor

M.A., Education in Teaching ESL, Seattle University, Seattle, WA.; B.A., Major in History, Minor in Russian Studies, Seattle Pacific University, Seattle, WA.; Certificate of Teaching ESL, School of Teaching ESL, Seattle, WA.

Bilingual (Spanish-English)

LETI Courses being taught may vary as appropriate.

Maria Urrunaga - Instructor

Bachelor Degree in Business Administration- Accounting 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.

Bilingual (Spanish-English)

LETI Courses being taught may vary as appropriate.



Courses 2026

Academic Calendar 2026

Winter Quarter — 2026

| | |
|--------|-----------------------------|
| Jan 12 | Classes Begin |
| Feb 16 | Presidents' Day, No Classes |
| Mar 22 | Last day of Classes |

Spring Quarter — 2026

| | |
|---------|---------------------------|
| Apr 6 | Class Registration Begins |
| Apr 13 | Classes Begin |
| May 25 | Memorial Day, No Classes |
| June 19 | Juneteenth, No Classes |
| June 21 | Last day of Classes |

Summer Quarter — 2026

| | |
|---------|---------------------------|
| Jul 6 | Class Registration Begins |
| July 13 | Classes Begin |
| Sep 7 | Labor Day, No classes |
| Sep 20 | Last Day of Classes |

Fall Quarter — 2026

| | |
|--------|---------------------------|
| Oct 5 | Class Registration Begins |
| Oct 12 | Classes Begin |
| Nov 11 | Veterans Day, No classes |
| Nov 26 | Thanksgiving, No classes |
| Dec 20 | Last Day of Classes |



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

2026 Tuition

| Clock Hours | Cost |
|--------------------|-------------|
| 10 | 103.00 |
| 20 | 206.00 |
| 30 | 309.00 |
| 40 | 412.00 |
| 50 | 515.00 |
| 60 | 618.00 |
| 70 | 721.00 |
| 80 | 824.00 |
| 90 | 927.00 |
| 100 | 1,030.00 |
| 110 | 1,133.00 |
| 120 | 1,236.00 |
| 130 | 1,339.00 |
| 140 | 1,442.00 |
| 150 | 1,545.00 |



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 30 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



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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. 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.



Policies

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



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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 complete 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 the 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.



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5. **Theft and Vandalism:** The theft, possession of stolen property, or vandalism of property to include school housing, customers, staff, residents 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 except in case of an emergency.
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) Four 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 student may be allowed an opportunity to explain the situation. The Vice President will also conduct a full hearing of the facts and make a recommendation to the Founder and President. The authority to dismiss a student is vested in the Founder and President's decision following a review of the facts. In the event of the Founder and President's absence, the authority to dismiss a student is vested in the Vice President. After terminating enrollment, students will not be allowed back into the classroom or lab area for forgotten items without permission from the Founder and President or Vice President.

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 officers 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.



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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 the Founder and President. 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 Founder and 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 canceled 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



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exception of lab fees. The school will refund a prorated portion of tuition and lab fees based on the following schedule:

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

Calculations per Washington State Legislature WAC 490-105-130.



Programs

Bookkeeping Assistant Certificate

ABE ESL Level 4

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 the course curriculum, students will receive a Bookkeeping Assistant Certificate.

Method of Instruction: As a response to the current (**COVID-19**) pandemic we have shifted our method of instruction to remote learning (online) only. Once it is safe for our students, we will transition to a hybrid course, combining online with traditional in-class learning.

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 4.



