



## STUDENT CATALOG 2017

VOLUME 3

CATALOG DATE: JANUARY 20<sup>TH</sup>, 2017

# Welcome to PITA

# Where Your **SUCCESS** Is Our **FIRST** Priority!!

**Training and  
Certification in the  
leading software  
of today.**



LV-PITA  
2625 S. Rainbow Blvd  
Las Vegas, NV 89146  
1-702.853.7482  
1-702-853-9075

Carson City-Pita  
251 Jeanell Dr. Ste 3  
Carson City, NV 89703  
1-775-461-3880  
Fax: 1-702-853-9075

Reno-PITA  
1201 Terminal way Suite 100  
Reno, NV 89502  
1-775.870.1881  
Fax: 1-775-870-1883

**PROFESSIONAL INSTITUTE OF TECHNOLOGY & ACCOUNTING SOFTWARE**

*The statements and policies set forth in this handbook (effective January 20<sup>th</sup>. 2017) are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort is made to provide accurate and current information, the school reserves the right to change, without notice, any provision in this handbook without actual notice to individual students. Every effort will be made to keep students advised of any such changes. In case of any information that is inconsistent or contrary to the current catalog, the information found in the catalog is controlling and supersedes any information found in this handbook. It is especially important for each student to understand that it is the individual student's responsibility to keep apprised of current graduation requirements for her or his particular program of study. Students enrolled at the Professional Institute of Technology & Accounting agree to comply with the institutions rules and regulations and to accommodate to any changes necessary. Information on changes will be available in the Student Affairs Department, PITA. All information in the content of this school catalog is current and correct and is certified as true by Laurie Clemens, School Director.*

## TABLE OF CONTENTS

HISTORY/OWNERSHIP	4	INDEPENDENT STUDY, COOP PROGRAMS, AND OJT POLICY	34
OUR PHILOSOPHY	4	LEAVE OF ABSENCE	34-35
PITA FACULTY	6-7	APPEALS PROCESS FOR REINSTATEMENT	35
Class Calendar	8-18	CAREER SERVICES ASSISTANCE	35
PROFESSIONAL INSTITUTE of TECHNOLOGY & ACCOUNTING			
FACILITIES	19	STUDENT SERVICES	35-36
RATIO OF STUDENTS	19	STUDENT GUIDANCE AND ADVISING	36
ADMISSIONS PROCESS	20	TECHNICAL SUPPORT SERVICES	36
STUDENT ORIENTATION	20	COMPLAINT/GRIEVANCE PROCEDURES	36-37
STUDENT RECORDS	20	INSTRUCTOR FREEDOM POLICY	37
ENGLISH PROFICIENCY	21	RETENTION OF STUDENTS FILES	37
ADMISSIONS PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS	21	EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT POLICY	37
ENTRANCE TEST REQUIREMENTS	21	STUDENT'S RIGHT TO CANCEL	37-38
BENCHMARKS	22-23	REFUND PROCEDURE	39
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION	23	DELINQUENT TUITION PAYMENTS	39
CREDIT FOR PREVIOUS TRAINING TO PROFESSIONAL INSTITUTE OF TECHNOLOGY AND ACCOUNTING	23	PAYMENT METHODS AND TERMS FOR ALL PROGRAMS	39
TRANSFER OR ARTICULATION AGREEMENTS	24	PRIVACY OF EDUCATION RECORDS (FERPA)	39-40
ACADEMIC PROGRAM ORIENTATION	24	SAFETY	40-41
		Professional Institute of Technology and Accounting	
EXIT PROCESS	24	Students' Code of Conduct	41
FINANCIAL INFORMATION	24	DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM	41-42
FEDERAL FINANCIAL ASSISTANCE	24	COPYRIGHT POLICY	42
ACCOUNTING DEPARTMENT	24	VIOLATIONS AND PROHIBITIONS	42-43
PROFESSIONAL INSTITUTE OF TECHNOLOGY AND ACCOUNTING SCHOLARSHIP PROGRAM	25	ENFORCEMENT	43
Professional Institute of Technology and Accounting Policies and Definitions	25	SYSTEM & NETWORK SECURITY	43
Student Grading/Evaluation Definition	25	RESPECT STUDENTS & STAFF	43
Student Warning Definition	25	NO ILLICIT MATERIALS	44
Student Probation Definition	25	CELL PHONES	44
Expulsion Definition	26	DRESS CODE	44
Infraction Definition	27	PERFUME & COLOGNE	44
Student Good Standing Definition	27	SMOKING AREAS	44
Return to Good Standing Definition	27	Violence and Weapons	44-45
Academic Appeal Process	27	DISRUPTIVE BEHAVIOR	45
ATTENDANCE POLICY	28-29	LICENSING, ASSOCIATIONS, and PARTNERSHIPS	45-46
TARDY POLICY	29	Programs of Study	46
EARLY DEPARTURE POLICY	29	Test Fees	46
GRADING POLICY	29	Complete Course listing	47-64
GRADE APPEALS PROCEDURE	30	Basic and Advanced Computer Programs	47-49
MAKE-UP WORK	31	Accounting & Bookkeeping Programs and Courses	48-50
CERTIFICATION TESTING	31	Adobe Programs	52-53
MAXIMUM PROGRAM COMPLETION TIME	32	IT Programs	53-60
GRADUATION REQUIREMENTS	32	IT Career Programs	53-60
UNSATISFACTORY ACADEMIC PROGRESS REQUIREMENT / WARNING AND PROBATION STATUS	32	Computer Applications/Green Technologies	60-61
		Medical Office Specialist/Front Office/Medical Billing & Coding/Electronic Health Records Specialist:	62-64
PROBATION FOR STUDENTS - CFR 668.34	32		
ACADEMIC PROBATION REMOVAL	33		
REINSTATEMENT POLICY	33		
WITHDRAWAL POLICY	33		
SUMMARY OF TERMINATION	34		

## **HISTORY/OWNERSHIP**

Professional Institute of Technology & Accounting (PITA) was a ‘brainchild’ of three very unique individuals who have many years expertise in Technology, Accounting and/or Education.

Steve & Laurie Clemens, principals and owners of Professional Institute of Technology & Accounting have lived in Las Vegas most of their life. Steve has been a business owner and upper level manager in the construction industry for over 30 years. He has managed a multi-million dollar contracting company for the last 15 years, and is responsible for upwards of 500 employees. Laurie has been in the computer training and HR industry for over 25 years. Her expertise in Education/Training, Payroll and Human Resources has given her a variety of perspectives. Laurie spent over 15 years as the Director of Career Education at a training facility in Las Vegas. Her expertise and passion is helping the disabled, unemployed and vocational students return to work. Opening a school with her values and ideals was the next step in fulfilling a dream of serving the Las Vegas community in career education.

## **Our Philosophy**

At Professional Institute of Technology & Accounting we recognize people are unique and have their own reason for choosing a new career. In respect to that, it is our pledge to never treat our students like a “number” or a “filled seat!”

We understand there were good reasons for choosing us, and we are privileged to collaborate with you in accomplishing your career goals. As you progress through your training, we are here to support you. We perceive you to be a mature adult and as such accountable for all studies as required. It is our objective to treat all students as professionals, and we expect the same from them.

Our motto is the Golden Rule! With that in mind, we want to share our philosophy to live by. You may find this useful for years to come. We encourage you to pass it on. We feel if more people in the world followed this simple plan, we would all be doing our part to change the world!!

It may be familiar to you, but remember, it’s just as easy as ABC.

## **Hours of Operation - ~~NAC 394.381(6)(c)~~**

Monday through Friday from 8am to 5pm.

Scheduled holidays are as follows:

<b><u>Holidays</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
New year's day**	January 2nd, Monday	January 1 <sup>st</sup> , Monday
MLK Day**	January 16th, Monday	January 15 <sup>th</sup> , Monday
Presidents Day**	February 20th, Monday	February 19 <sup>th</sup> , Monday
Easter	April 16 <sup>th</sup> , Sunday	April 2nd, Monday
Spring Break**	April 10th. Thru 14th,	March 27 <sup>th</sup> -31 <sup>st</sup> .
Memorial Day**	May 29th, Monday	May 28 <sup>th</sup> , Monday
Fourth of July**	July 4th, Tuesday	July 4 <sup>th</sup> , Wednesday
Labor Day**	September 4th, Monday	September 3 <sup>rd</sup> , Monday
Columbus Day**	October 9th, Monday	October 8 <sup>th</sup> , Monday
Veterans Day**	November 10th, Friday	November 12 <sup>th</sup> , Monday
Thanks Giving**	November 23rd & 24th	November 22 <sup>nd</sup> & 23rd
Christmas Break**	December 21st, 2017 Thru January 7th, 2018	December 24 <sup>th</sup> -January 4th 2019
Christmas Day**	December 25th, Monday	December 25 <sup>th</sup> Tuesday

\*\*No classes

The school may at any time change or modify the Student Calendar to the extent the school determines necessary, in its discretion, by reason of any: (a) act of God, including, without limitation, any natural disaster or inclement weather; (b) fire; (c) riot; (d) local, state or national emergency; (e) business necessity; (f) war; (g) act of terrorism; (h) civil insurrection; (i) strike or other labor difficulty; (j) rule, order, regulation and/or law of any governmental entity; and/or (k) school-sponsored activity. The school will promptly notify the student body as soon as practical following any determination by the school to change or modify the Student Calendar. If the school exercises any of its rights to change or modify the Student Calendar, the student's Enrollment Agreement with the school will remain in full force and effect, and the student will not be relieved of any of his or her obligations thereunder.