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Curriculum

Prospective Students: The information below reflects the basic requirements for students admitted for the **2025-2026** academic year.

| Certificate Requirements – 510 Clock Hours | | | |
|--|---------------|--|-------------|
| | Course Number | Course Title | Clock Hours |
| 1 | STY 200 | Study Skills | 20 |
| 1 | ACCT 146 | Beginning Keyboarding & 10-Key | 10 |
| 1 | COM 110 | Computer Fundamentals I | 50 |
| 1 | EXC 110 | Excel I | 30 |
| 1 | KEY 100 | Beginning Data Entry | 30 |
| 2 | ENG 201 | Business English | 50 |
| 2 | COM 120 | Computer Fundamentals II | 50 |
| 2 | EXC 112 | Excel II Analysis & Design | 50 |
| 3 | ACCT 101 | Practical Accounting I | 50 |
| 3 | ACCT 101 LAB | Practical Accounting Lab I w/QuickBooks | 20 |
| 3 | BUS 145 | Business Mathematics | 50 |
| 4 | ACCT 102 | Practical Accounting II | 50 |
| 4 | ACCT 102 LAB | Practical Accounting Lab II w/QuickBooks | 20 |
| 4 | 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.



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QTR 1: STY200, ACCT146, KEY100, COM 110, EXC 110 – 140 Clock Hours

QTR 2: ENG 201, COM 120, EXC 112 – 150 Clock Hours

QTR 3: ACCT 101, ACCT 101 LAB, BUS 145 – 120 Clock Hours

QTR 4: ACCT 102, ACCT 102 LAB, ACCT 135 – 100 Clock Hours

| Course Number | Course Description | Clock Hours |
|-----------------|--|-------------|
| STY 200 | Study Skills | 20 |
| | Active listening, reading comprehension, note taking, stress management, time management, testing taking, and memorization are only a few of the topics addressed in our study skills guides | |
| ACCT 146 | Beginning Keyboarding & 10-Key | 10 |
| | Students will learn to key the 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. | |
| 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 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 | |



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| | around the Internet, information, and security. Additionally, students will learn to use remote learning tools such as Zoom, Google Drive, Google Classroom, and Google Meet. | |
| 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 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. | |
| 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 |
| | Requirement: ACCT 101 and ACCT 101 LAB must be taken together in the same MS. An introduction to the basic concepts and standards underlying financial accounting systems. Covers | |



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| | <p>beginning accounting fundamentals, including journalizing, posting, financial statements and computer applications.</p> <p>Course Level Objectives (CLOs)</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.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 Learning Objectives (CLOs)</p> <p>Demonstrate how to set up QuickBooks files, create invoices, pay bills, record deposits and prepare bank reconciliations. Prepare and communicate Balance Sheet, Profit and Loss statement, Accounts Receivable aging report and Accounts Payable aging report.</p> | |
| ACCT 102 | Practical Accounting II | 50 |



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| | <p>Prerequisite: ACCT101 + ACCT101 LAB</p> <p>Requirement: ACCT 102 and ACCT 102 LAB must be taken together in the same MS.</p> <p>Theory of asset, liability, and stockholders' equity accounts; construction of financial statements.</p> <p>Course 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 principles.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 |



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| | <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 Learning Objectives (CLOs)</p> <ol style="list-style-type: none">1. Demonstrate how to set up QuickBooks files, create invoices, pay bills, record deposits 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 |
| | <p>Prerequisite: ACCT 101 + ACCT 101 LAB</p> <p>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.</p> | |
| EXC 112 | Excel II Analysis & Design | 50 |
| | <p>Prerequisite: EXC 110</p> <p>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.</p> | |
| | Total Clock Hours | 510 |

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



Office Assistant Certificate

ABE ESL Level 3

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 the course curriculum, students will receive a Certified Office Assistant Certificate.

Method of Instruction: As a response to the current (**COVID-19**) pandemic we have shifted our method of instruction to remote learning (online) only. Once it is safe for our students, we will transition to a hybrid course, combining online with traditional in-class learning.