## **Las Vegas**

### **Management**

<b><u>First Name</u></b>	<b><u>Last Name</u></b>	<b><u>Title</u></b>	<b><u>Phone</u></b>	<b><u>Extension</u></b>	<b><u>Email</u></b>
Steve	Clemens	Owner/President	702-853-7482	1312	<a href="mailto:steve.clemens@lv-pita.com">steve.clemens@lv-pita.com</a>
Laurie	Clemens	Owner/School Director	702-853-7482	1305	<a href="mailto:Laurie.clemens@lv-pita.com">Laurie.clemens@lv-pita.com</a>
David	Bruins	V.P. Sales and Education	702-853-7482	1311	<a href="mailto:dave.bruins@lv-pita.com">dave.bruins@lv-pita.com</a>
Hector	Morales	Operation Manager	702-853-7482	1308	<a href="mailto:hector.morales@lv-pita.com">hector.morales@lv-pita.com</a>
Boris	Montes	IT Manger/Instructor	702-853-7482	1300	<a href="mailto:boris.montes@lv-pita.com">boris.montes@lv-pita.com</a>
Sabrina	Robinson	Manager Test Proctor/Registrar	702-853-7482	1301	<a href="mailto:sabrina.law@lv-pita.com">sabrina.law@lv-pita.com</a>
Kacie	Steinmuller	HR Manager/Registrar	702-853-7482	1304	<a href="mailto:kacie.steinmuller@lv-pita.com">kacie.steinmuller@lv-pita.com</a>

### **Administration**

Chona	Penniman	Education Consultant	702-853-7482	1307	<a href="mailto:chona.penniman@lv-pita.com">chona.penniman@lv-pita.com</a>
Edgar	Garcia	Client Services/Proctor	702-853-7482	1301	<a href="mailto:edgar.garcia@lv-pita.com">edgar.garcia@lv-pita.com</a>
Quinel	Nabors	Career Services	702-853-7482	1303	<a href="mailto:Quinel.nabors@lv-pita.com">Quinel.nabors@lv-pita.com</a>
Kimberlee	Horibe	Reception/Test Proctor	702-853-7482	1300	<a href="mailto:Kimberlee.horibe@lv-pita.com">Kimberlee.horibe@lv-pita.com</a>
Shelley	Stanton	Education Consultant	702-853-7482	1314	<a href="mailto:shelley.stanton@lv-pita.com">shelley.stanton@lv-pita.com</a>
Ginelle	Oswald	Administrative Asst./Proctor	702-853-7482	1314	<a href="mailto:ginelle.oswald@lv-pita.com">ginelle.oswald@lv-pita.com</a>
Eva	Mecham	Reception/Test Proctor	702-853-7482	1314	<a href="mailto:eva.mecham@lv-pita.com">eva.mecham@lv-pita.com</a>
Salena	Zion	Receptionist	702-853-7482	1314	<a href="mailto:salena.zion@lv-pita.com">salena.zion@lv-pita.com</a>

### **Instructors**

Hector	Morales	Applications Instructor	702-853-7482	1308	<a href="mailto:hector.morales@lv-pita.com">hector.morales@lv-pita.com</a>
Jorge	Mendez	Applications Instructor	702-853-7482	1300	<a href="mailto:jorge.mendez@lv-pita.com">jorge.mendez@lv-pita.com</a>
Joann	Cass	Applications Instructor	702-853-7482	1300	<a href="mailto:joann.cass@lv-pita.com">joann.cass@lv-pita.com</a>
Sherry	McMahan	Dragon Speech Instructor	702-853-7482	1300	<a href="mailto:yesplus@yahoo.com">yesplus@yahoo.com</a>
Boris	Montes	IT Instructor	702-853-7482	1300	<a href="mailto:boris.montes@lv-pita.com">boris.montes@lv-pita.com</a>
Joe	Vargas	IT Instructor	702-853-7482	1300	<a href="mailto:joe.vargas@lv-pita.com">joe.vargas@lv-pita.com</a>
Robert	Sanchez	Accounting Instructor	702-853-7482	1300	<a href="mailto:robert.sanchez@lv-pita.com">robert.sanchez@lv-pita.com</a>
Marina	Gibson	Adobe Instructor/Skype	702-853-7482	1300	<a href="mailto:Marian.gibson@nvpita.com">Marian.gibson@nvpita.com</a>
Caroline	Conway	AutoCAD Instructor	702-853-7482	1300	<a href="mailto:caroline.conway@lv-pita.com">caroline.conway@lv-pita.com</a>
Barbara	Vansinderen	Medical Instructor	702-853-7482	1300	<a href="mailto:barbara.vansinderen@lv-pita.com">barbara.vansinderen@lv-pita.com</a>
Shelly	Stanton	Applications Instructor	702-853-7482	1300	<a href="mailto:shelly.stanton@lv-pita.com">shelly.stanton@lv-pita.com</a>

## **Reno**

### **Management**

<b><u>First Name</u></b>	<b><u>Last Name</u></b>	<b><u>Title</u></b>	<b><u>Phone</u></b>	<b><u>Email</u></b>
Laurie	Clemens	Campus Director/Owner	775-870-1881	<a href="mailto:laurie.clemens@lv-pita.com">laurie.clemens@lv-pita.com</a>

### **Administration**

Bill	Sero	Operations Manager	775-870-1881	<a href="mailto:bill.sero@nvpita.com">bill.sero@nvpita.com</a>
Kim	Kenneson	Education Consultant	775-870-1881	<a href="mailto:kim.kenneson@nvpita.com">kim.kenneson@nvpita.com</a>
Eleanor	Sarmiento	Education Consultant assistant	775-870-1881	<a href="mailto:eleonor.sarmiento@nvpita.com">eleonor.sarmiento@nvpita.com</a>
Robert	Suterko	Reception	775-870-1881	<a href="mailto:robert.suterko@nv-pita.com">robert.suterko@nv-pita.com</a>
Daniell	Lee	Sales Assistant	775-870-1881	<a href="mailto:daniell.lee@nvpita.com">daniell.lee@nvpita.com</a>

### **Instructors**

Alicia	Valles	Instructor	775-870-1881		<a href="mailto:Alicia.valles@nvpita.com">Alicia.valles@nvpita.com</a>
Mary Anne	Galperin	Mentor	775-870-1881		<a href="mailto:Maryanne.galpering@nvpita.com">Maryanne.galpering@nvpita.com</a>
Andrew	Richson	Senior PC Technician/ Teaching Assistant	775-870-1881		<a href="mailto:Andrew.ritchson@nvpita.com">Andrew.ritchson@nvpita.com</a>
Dustie	Eleen	Accounting Instructor/Skype	775-870-1881		<a href="mailto:dustie.eleen@nvpita.com">dustie.eleen@nvpita.com</a>
Joe	Vargas	IT Instructor/Skype	702-853-7482	1300	<a href="mailto:joe.vargas@lv-pita.com">joe.vargas@lv-pita.com</a>
Marina	Gibson	MOS/Graphics Instructor	775-870-1881		<a href="mailto:Marian.gibson@nvpita.com">Marian.gibson@nvpita.com</a>
Barbara	Vansinderen	Medical Instructor/Skype	702-853-7482	1300	<a href="mailto:Barbara.vansinderen@lv-pita.com">Barbara.vansinderen@lv-pita.com</a>

## **Carson City**

<b><u>First Name</u></b>	<b><u>Last Name</u></b>	<b><u>Title</u></b>	<b><u>Phone</u></b>	<b><u>Ext</u></b>	<b><u>Email</u></b>
Brett	Fisher	Admin Assist/Proctor	775-461-3380		<a href="mailto:brett.fisher@nvpita.com">brett.fisher@nvpita.com</a>
Mercedes	Canas	Admin Assist/Proctor	775-461-3380		<a href="mailto:mercedes.canas@nvpita.com">mercedes.canas@nvpita.com</a>

**Key Boarding 16 Hours**

**Key boarding Classes start Every Monday Morning 8-12 or 1-5**

1/3/2017	1/5/2017
1/9/2017	1/12/2017
1/23/2017	1/26/2017
2/6/2017	2/9/2017
2/21/2017	2/23/2017
3/6/2017	3/9/2017
3/20/2017	3/23/2017
4/3/2017	4/6/2017
4/24/2017	4/27/2017
5/8/2017	5/11/2017
5/22/2017	5/25/2017
6/5/2017	6/8/2017
6/19/2017	6/22/2017
7/3/2017	7/6/2017
7/17/2017	7/20/2017
7/31/2017	8/3/2017
8/14/2017	8/17/2017
8/28/2017	8/31/2017
9/11/2017	9/14/2017
9/25/2017	9/28/2017
10/9/2017	10/12/2017
10/23/2017	10/26/2017
11/6/2017	11/9/2017
11/20/2017	11/22/2017
12/4/2017	12/7/2017
12/11/2017	12/14/2017

**BASIC PC/Into to Computers/Internet 32 Hours**

**2017**

**1:00 PM to 5:00 PM**

1/3/2017	1/12/2017
1/16/2017	1/26/2017
1/30/2017	2/9/2017
2/13/2017	2/23/2017
2/27/2017	3/9/2017
3/13/2017	3/23/2017

**BASIC PC/Intro to Computers/Internet 32 Hours**

**2017**

**1:00 PM to 5:00 PM**

3/27/2017	4/6/2017
4/17/2017	4/27/2017
5/1/2017	5/11/2017
5/15/2017	5/25/2017
5/30/2017	6/8/2017
6/12/2017	6/22/2017
6/26/2017	7/6/2017
7/10/2017	7/20/2017
7/24/2017	8/3/2017
8/7/2017	8/17/2017
8/21/2017	8/31/2017
9/5/2017	9/14/2017
9/18/2017	9/28/2017
10/2/2017	10/12/2017
10/16/2017	10/26/2017
10/30/2017	11/9/2017
11/13/2017	11/22/2017
11/27/2017	12/7/2017

**LEED Certification Green Associate Course 96 Hours**

**8:00 Am to 12:00 PM**

1/30/2017	3/16/2017
5/15/2017	6/29/2017
8/21/2017	10/5/2017

**1:00 PM to 5:00 PM**

2/20/2017	4/6/2017

**Project Management Certifications CAPM/PMP 96 Hours**

**8:00 Am to 12:00 PM**

3/20/2017	5/11/2017
7/3/2017	8/17/2017
10/9/2017	1/18/2018

**1:00 PM to 5:00 PM**

1/3/2017	2/16/2017

**Auto CAD 2014 128 Hours**

**8:00 Am to 12:00 PM**

1/30/2017	3/23/2017
11/20/2017	1/25/2018

**1:00 PM to 5:00 PM**

3/27/2017	5/25/2017
7/24/2017	9/14/2017

**Adobe Photo Shop Series 112 Hours**

**8:00 Am to 12:00 PM**

--	--

**1:00 PM to 5:00 PM**

9/11/2017	10/26/2017
-----------	------------

**Adobe Illustrator Series 112 Hours**

**8:00 Am to 12:00 PM**

--	--

**1:00 PM to 5:00 PM**

10/30/2017	12/14/2017
------------	------------

**Adobe In-Design Series 112 Hours**

**8:00 Am to 12:00 PM**

--	--

**1:00 PM to 5:00 PM**

--	--

**Adobe Dreamweaver Series 112 Hours**

**8:00 Am to 12:00 PM**

--	--

**1:00 PM to 5:00 PM**

2/6/2017	3/23/2017
----------	-----------

**Graphics and Web Design Specialist Program 448 Hours**

**8:00 Am to 12:00 PM**

--	--

**1:00 PM to 5:00 PM**

9/11/2017	4/12/2018
-----------	-----------

**MS MTA Networking Fundamentals: Exam 98-366 112Hours**

**8:00 Am to 12:00 PM**

3/6/2017	4/27/2017
8/14/2017	9/8/2017

**1:00 PM to 5:00 PM**

1/30/2017	3/16/2017
7/3/2017	8/17/2017

**MS MTA Database fundamentals: MTA Exam 98-367 112 Hours**

**8:00 Am to 12:00 PM**

5/1/2017	6/15/2017
----------	-----------

**1:00 PM to 5:00 PM**

8/21/2017	10/5/2017
-----------	-----------

**Cisco CCNA Certification 192 Hours**

**8:00 Am to 12:00 PM**

1/30/2017	4/27/2017
-----------	-----------

**1:00 PM to 5:00 PM**

7/24/2017	10/12/2017
-----------	------------

**CompTIA Healthcare IT 32 Hours**

**8:00 Am to 12:00 PM**

3/6/2017	3/16/2017
----------	-----------

**1:00 PM to 5:00 PM**

--	--

**CompTIA A+ 160 Hours**

**8:00 Am to 12:00 PM**

3/6/2017	5/18/2017
8/14/2017	10/19/2017

**1:00 PM to 5:00 PM**

1/17/2017	3/23/2017
5/1/2017	7/6/2017
10/2/2017	12/7/2017

**CompTIA Network + 112 Hours**

**8:00 Am to 12:00 PM**

12/5/2016	1/26/2017
5/22/2017	7/6/2017
10/23/2017	12/7/2017

**1:00 PM to 5:00 PM**

3/27/2017	5/18/2017
7/10/2017	8/24/2017
12/11/2017	2/8/2018

**CompTIA Security + 80 Hours**

**8:00 Am to 12:00 PM**

9/26/2016	3/2/2017
3/6/2017	8/10/2017
8/14/2017	1/25/2018

**1:00 PM to 5:00 PM**

1/17/2017	6/22/2017
5/1/2017	9/28/2017
10/2/2017	3/15/2018

**QuickBooks Beginning/Intermediate 32 Hours**

**8:00 Am to 12:00 PM**

1/17/2017	2/9/2017
5/25/2017	7/6/2017
7/10/2017	8/3/2017
11/20/2017	12/14/2017

**1:00 PM to 5:00 PM**

5/1/2017	5/25/2017
9/11/2017	10/5/2017

**QuickBooks Certification Course 80 Hours**

**8:00 Am to 12:00 PM**

11/20/2017	12/14/2017

**1:00 PM to 5:00 PM**

5/1/2017	5/25/2017
9/11/2017	10/5/2017

**American Institute of Professional Bookkeepers Certification 64 Hours**

**8:00 Am to 12:00 PM**

--	--

**1:00 PM to 5:00 PM**

--	--

**Accounting and Bookkeeping Specialist 304 Hours**

**8:00 Am to 12:00 PM**

9/19/2016	2/9/2017
2/21/2017	7/6/2017
8/7/2017	12/14/2017

**1:00 PM to 5:00 PM**

1/3/2017	5/25/2017
5/30/2017	10/5/2017
10/10/2017	3/1/2018

**Certified Billing & Coding Specialist(CBCS) 192 Hours**

**8:00 Am to 12:00 PM**

1/30/2017	4/27/2017
7/24/2017	10/12/2017
2/12/2018	5/10/2018

**1:00 PM to 5:00 PM**

6/19/2017	9/7/2017

**Medical Administration Assistant (CMAA) 160 Hours**

**8:00 Am to 12:00 PM**

10/10/2016	12/15/2016
5/1/2017	6/22/2017
10/23/2017	1/11/2018

**1:00 PM to 5:00 PM**

3/6/2017	5/18/2017
9/11/2017	11/16/2017

**Certified Electronic Health Records Specialist(CEHRS) 64 Hours**

**8:00 Am to 12:00 PM**

1/3/2017	1/26/2017
6/26/2017	7/20/2017
1/16/2018	2/8/2018

**1:00 PM to 5:00 PM**

5/22/2017	6/15/2017
11/20/2017	12/14/2017

**Career Skills/Job readiness 16 Hours**

**8:00 Am to 12:00 PM**

1/2/2017	1/5/2017
1/9/2017	1/12/2017
1/16/2017	1/19/2017
1/23/2017	1/26/2017
1/30/2017	2/2/2017
2/6/2017	2/9/2017
2/13/2017	2/16/2017
2/20/2017	2/23/2017
2/27/2017	3/2/2017
3/6/2017	3/9/2017
3/13/2017	3/16/2017
3/20/2017	3/23/2017
3/27/2017	3/30/2017
4/3/2017	4/6/2017
4/17/2017	4/20/2017
4/24/2017	4/27/2017
5/1/2017	5/4/2017