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

Prerequisites: Students must test ABE ESL in Level 3 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 **2025-2026** academic year.

| Certificate Requirements- 420 Clock Hours | | | |
|--|----------------------|--------------------------------|--------------------|
| Quarter | Course Number | Course Title | Clock Hours |
| 1 | STY 200 | Study Skills | 20 |
| 1 | ACCT 146 | Beginning Keyboarding & 10-Key | 30 |
| 1 | COM 110 | Computer Fundamentals I | 50 |



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| 1 | EXC 110 | Excel I | 30 |
| 1 | DAT 101 | Database Entry | 30 |
| 2 | ENG 201 | Business English | 50 |
| 2 | COM 120 | Computer Fundamentals II | 50 |
| 2 | WOR 210 | Word Processing | 30 |
| 3 | ADM 201 | Administrative Office Procedures | 50 |
| 3 | COO 205 | Cooperative Education-Administrative Assistant | 50 |
| 3 | CUS 280 | Customer Service Fundamentals | 30 |
| | | TOTAL CLOCK HOURS | 420 |

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.

QTR 1: STY 200, ACCT 146, COM 110, EXC 110, DAT 101 – 160 Clock Hours

QTR 2: ENG 201, COM 120, WOR 210 – 130 Clock Hours

QTR 3: ADM 201, COO 205, CUS 280 – 130 Clock Hours

| Course Number | Course Description | Clock Hours |
|-----------------|--|-------------|
| STY 200 | Study Skills | 20 |
| | Active listening, reading comprehension, note taking, stress management, time management, testing taking, and memorization are only a few of the topics addressed in our study skills guides. | |
| ACCT 146 | Beginning Keyboarding & 10 Key | 30 |
| | Students will learn to key the 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. | |
| | Computer Fundamentals I | 50 |



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| COM 110 | | |
| | <p>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. Additionally, students will learn to use remote learning tools such as Zoom, Google Drive, Google Classroom, and Google Meet.</p> | |
| EXC 110 | Excel I | 30 |
| | <p>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.</p> | |
| CUS 280 | Customer Service Fundamentals | 30 |



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| | <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?• 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 | |
| COM 120 | Computer Fundamentals II | 50 |
| | <p>Prerequisite: COM 110</p> <p>In Computer Fundamentals II the focus is on gathering and analyzing data using the right tools and methods to collect and present data.</p> | |
| WOR 210 | Word Processing | 30 |



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| | <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. 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 | 50 |
| | 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. | |
| 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 |



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| | 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 | 420 |

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



Beginner Level Microsoft Word and Google Docs W/Certification

Spanish Instruction Course

Program Code: BCC 22-23

Program Description: The Beginner Level Microsoft Word and Google Docs computer software course is designed for students with little or no experience with this software. This course provides students with an introduction to the most important basics of Microsoft Word and Google Docs while learning to successfully navigate both Microsoft and Google software. Amongst others, introductory topics include creating and saving documents, printing documents, text basics and formatting text and becoming familiar with important features such as the Ribbon, Quick Access Toolbar, and Backstage view.

Students may earn individual certificates for each program upon successful completion.

Method of Instruction: As a response to the current (**COVID-19**) pandemic we have shifted our method of instruction to remote learning (online) only.

Objective: Upon successful completion of this course, students will be able to:

- Demonstrate basic navigation of both Microsoft and Google software. Create and save documents, print documents, text basics and format text, use features such as the Ribbon, Quick Access Toolbar, and Backstage view.
- Improve digital literacy skills.
- Recall and apply test-taking strategies.
- Identify and apply study skill techniques, such as note taking strategies, recognizing main ideas, and supporting details.
- Practice group interaction skills.



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Language Requirement: No English Level requirement as course is being offered in Spanish.

Assessments: Students will be required to demonstrate their computer & digital literacy skills through an online learning and assessment tool which will provide a report of areas mastered and areas needing improvement.

Curriculum

Prospective Students: The information below reflects the basic requirements for students admitted for the **2025-2026** academic years.

| Certificate Requirements – 48 Clock Hours | | |
|--|---|--------------------|
| Course Number | Course Title | Clock Hours |
| ICP 100 | Introduction to Business Office Platforms | 5 |
| WRD 100 | Microsoft Word I | 15 |
| GDC 100 | Google Docs I | 18 |
| PCT 100 | Microsoft Word and Google Docs Certification Test | 5 |
| PRJ 100 | Microsoft Word and Google Docs Projects | 5 |
| TOTAL CLOCK HOURS | | 48 |

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.