**1:00 PM to 5:00 PM**

1/2/2017	1/5/2017
1/9/2017	1/12/2017
1/16/2017	1/19/2017
1/23/2017	1/26/2017
1/30/2017	2/2/2017
2/6/2017	2/9/2017
2/13/2017	2/16/2017
2/20/2017	2/23/2017
2/27/2017	3/2/2017
3/6/2017	3/9/2017
3/13/2017	3/16/2017
3/20/2017	3/23/2017
3/27/2017	3/30/2017
4/3/2017	4/6/2017
4/17/2017	4/20/2017
4/24/2017	4/27/2017
5/1/2017	5/4/2017

Career Skills/Job readiness 16 Hours

8:00 Am to 12:00 PM

5/8/2017	5/11/2017
5/15/2017	5/18/2017
5/22/2017	5/25/2017
5/29/2017	6/1/2017
6/5/2017	6/8/2017
6/12/2017	6/15/2017
6/19/2017	6/22/2017
6/26/2017	6/29/2017
7/3/2017	7/6/2017
7/10/2017	7/13/2017
7/17/2017	7/20/2017
7/24/2017	7/27/2017
7/31/2017	8/3/2017
8/7/2017	8/10/2017
8/14/2017	8/17/2017
8/21/2017	8/24/2017
8/28/2017	8/31/2017
9/4/2017	9/7/2017
9/11/2017	9/14/2017
9/18/2017	9/21/2017
9/25/2017	9/28/2017
10/2/2017	10/5/2017
10/10/2017	10/12/2017
10/16/2017	10/19/2017
10/23/2017	10/26/2017
10/30/2017	11/2/2017
11/6/2017	11/9/2017
11/13/2017	11/16/2017
11/20/2017	11/22/2017
11/27/2017	11/30/2017
12/4/2017	12/7/2017
12/11/2017	12/14/2017

1:00 PM to 5:00 PM

5/8/2017	5/11/2017
5/15/2017	5/18/2017
5/22/2017	5/25/2017
5/29/2017	6/1/2017
6/5/2017	6/8/2017
6/12/2017	6/15/2017
6/19/2017	6/22/2017
6/26/2017	6/29/2017
7/3/2017	7/6/2017
7/10/2017	7/13/2017
7/17/2017	7/20/2017
7/24/2017	7/27/2017
7/31/2017	8/3/2017
8/7/2017	8/10/2017
8/14/2017	8/17/2017
8/21/2017	8/24/2017
8/28/2017	8/31/2017
9/4/2017	9/7/2017
9/11/2017	9/14/2017
9/18/2017	9/21/2017
9/25/2017	9/28/2017
10/2/2017	10/5/2017
10/10/2017	10/12/2017
10/16/2017	10/19/2017
10/23/2017	10/26/2017
10/30/2017	11/2/2017
11/6/2017	11/9/2017
11/13/2017	11/16/2017
11/20/2017	11/22/2017
11/27/2017	11/30/2017
12/4/2017	12/7/2017
12/11/2017	12/14/2017

**Microsoft Word Beginning/Intermediate 16 Hours**

**8:00 Am to 12:00 PM**

1/3/2017	1/5/2017
1/30/2017	2/2/2017
2/27/2017	3/2/2017
3/27/2017	3/30/2017
5/1/2017	5/4/2017
5/30/2017	6/1/2017
6/26/2017	6/29/2017
7/24/2017	7/27/2017
8/21/2017	8/24/2017
9/18/2017	9/21/2017
10/16/2017	10/19/2017
11/13/2017	11/16/2017
12/11/2017	12/14/2017

**1:00 PM to 5:00 PM**

1/16/2017	1/19/2017
2/13/2017	2/16/2017
3/13/2017	3/16/2017
4/17/2017	4/20/2017
5/15/2017	5/18/2017
6/12/2017	6/15/2017
7/10/2017	7/13/2017
8/7/2017	8/10/2017
9/5/2017	9/7/2017
10/2/2017	10/5/2017
10/30/2017	11/2/2017
11/27/2017	11/30/2017

**Microsoft Word Advanced 32 Hours**

**8:00 Am to 12:00 PM**

2/6/2017	2/16/2017
5/8/2017	5/18/2017
6/26/2017	7/6/2017
7/31/2017	8/10/2017
10/23/2017	11/2/2017

**1:00 PM to 5:00 PM**

1/23/2017	2/2/2017
3/20/2017	3/30/2017
4/24/2017	5/4/2017
7/17/2017	7/27/2017
10/9/2017	10/19/2017

**Microsoft Excel Beginning/Intermediate 16 Hours**

**8:00 Am to 12:00 PM**

1/9/2017	1/12/2017
2/6/2017	2/9/2017
3/6/2017	3/9/2017
4/3/2017	4/6/2017
5/8/2017	5/11/2017
6/5/2017	6/8/2017
7/3/2017	7/6/2017
7/31/2017	8/3/2017
8/28/2017	8/31/2017
9/25/2017	9/28/2017
10/23/2017	10/26/2017
11/20/2017	11/22/2017

**1:00 PM to 5:00 PM**

1/23/2017	1/26/2017
2/21/2017	2/23/2017
3/20/2017	3/23/2017
4/24/2017	4/27/2017
5/22/2017	5/25/2017
6/19/2017	6/22/2017
7/17/2017	7/20/2017
8/14/2017	8/17/2017
9/11/2017	9/14/2017
10/9/2017	10/12/2017
11/6/2017	11/9/2017
12/4/2017	12/7/2017

**Microsoft Excel Advanced 32 Hours**

**8:00 Am to 12:00 PM**

3/13/2017	3/23/2017
6/12/2017	6/22/2017
9/5/2017	9/14/2017
11/27/2017	12/7/2017

**1:00 PM to 5:00 PM**

1/3/2017	1/12/2017
2/27/2017	3/9/2017
5/29/2017	6/8/2017
8/21/2017	8/31/2017

**Microsoft Outlook Beginning/Intermediate 16 Hours**

**8:00 Am to 12:00 PM**

1/16/2017	1/19/2017
2/13/2017	2/16/2017
3/13/2017	3/16/2017
4/17/2017	4/20/2017
5/15/2017	5/18/2017
6/12/2017	6/15/2017
7/10/2017	7/13/2017
8/7/2017	8/10/2017
9/5/2017	9/7/2017
10/2/2017	10/5/2017
10/30/2017	11/2/2017
11/27/2017	11/30/2017

**1:00 PM to 5:00 PM**

1/3/2017	1/5/2017
1/30/2017	2/2/2017
2/27/2017	3/2/2017
3/27/2017	3/30/2017
5/1/2017	5/4/2017
5/30/2017	6/1/2017
6/26/2017	6/29/2017
7/24/2017	7/27/2017
8/21/2017	8/24/2017
9/18/2017	9/21/2017
10/16/2017	10/19/2017
11/13/2017	11/16/2017

**Microsoft Power Point Beginning/Intermediate 16 Hours**

**8:00 Am to 12:00 PM**

1/23/2017	1/26/2017
2/21/2017	2/23/2017
3/20/2017	3/23/2017
4/24/2017	4/27/2017
5/22/2017	5/25/2017
6/19/2017	6/22/2017
7/17/2017	7/20/2017
8/14/2017	8/17/2017
9/11/2017	9/14/2017
10/9/2017	10/12/2017
11/6/2017	11/9/2017
12/4/2017	12/7/2017

**1:00 PM to 5:00 PM**

1/9/2017	1/12/2017
2/6/2017	2/9/2017
3/6/2017	3/9/2017
4/3/2017	4/6/2017
5/8/2017	5/11/2017
6/5/2017	6/8/2017
7/3/2017	7/6/2017
7/31/2017	8/3/2017
8/28/2017	8/31/2017
9/25/2017	9/28/2017
10/23/2017	10/26/2017
11/20/2017	11/22/2017

# Online course programs

## Business Communications Online 16 Hours

Classes are Every Monday through Thursday 8-12 or 1-5

## Business Math Online 16 Hours

Classes are Every Monday through Thursday 8-12 or 1-5

## Call Center Customer Service Training Online 48 Hours

Classes are Every Monday through Thursday 8-12 or 1-5

## Customer Service 101 Online 16 Hours

Classes are Every Monday through Thursday 8-12 or 1-5

## Basic Medical Terminology Online 64 Hours

Classes are Every Monday through Thursday 8-12 or 1-5

## 20483 Programing C# Online 96 Hours

Classes are Every Monday through Thursday 8-12 or 1-5

## Microsoft Access Beginning/Intermediate Online 16 Hours

Classes are Every Monday through Thursday 8-12 or 1-5

# Tentatively Scheduled Classes

The school has the right to reschedule the program start date when the number of students is too small Minimum of 5;  
students will be entitled to a refund pursuant to NRS 394.449.

### Installing and Configuring Windows Server 2012: Exam 98-410 112 Hours

<u>8:00 Am to 12:00 PM</u>		<u>1:00 PM to 5:00 PM</u>	
		5/1/2017	6/29/2017

### MCSA Administering Windows Server 2012: MCSA Exam 70-411 112 Hours

<u>8:00 Am to 12:00 PM</u>		<u>1:00 PM to 5:00 PM</u>	
		7/3/2017	8/24/2017

### MCSA Configuring Advanced Windows Server 2012: MCSA Exam 70-412 112 Hours

<u>8:00 Am to 12:00 PM</u>		<u>1:00 PM to 5:00 PM</u>	
		8/28/2017	10/26/2017

### Cisco CCNP 80 Hours

<u>8:00 Am to 12:00 PM</u>		<u>1:00 PM to 5:00 PM</u>	
9/25/2017	12/14/2017		

### CompTIA A+ Boot Camp 40 Hours

<u>6:00 Pm – 10:00Pm</u>	
7/10/2017	7/13/2017

### CompTIA Net+ Boot Camp 40 Hours

<u>6:00 Pm – 10:00Pm</u>	
7/17/2017	7/20/2017

### CompTIA Security+ Boot Camp 40 Hours

<u>6:00 Pm – 10:00Pm</u>	
7/24/2017	7/27/2017

MS Office Essentials-Beginning 128 Hours

<u>8:00 Am to 12:00 PM</u>	
4/24/2017	6/15/2017
6/19/2017	8/10/2017
8/14/2017	10/5/2017
10/9/2017	11/30/2017

<u>1:00 PM to 5:00 PM</u>	
4/24/2017	6/15/2017
6/19/2017	8/10/2017
8/14/2017	10/5/2017
10/9/2017	11/30/2017

MS Office Essentials- Advanced 192 Hours

<u>8:00 Am to 12:00 PM</u>	
4/24/2017	6/15/2017
6/19/2017	8/10/2017
8/14/2017	10/5/2017

<u>1:00 PM to 5:00 PM</u>	
4/24/2017	6/15/2017
6/19/2017	8/10/2017
8/14/2017	10/5/2017

Desktop Support Technician 352 Hours

<u>8:00 Am to 12:00 PM</u>	
4/24/2017	9/21/2017
9/25/2017	3/1/2018

<u>1:00 PM to 5:00 PM</u>	
8/7/2017	1/11/2018

CompTIA Healthcare Technician 384 Hours

<u>8:00 Am to 12:00 PM</u>	
4/24/2017	9/21/2017

<u>1:00 PM to 5:00 PM</u>	
1/9/2017	7/6/2017
8/7/2017	1/25/2018

Computer Support Specialist MTA #366 464 Hours

<u>8:00 Am to 12:00 PM</u>	
4/24/2017	11/2/2017

<u>1:00 PM to 5:00 PM</u>	
8/7/2017	3/1/2018

Medical Office Specialist 416 Hours

<u>8:00 Am to 12:00 PM</u>	
4/10/2017	10/9/2017

<u>1:00 PM to 5:00 PM</u>	
1/30/2017	8/17/2017
8/21/2017	3/1/2018

Medical Billing & Coding Automation 256 Hours

<u>8:00 Am to 12:00 PM</u>	
6/26/2017	10/12/2017

<u>1:00 PM to 5:00 PM</u>	
5/22/2017	9/7/2017

## Las Vegas Campus

Professional Institute of Technology & Accounting also partners with various Certified Part Time Contract Instructors to teach specialized software programs. These instructors are all specialists in their field and have multiple years' experience and training background in the areas they teach. All instructors and contract trainers are verified through requirements of Post-Secondary Education.

### **PROFESSIONAL INSTITUTE of TECHNOLOGY & ACCOUNTING FACILITIES- NAC 394.381(6) (f)**

Las Vegas, Nevada

The Professional Institute of Technology & Accounting campus is located at 2625 So. Rainbow Blvd. Suites A and B. We are located just south of Sahara on Rainbow and Laredo. Our facility is equipped with eight classrooms and a testing facility, and almost 12800 square feet.

Each classroom is equipped with state of the art workstations, and our hours are from 8:00 am to 5:00 pm. In addition to classroom training some of our courses are offered as "Distance/E-Learning", which allows you to study from home. The exception to this would be an agency program; you will be required to log hours in at the school, and have structured classroom time. Your admissions counselor will go over your specific individual program with you prior to enrollment.

## Reno, Nevada

The Professional Institute of Technology & Accounting Reno campus is located at 1201 Terminal Way, Suite 100, Reno, NV 89502, is located just east of highway 395 on Mill Street near the Grand Serra Hotel and Casino. Reno facility is equipped with 5 classrooms and a testing facility, and almost 3200 square feet. Each classroom is equipped with state of the art workstations, and our hours are from 8:00 am to 5:00 pm for daytime classes and 6-10pm for evening classes. As we expand our locations and class times you will be notified.

In addition to classroom training some of our courses are offered as "Distance/E-Learning", which allows you to study from home. The exception to this would be an agency program; you will be required to log hours in at the school, and have structured classroom time. Your admissions counselor will go over your specific individual program with you prior to enrollment.

## **RATIO OF STUDENTS**

Professional Institute of Technology and Accounting strives to maintain a personal and individualized environment. Our maximum student to instructor ratio is 25 to 1. Most classes will average around 15 students per class.

## **ADMISSIONS PROCESS—NAC 381(6)(d) & NAC 394.607, NAC 394.381(6)(d)**

A personal, on-campus interview with an admissions advisor is required before enrollment. All applicants must be at least 17 years of age.

Professional Institute of Technology and Accounting has some programs that require specific prerequisites regarding certifications and/or equivalent experience. Please refer to the Program Description section for these prerequisites.

Professional Institute of Technology and Accounting will ensure that you have the ability to benefit from any training program you enroll in. We do so, by having a process in place, which involves pre-testing & assessments. You will take an entrance exam, called the Wonderlic Scholastic exam.

Once you have completed the interview, tour and testing, you will be provided a proposal for training that will list course cost, times, dates and hours of training. Financial options will be discussed at that time. Should you choose to enroll, you will complete an enrollment agreement, and be scheduled for orientation. The school is committed to the training of all that meet admissions requirements regardless of race, sex, religion, age, physical disabilities, natural origin, or sexual orientation.

Our enrolment period is open at any time up to the day the class starts; once class has started the class may be locked out. There are exceptions that are reviewed on a case by case basis. For example a student is taking A+ and has had it previously but their certification is out of date. This would be a case where an exception was made due to the student already having the basic knowledge and would still be able to catch up without losing the ability to benefit from the class.

## **STUDENT ORIENTATION**

Student orientation is conducted on Wednesdays every week. All students are required to attend orientation before their start date. At student orientation you will do the following:

- Finalize all enrollment forms
- Briefed on the Code of Conduct
- Receive user log-in, and brief description of time system
- Receive class schedule and student catalog

## **STUDENT RECORDS**

Professional Institute of Technology and Accounting uses Orbund which is a system that allows students to follow their academic progress in class. Each student will be given a username and password to access

their academic records from home. Students can view their progress reports in real time and see what homework assignments are due. In addition, students will use Orbund for:

- Homework assignments
- Grades
- Academic reports
- Submit assignments online
- Take online tests
- Communicate with the instructor
- Contracts
- Proposals
- Authorizations
- Class schedule(s)

If a student needs a transcript, they need to submit a request to the registrar either in writing or via email and one will be furnished to them in 7 to 10 business days.

## **ENGLISH PROFICIENCY**

Professional Institute of Technology and Accounting does provide Spanish instruction for limited classes.

## **ADMISSIONS PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS**

Professional Institute of Technology and Accounting makes every effort in the admissions process to accommodate potential students with special needs. We are ADA compliant. The admissions advisor will ask the potential student what assistance they need to complete the admissions process. This may include assistance with:

- Interview
- Campus tour
- Completion of any subsequent paperwork

These accommodations may include, but are not exclusive to:

- Reading materials to the potential student
- Assisting potential student in filling out the intake form
- Physically assisting potential student during the campus tour

Additional assistance can be provided by administrative staff, instructors and or management staff.

## **ENTRANCE TEST REQUIREMENTS      NAC 394.381 (6)(d) NAC 394.607**

All program applicants to Professional Institute of Technology and Accounting must obtain a passing score on the Wonderlic Scholastic Level Exam, a national standardized exam recognized by the U.S. Department of Education. This test predicts how quickly and thoroughly a student can understand instructions, learn new material and handle the mental demands of school. Cognitive ability is widely accepted as being the single best predictor of academic success. At the time of enrollment, the entrance test must have been successfully completed within the

last 12 months. If an applicant does not pass the entrance examination, the applicant must wait one week to retake the exam to attempt to pass a second time. If the applicant does not pass the second time, they must wait one calendar year before reapplying. A prospective student may be admitted without passing the entrance exam with the permission of the School Director.

Student who will be attending software application courses with no certification exams will not be required to take the Wonderlic exam.