QTR 1: ICP 100, WRD 100, GDC 100, PCT 100 – 48 Clock Hours

Each lesson will have structured activities such as demonstrations to solve the problems and assignments to practice the skills. Some classes will include Quizzes, Academic videos, and other resources.

| Course Number | Course Description | Clock Hours |
|----------------------|--|--------------------|
| ICP 100 | Introduction to Business Office Platforms | 10 |



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|----------------|---|-----------|
| | Introduction to Google Classroom, Microsoft Office365, Google Docs, and Northstar platform. | |
| WRD 100 | Microsoft Word I | 15 |
| | Working with Text, working with objects, creating and saving documents, printing documents, applying styles, use features such as the Ribbon, Quick Access Toolbar, and Backstage view. | |
| GDC 100 | Google Docs I | 18 |
| | Working with Text, working with objects, creating and saving documents, printing documents, applying styles, and using features. | |
| PCT 100 | Microsoft Word and Google Docs Certification Test | 5 |
| | Microsoft Word and Google Docs Certification Test. | |
| | Total Clock Hours | 48 |

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



Intermediate Level Microsoft Word and Google Docs W/Certification

Spanish Instruction Course

Program Code: ICC 22-23

Program Description: The Intermediate Level Microsoft Word and Google Docs computer software course is designed for students who already possess a basic knowledge of these software programs. This course advances students to achieve intermediate level skills, understanding and navigation of Microsoft Word and Google Docs. Amongst others, topics include creating tables, inserting shapes and pictures, applying styles, inserting comments, using track changes, creating flyers, brochures and essays. The program is intended to give students skills used by small businesses.

Students may earn individual certificates for each program upon successful completion.

Method of Instruction: As a response to the current (**COVID-19**) pandemic we have shifted our method of instruction to remote learning (online) only.

Objective: Upon successful completion of this course, students will be able to:

- Demonstrate improvement in all of the following topics: Word basics, Working with text, Layout and Printing, Working with Objects, Collaboration and Reviewing.
- Improve digital literacy skills.
- Recall and apply test-taking strategies.
- Identify and apply study skill techniques, such as note taking strategies, recognizing main ideas, and supporting details.
- Read to deduce information from visual representations such as maps, charts, graphs, or pictures.
- Produce writing (Essays) and practice group interaction skills.



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Language Requirement: No English Level requirement as course is being offered in Spanish.

Assessments: Students will be required to demonstrate their computer & digital literacy skills through Northstar Digital Literacy, an online learning and assessment tool which will provide a report of areas mastered and areas needing improvement.

Curriculum

Prospective Students: The information below reflects the basic requirements for students admitted for the **2025-2026** academic years.

| Certificate Requirements – 48 Clock Hours | | |
|--|---|--------------------|
| Course Number | Course Title | Clock Hours |
| ICP 100 | Introduction to Business Office Platforms | 5 |
| WRD 110 | Microsoft Word II | 15 |
| GDC 110 | Google Docs II | 18 |
| PCT 100 | Microsoft Word and Google Docs Certification Test | 5 |
| PRJ 110 | Microsoft Word and Google Docs Projects | 5 |
| Total Clock Hours | | 48 |

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.