## BENCHMARKS

To assist Professional Institute of Technology in setting minimum acceptable scores on the Scholastic Level Exam, Wonderlic has recommended the scores below. Wonderlic utilizes the O\*NET database as a framework for determining occupational minimum scores based on the knowledge, skills, and abilities required of the position. This determination is based on guidance provided by the Department of Education, as well as additional research and feedback.

The following is the list of the programs, examples of professions, and the necessary Wonderlic score.

Program	Wonderlic Score	Sample Jobs Titles
Information Technology	18	Network and Computer Systems Administrators
		Software Developers, Systems Software
		Computer Security Specialists: Information Security Analyst
		Computer Programmers
		Computer User Support Specialists
Graphic Arts & Web Development	17	Graphic Designers
		Web Developers
		Desktop Publishers
AutoCAD	18	Mechanical Drafters
		Architectural Drafters
		Electrical and Electronics Drafters
		Civil Drafters
LEED Green Technologies	18	Construction Managers
Project Management		Computer Occupations
		Construction Managers
		Computer and Information Systems Managers
		Managers Occupations
Medical	16	Medical Records and Health Information Technicians
		Medical Assistants
		Medical Transcriptionists
		Medical and Health Services Managers;

		Genetic Counselors
		Receptionists and Information Clerks
Accounting and Bookkeeping	14	Office Clerks, General
		Office & Admin Support Workers, All Other
		Bookkeeping

Applicants achieving a Wonderlic score below the benchmark of the program they are interested in will be required to take and pass a remediation course prior to the start of the course.

Wonderlic recommendations are regarded as a starting point for the establishment of minimum scores within specific educational programs.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of certifications you earn at Professional Institute of Technology and Accounting is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate/certification you earn in Information Technology or Medical Programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Professional Institute of Technology and Accounting to determine if your certificate/certification will transfer.

### **CREDIT FOR PREVIOUS TRAINING TO PROFESSIONAL INSTITUTE OF TECHNOLOGY AND ACCOUNTING-NAC394381 (6)(i)**

If a student comes to us with current and valid certifications, credit will be given at 100% of the clock hours. Students who have taken courses at a university or college but have not certified must take a certification pretest for that course and pass with a score of 85% or better. They must also provide an official transcript for that course(s). If they do not pass with the 85%, then that student is required to take the course and will not receive credit. If they do pass with an 85% or better, they will be required to take a test prep course and complete the certification.

*Exception: Any prior Professional Institute of Technology and Accounting Courses may be accepted as a transfer from program to program.*

Credit for Previous training will be granted to any student who has taken the same course within two years from enrollment, and can provide a certification for that course. If it has been more than two years, you will be required to take that course UNLESS you have a valid vendor certification. Transfer credit will be reviewed by the School Director.

## **TRANSFER OR ARTICULATION AGREEMENTS**

This institution has not entered into any transfer or articulation agreements with any other college or university.

## **ACADEMIC PROGRAM ORIENTATION**

All academic program changes MUST go through the funding agency and the Professional Institute of Technology and be approved before any changes can be made. Students will not take it upon themselves to change classes unless approved by the approving authority.

## **EXIT PROCESS**

Each candidate at completion of their program will be reviewed through a process initiated by the school from the three departments listed below. No student will be awarded a final progress report until these clearances have been completed. The exit process requires approval from the following areas:

- Student Academic Counselor
- Student Finance Office
- Career Services

## **FINANCIAL INFORMATION & FINANCIAL ASSISTANCE**

The Professional Institute of Technology and Accounting allows students the opportunity to make arrangements to pay for either a portion of their program or their entire program by check, money order, Visa, MasterCard, Discover, or Money Gram (wire). The accounting department will work with each student to establish a payment plan and draft a promissory note that the student will be required to sign a payment agreement.

Students who receive third party loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund. Professional Institute of Technology and Accounting also offers pay-as-you-go programs. This can be discussed with the Accounting Department and Admissions Counselor.

Defaulting on loans could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Accounting Department.

## **FEDERAL FINANCIAL ASSISTANCE**

Professional Institute of Technology and Accounting does not accept Title IV funding.

## **ACCOUNTING DEPARTMENT**

Accounting personnel can answer questions and provide information about financial programs, the application process and related deadlines. Students can obtain loan applications from this department. Appointments are recommended.

## **PROFESSIONAL INSTITUTE OF TECHNOLOGY AND ACCOUNTING SCHOLARSHIP PROGRAM**

Students who have a justified need for tuition assistance will be given the highest consideration. Funding for the scholarship program is provided through the schools contributions. Awards will vary based on the students' specific situation and must write an essay stating their goals for the training and why they are a good candidate for the education assistance. All requests will be reviewed by the scholarship committee. Recipients will have the scholarship proceeds credited to their tuition account prior to enrollment of their program.

## **PROFESSIONAL INSTITUTE OF TECHNOLOGY STANDARDS OF PROGRESS POLICY/DEFINITIONS**

NAC 394.381 (6)(e)

### **Student Grading Evaluation Definition:**

Student grading is based off of three areas; Attendance, Performance, and Testing. A students meeting Satisfactory Academic Progress Before completion of the course within 25% of the scheduled hours of the course. Will have a minimum 75% attendance, 70% testing, and 70% performance. Instructors assign all grades based off of the class criteria for success and are based off of the individual's performance and test scores.

When students are not making Satisfactory Academic Progress, a face-to-face appointment will be scheduled with the appropriate faculty member, instructor or director. Students not making SAP will be placed on a warning for 25 % of the scheduled hours. All students must maintain Satisfactory Academic Progress, which includes the required standards for Attendance, Progress and Code of Conduct.

### **Student Warning Definition**

A documented meeting that indicates an immediate or impending problem with the student's conduct, attendance, grades or academic progress. Students will be placed on Warning status for the following circumstances:

- Unsatisfactory Progress – Students who do not test or progress in the program as designed.
- Unsatisfactory Attendance – 100% attendance is encouraged, 75% is required. Compliance with Attendance policy is required.
- Unsatisfactory Testing and Performance – 70% or higher is required
- Unsatisfactory Conduct

Warning status is designated by the instructor and a detailed plan is created to guide a return to good standing. Failure to successfully complete a warning will result in probation.

### **Student Probation Definition**

A documented meeting in which a student is given time to try to redeem poor attendance, failing grades, failing performance, lack of progress or bad conduct. Students will be placed on probation status following an unsuccessful warning as defined above. UNSATISFACTORY ACADEMIC PROGRESS REQUIREMENT / WARNING AND PROBATION STATUS Students will have informal evaluations all throughout the program and can be identified as at risk for warning and probation.

PROBATION FOR STUDENTS - Students who are making unsatisfactory progress, attendance or a have code of conduct violation will be placed on academic warning or probation for a no less than a 33% of the total hours of program or 90 days maximum. If a student on probation fails to achieve satisfactory progress by required attendance, required grade or be in compliance with the code of conduct by the end of the probation, the student's enrollment will be terminated.

A student who is on warning or probation will be placed on a Student Counseling/Action Plan detailing counseling for the student, date, action taken and terms of warning or probation. If a student does not pass a course, they may be allowed to move to the next module, at the discretion of the program director.

Student will be allowed to take each unit exam and final twice.

A student will be placed on academic probation following academic warning when they do not meet the standards at the end of the warning process.

ACADEMIC PROBATION REMOVAL: Removal of academic probation requires that a student maintain satisfactory academic progress by the end of the probationary period.

REINSTATEMENT POLICY Students whose programs have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process. The conditions of reentrance are as follows:

- A written statement describing the extenuating circumstances must be submitted to the Campus Director within 5 days of the initiation of termination
- The student will be notified in writing of the result of the appeal within 5 days of receipt of appeal. If the student does not prevail in the appeal process, the student will be terminated and/or not be readmitted.
- If a student prevails in the appeals process, and is reinstated, the student will be placed on probation for either 33% of their program or 90 days maximum.
- At the end of the probation the student will be returned to good standing if all requirements are met.
- At the end of the probation the student will be terminated if not compliant with the requirements. All documentation concerning probation, termination and appeals will be placed in the student's file.

### **Expulsion Definition**

If the student is expelled for any reason other than below, they may exercise an appeal process. Appeals must be in writing to management. The student will be required to meet with the Student Counselor and Operations Manager and/or School Director in a joint meeting. They may have a witness or representative during this meeting and efforts will be made to allow you to reinstate your enrollment, if your infraction does not jeopardize any student or staff member.

### **Infraction Definition**

Violence in any form, Cheating, Stealing, Profanity, Inappropriate Internet or Computer Usage, Discrimination, Threatening remarks, Drugs, Alcohol on school premises or adjoining property, or any other behavior or actions deemed a safety hazard to the staff or students. Weapons are not permitted on campus by any student. Immediate expulsion for these infractions and no entitlement to an appeal process.