QTR 1: ICP 110, WRD 110, GDC 110, NAS 100, PJR 110 – 48 Clock Hours

Each lesson will have structured activities such as demonstrations to solve the problems and assignments to practice the skills. Some classes will include Quizzes, Academic videos, and other resources.

| Course Number | Course Description | Clock Hours |
|----------------------|--|--------------------|
| ICP 110 | Review of Business Office Platforms | 5 |



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| | | |
|----------------|--|-----------|
| | In-depth review of Google Classroom, Microsoft Office365, Google Docs, and Northstar platform. | |
| WRD 110 | Microsoft Word II | 15 |
| | Working with objects, creating tables, inserting shapes and pictures, applying styles, creating essays. | |
| GDC 110 | Google Docs II | 18 |
| | Working with objects, creating tables, inserting shapes and pictures, applying styles, creating essays, inserting comments, using track changes. | |
| NAS 100 | Microsoft Word and Google Docs Certification Test | 5 |
| | Microsoft Word and Google Docs Certification Test | |
| PRJ 110 | Microsoft Word and Google Docs Projects | 5 |
| | Creating flyers, brochures and essays. | |
| | TOTAL CLOCK HOURS | 48 |

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



Intermediate Level Google, Office, and AI Applications Certificate Spanish Instruction Course

Program Code: IGOAI 25

Program Description: This intermediate-level certificate program is ideal for individuals with basic knowledge of office software, looking to develop skills in advanced features of Google Apps, Microsoft Office, and AI tools. The program equips students with practical abilities in creating professional documents, managing spreadsheets, designing presentations, and leveraging artificial intelligence tools for efficiency and personalization. Participants can earn individual certifications upon successful completion of coursework and exams.

Students may earn individual certificates for each program upon successful completion.

Method of Instruction: As a response to the current (**COVID-19**) pandemic we have shifted our method of instruction to remote learning (online) only.

Objective: Upon successful completion, students will:

- Demonstrate improved proficiency in office and AI applications, including Google Docs, Sheets, Slides, Microsoft Word, Excel, and PowerPoint.
- Use AI tools responsibly to enhance productivity and personalize learning experiences.
- Develop and manage digital content, including letters, brochures, resumes, and other professional materials.
- Strengthen digital literacy and problem-solving capabilities.



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Language Requirement: No English Level requirement as course is being offered in Spanish.

Assessments: Students will be required to demonstrate their computer & digital literacy skills through Northstar Digital Literacy, an online learning and assessment tool which will provide a report of areas mastered and areas needing improvement.

Curriculum

Prospective Students: The information below reflects the basic requirements for students admitted for the **2025-2026** academic years.

| Certificate Requirements - 20 Clock Hours | | |
|--|-------------------------------|--------------------|
| Course Number | Course Title | Clock Hours |
| GA 220 | Google Apps | 75 |
| WRD 110 | Microsoft Word II | 30 |
| EXC 110 | Excel II Analysis & Design | 30 |
| PPT 110 | Power Point | 15 |
| AIT 220 | Artificial Intelligence Tools | 50 |
| Total Clock Hours | | 200 |

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.

QTR 1: GA 220, WRD 110, EXC 110, PPT 110, AIT 220 – 200 Clock Hours

Each lesson will have structured activities such as demonstrations to solve the problems and assignments to practice the skills. Some classes will include Quizzes, Academic videos, and other resources.

| Course Number | Course Description | Clock Hours |
|----------------------|---------------------------|--------------------|
| GA 220 | Google Apps | 75 |



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| | Master Google Drive, Docs, Sheets, and Slides with an opportunity to earn Google Application Specialist Certification. Includes collaborative tools and advanced formatting techniques. | |
| WRD 220 | Microsoft Word II | 30 |
| | Dive deeper into Microsoft Word functionality, focusing on advanced tools like styles, templates, and professional document preparation. Certification opportunity included. | |
| ME 220 | Microsoft Excel | 30 |
| | Learn to create and analyze data with formulas, functions, and visual representations. Prepares students for the Microsoft Excel Specialist Certification. | |
| PP 220 | Power Point | 15 |
| | Craft professional presentations with transitions, animations, and multimedia. Includes Microsoft PowerPoint Specialist Certification. | |
| AIT 220 | Artificial Intelligence Tools | 50 |
| | Explore AI solutions like Microsoft and Google AI tools to streamline workflow and personalize learning. Opportunity to earn an AI Specialist Certification. | |
| | TOTAL CLOCK HOURS | 200 |

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