Students must conduct themselves as a business professional. We are in a business environment and are expected to be courteous and respectful of all staff and fellow students. The following infractions will not be tolerated. The following rules apply:

- Students who are disruptive may be asked to leave. To insure a positive learning environment for all, please make sure that your actions do not disrupt the instructor or other students in the class.
- Arrive on time and prepared for class. Chronically arriving late to class is distracting to other students.
- Turn off/silence all cell phones. Texting is not permitted during class.
- Listen to the instructor during lectures and other students during discussions. Refrain from off-task conversations that disrupt the learning of yourself and others.
- Students must conduct themselves in a manner that respects the dignity and rights of all persons.
- Students should treat other students with respect and dignity and be considerate of their learning circumstances.
- Students should meet with the instructor in private when questioning professional competence, including methods of instruction.
- Students shall not discuss or compare individual programs .Some information is confidential and should not be shared or discussed with others.

### **Student Good Standing Definition**

Student understands the requirements for success and maintains a performance level in accordance with the necessary program enrollment agreement.

### **Return to Good Standing definition**

A student has successfully fulfilled the requirements of a Warning or Probation and has maintained necessary performance levels by the end of the warning or probation.

## **Academic Appeal Process**

Students who are placed on a warning, probation and/or expulsion status for failure to maintain satisfactory academic progress may appeal. A written statement describing the extenuating circumstances must be submitted to the School Director within 5 days of the initiation of the warning or probation. The student will be notified in writing of the result of the appeal within 5 days of receipt of the appeal.

If the student does not prevail in the appeal process for an expulsion, the student will be expelled and/or not be readmitted. Students who are expelled may reapply after 6 months. Students who successfully appeal a termination will be placed on academic probation for an evaluation period. All documentation concerning probation, expulsion, and appeals will be placed in the student's file.

## **ATTENDANCE POLICY - NAC 394.381(f)**

Regular attendance is essential for academic progress and success in a career. Absences may jeopardize a student's ability to complete their program in a timely manner. All students are encouraged to complete the specified hours for their program by the end of each week. If a student is unable to attend, or leaves campus early on a given day(s), they should contact their instructor or any appropriate staff member. Students are encouraged to make up missed attendance. The instructor will assist in creating a makeup plan. Attendance is taken on a daily basis by the instructors and checked/reviewed on a weekly basis by the Administration. Professional Institute of Technology and Accounting encourages 100% attendance, and requires 75% attendance for graduation.

Students are required to log in and log out using the computer located on campus. The computer tracks the amount of time a student spends on campus. This information is stored in a student database from which attendance reports are generated. If the student does not log in, they will be required to sign the attendance roster and have an instructor initial for confirmation.

Students are expected to call or e-mail the campus if they are unable to attend the required hours for the week in order to obtain an excused absence (excused absence is when a student has received approval from PITA staff/instructor and/or agency to receive time off).

At any time during the program a student will be placed on warning status and can result in probation status for violation of attendance. Attendance violation is, including but not limited to:

- Three (3) Unexcused absences (unexcused absence is when a student leaves campus without permission, or does not call in prior to class to admin or instructor or counseling agency if applicable)

- Logging in and leaving the campus without logging out. If a student must leave campus, they are required to log out. The student can log in upon return. A student will be logged out if they cannot be located on campus.
- Asking another student to log them in or out.
- Habitual failure to log in or out.

If a student is in violation of Attendance, they will be placed on warning status. Failure to successfully return to good standing from warning will lead to probation. Failure to successfully return to good standing following probation will lead to program expulsion.

If the student's education is going through a funding agency, the agency's counselor will be notified on the third day of absence.

### **TARDY POLICY**

For instructor led courses, students must be on time. If they arrive late, they will not be allowed to interrupt the class and must wait until break time. It is imperative to make every effort to be on time. More than 3 instances will result in a written warning.

### **EARLY DEPARTURE POLICY**

Students leaving early will make up the time on another day. Less than 75% attendance will result in warning status, probation status or termination from the program as stated above.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Evaluation of student achievement is based on meeting the objectives for each course. Student progress is evaluated at various times throughout the program to insure Satisfactory Academic Progress.

### **GRADING POLICY**

Gradable elements equal 100 points, Attendance at 25%, Performance at 40% and Testing at 35%. The same grading scale applies to all programs at Professional Institute of Technology and Accounting. Instructors assign all grades based off of the class criteria for success and are solely based off of the individual's performance.

Grading Scale		
Grade	Percentage	Grade Points
A+	97%	4.00
A	94%	4.00
A-	90%	4.00
B+	87%	3.00

B	84%	3.00
B-	80%	3.00
C+	77%	2.00
C	74%	2.00
C-	70%	2.00
F	69% or Less	0.00

Example I: Student does well in all areas

Gradable Elements	Score	Percentage	Calculation
Attendance	95	25%	23.75
Performance	90	40%	36
Testing	92	35%	32.2
Course Grade			91.95 = A-

Example II: Testing and performance are acceptable but attendance is not

Gradable Elements	Score	Percentage	Calculation
Attendance	50	25%	12.5
Performance	85	40%	34
Testing	72	35%	25.2
Course Grade			71.7 = C-

Example III: Attendance and performance are acceptable but testing is not

Gradable Elements	Score	Percentage	Calculation
Attendance	85	25%	21.25
Performance	75	40%	30
Testing	50	35%	17.5
Course Grade			68.75 = F

Example IV: Attendance and testing are acceptable but performance is not

Gradable Elements	Score	Percentage	Calculation
Attendance	95	25%	23.75
Performance	55	40%	22
Testing	88	35%	30.8

Course Grade		76.55 = C
--------------	--	-----------

## **GRADE APPEALS PROCEDURE**

The formal grade appeal procedure follows the local campus academic chain of command. At each level of grade appeal review, if the student continues to believe the grade is unjust or unfair the student can appeal to the next level. Generally, the sequence is:

1. Appeal to the faculty member.
2. Appeal to the Operations Manager for classes taken at the school
3. Appeal to the School Director of the school (This is the final Grade Appeal level.)

A Grade Appeal Form must be completed in order to file a formal Grade Appeal. The Grade Appeal Form may be obtained from the Student Services at the school. The form from a Student Services Advisor. The form should be completed and submitted according to the instructions provided on the form. The faculty member at school or designee of the school will respond in writing on the form or via email within 15 days. If after 15 days the Grade Appeal Form is not returned with a decision or request for additional information, the student may move the Grade Appeal to the second level. At the second level, a decision or request for additional information will be sent within 10 days. After a decision is rendered at the first level or the second level, the student has 30 days from the date of that decision to appeal it. If the Grade Appeal is moved to the third level, the School Director will render a decision within 10 days and the decision are final.

## **MAKEUP WORK**

Absences from class are unavoidable at times. However, students will be required to make up all assignments, examinations or other work missed as the result of any excused or unexcused absence. For absences exceeding three (3) consecutive class days the student must arrange to meet with the instructor regarding make-up work. The instructor will assist in creating a makeup plan according to the students' progress in their current course.

## **CERTIFICATION TESTING**

Some classes have certification testing that is part of the program and they may or may not be included in the students program. Student programs are very dependent on the agency that it is funded through, the Professional Institute of Technology and Accounting will only cover the cost of the initial test. Some

vocational rehabilitation programs include 1 re-take any other re-takes will be the sole responsibility of the student to either pay for it themselves or to coordinate with the funding agency to cover the cost.

Some classes also require pre-testing, students will not be allowed to take the actual test until the student passes the pre-test and the instructor has signed off on the test request form. This procedure sets the student up for a positive result; it doesn't guarantee a passing score on the test but ensures the student is ready and has the capability of achieving a positive result.

## **MAXIMUM PROGRAM COMPLETION TIME**

If a student does not complete the required 75% of the course, they will have to repeat the whole course, at no cost, as long as it falls within 12 months of the start date based upon seat availability. Professional Institute of Technology and Accounting does allow make up time. Students must schedule this with their instructor before the completion of the course.

## **GRADUATION REQUIREMENTS**

Graduation Requirements for Professional Institute of Technology and Accounting are:

- Completion of the course.
- 70% and above passing grade for all courses and the overall program
- 75% of attendance days
- The student maintained the Professional Institute of Technology and Accounting Code of Conduct.
- Good financial standing

## **UNSATISFACTORY ACADEMIC PROGRESS REQUIREMENT / WARNING AND PROBATION STATUS**

Students will have informal evaluations all throughout the program and can be identified as at risk for warning and probation.

## **PROBATION FOR STUDENTS—NAC 394.381(e)(2)**

Students who are making unsatisfactory progress, attendance or a have code of conduct violations will be placed on academic warning or probation for a 4 week period.

If a student on probation fails to achieve satisfactory progress by required attendance, required grade or be in compliance with the code of conduct by the end of the probation, the student's enrollment will be terminated.

A student who is on warning or probation will be placed on a Student Action and Commitment Plan detailing counseling for the student, date, action taken and terms of warning or probation.

If a student does not pass a course, they may be allowed to move to the next module, at the discretion of the School Director. Student will be allowed to take each unit exam and final twice.

A student will be placed on academic probation following academic warning when they do not meet the SAP standards at the end of the warning process.

### **ACADEMIC PROBATION REMOVAL**

Removal of academic probation requires that a student maintain satisfactory academic progress by the end of the probation.

### **REINSTATEMENT POLICY**

Students whose programs have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process.

The conditions of reentrance are as follows:

- A written statement describing the extenuating circumstances must be submitted to the School Director within 5 days if the initiation of termination.
- The student will be notified in writing of the result of the appeal within 5 days of receipt of appeal. If the student does not prevail in the appeal process, the student will be terminated and/or not be readmitted.
- If a student prevails in the appeals process, and is reinstated; the student will be placed on probation.
- At the end of the probation the student will be returned to good standing if all requirements are met.
- At the end of the probation the student will be terminated if not compliant with the requirements.

All documentation concerning probation, termination and appeals will be placed in the student's file.

### **WITHDRAWAL POLICY**

In order to withdraw, the student must notify the school in writing or verbally of their withdrawal. If a withdrawal is not filed, a student will be dropped after 12 consecutive unexcused absences.

For the purpose of determining a student's obligation for the time attended, a student will be considered to have withdrawn from their program when any one of the following occurs:

- Student notifies the school in writing or verbally of their withdrawal or the actual date of withdrawal, whichever is later.
- The School terminates the student's enrollment as provided in the enrollment agreement.

- Student fails to attend classes for 12 consecutive school days. In this case, the date of determination for withdrawal will be 12 consecutive school days after the last date of recorded attendance.

## **SUMMARY OF TERMINATION**

Students who do not meet the standards described in the sections related to Satisfactory Academic Progress or attendance requirements, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog are subject to termination. Examples include, but are not limited to, the following:

- Violation of the attendance policy
- Failure to maintain satisfactory academic progress
- Violation of personal conduct standards
- Inability to meet financial obligations to the school

If a student does not enter a course, cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less the refund policy will apply.

## **INDEPENDENT STUDY, COOP PROGRAMS, AND OJT POLICY**

Professional Institute of Technology and Accounting does offer independent distance education for multiple courses. Professional Institute of Technology and Accounting does provide partnerships with employers and agencies that may offer on the job training programs. In certain programs, internships are a part of the curriculum. Credit is not granted by Professional Institute of Technology and Accounting for previous participation in independent study, cooperative programs, or OJT programs. Students may access further professional development opportunities through the Career Services office.

## **LEAVE OF ABSENCE**

A student must request a Leave of Absence in advance of the beginning date of the LOA, in writing or verbally and include the reason for Leave of Absence unless unforeseen circumstances prevent the student from doing so. If a student does not request an LOA within 12 consecutive days of absence, the student will be withdrawn. The leave of absence may not exceed 180 days in any 12 month period or one-half their published program length, whichever is shorter. Multiple LOA's are permitted provided the total of the leaves does not exceed this limit.

LOA's must be signed by the student and specify a reason for the leave. The School Director approves or disapproves LOA's. No additional charges to the program will be incurred due to an LOA. An LOA may be extended provided that the extension meets all the requirements. The School Director will decide if the student must restart the course or pick up from the point the student left off. In addition, students who are being funded by an agency must request a LOA from their counselor.

The Professional Institute of Technology and Accounting policy states that the requests for an LOA are submitted in writing or verbally and include the reason for the student's request. Professional Institute of Technology and Accounting will not assess the student any additional institutional charges and the student's need may not increase. The LOA, together with additional leaves of absence may not exceed the total of 180 days in any 12 month period. The student returning from an LOA is required to resume training at the same point in the academic program as he or she began the LOA.

### **APPEALS PROCESS FOR REINSTATEMENT**

Reentrance to the School following withdrawal for any reason will be at the discretion of the School's Director and Faculty. A student may petition in writing for reinstatement within 6 months of dismissal. The Director and Faculty will review the student's previous academic records and their current situation in making a decision regarding reinstatement. The student will be notified of the decision in a timely manner.

Students accepted for readmission are entitled to the same rights and privileges and are subject to the same regulations as any student. For readmitted students, grades will remain the same for courses completed in the prior year. Incomplete courses will have to be repeated from the beginning.

Students who do not prevail in the appeal process will not be readmitted. Students may reapply in 6 months.

### **CAREER SERVICES ASSISTANCE NAC 394.381 (6)(k)**

Professional Institute of Technology and Accounting provides career assistance to all graduates in good standing. Professional Institute of Technology and Accounting employs a Career Services department who assists students with resume development, interview skills and career search techniques.

Career Services personnel will advise students and graduates on available careers in the area for which the students have been trained. To do this, the school maintains a contact file of potential employers, which is constantly updated. Employers are also invited to come to the campus for career interview sessions with our students and graduates.

In addition, Professional Institute of Technology and Accounting provides the opportunity for externships with our partner employers. Only those students who are satisfactorily progressing through

their program will be allowed to participate in externships. Attendance or conduct issues are grounds for ineligibility for career services. Once denied services, a meeting with the Director to reinstate eligibility is required.

Although Professional Institute of Technology and Accounting cannot guarantee employment for its graduates, every reasonable effort will be made to assist students in this process. Failure on the student's part to follow procedures may result in the discontinuation of career services.

## **STUDENT SERVICES**

Professional Institute of Technology and Accounting offers tutoring, career planning services, and referrals to other agencies to facilitate the career search process. Professional Institute of Technology and Accounting does not assume responsibility for student housing. The institution does not have dormitory facilities under its control and does not offer student housing assistance.

## **STUDENT GUIDANCE AND ADVISING**

Professional Institute of Technology and Accounting is committed to helping students realize and use their own abilities to reach their personal, academic and career goals. The staff of the school makes every effort to maintain communication with its students. Students may contact faculty members and administrative staff for both vocational and academic advising. Students experiencing personal problems that require professional help will be referred to appropriate agencies.

## **TECHNICAL SUPPORT SERVICES**

The Professional Institute of Technology and Accounting has what is called the Tech Center. This is where we utilize our student as interns. Interns will assist the Tech Center employees in fixing, maintaining and troubleshooting skills within our facility.

The Tech Center also will work on student's computer at no cost to the student for labor, but the student is responsible for any parts needed. The professional Institute takes on no liabilities for anything that may happen or damages that may occur.

## **COMPLAINT/GRIEVANCE PROCEDURES**

Professional Institute of Technology and Accounting maintains an open-door policy. If a student has a concern of any kind it should first be discussed with the Instructor. If the student is not satisfied with the result of that conversation the concern should be presented to the Student Counselor. If the concern is still not resolved the student is encouraged to request an in person meeting with the Operations Director.

If a student's concern is not resolved in a reasonable period of time the student should submit the concern in writing to Professional Institute of Technology and Accounting, School Director. Within 10 business days of receiving the concern, the School Director will provide the student with a response.

If the student has any complaints, questions or problems which cannot be resolved with the school, write or call NV Commission on Postsecondary Education, 8778 South Maryland Parkway, Suite #115, Las Vegas, NV 89123 702-486-7330, <http://www.cpe.state.nv.us/>.

### **INSTRUCTOR FREEDOM POLICY**

For each course, a syllabus will be given to the student as which the instructor will follow. Instructors are encouraged to provide additional resources and personal experiences to enhance the students learning environment.

### **RETENTION OF STUDENTS FILES**

Physical students file are retained on site for 5 years following a student's date of program completion. Only student transcripts are kept indefinitely.

### **EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT POLICY**

Professional Institute of Technology and Accounting affords equal treatment and opportunity to all persons and prohibits discrimination based on race, color, sex, religion, age, national ancestry or origin, sexual orientation, or physical or mental disability in any of its functions or activities, including employment, educational programs and services, and admissions.

Professional Institute of Technology and Accounting will reasonably accommodate an individual's disability when appropriate. Specific information relating to reasonable accommodations is available from the School Director.

### **STUDENT'S RIGHT TO CANCEL - NRS 394.449**

#### **NRS 394.449 Requirements of policy for refunds by institutions.**

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:

(a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.

(b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150.00, whichever is less.

(c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150.00, whichever is less.

(d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

(a) Date of cancellation by a student of his or her enrollment;

(b) Date of termination by the institution of the enrollment of a student;

(c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

(d) Last day of attendance of a student,

↳ whichever is applicable. (Continued on page 39).

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section:

(a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

(b) The period of time for a training program is the period set forth in the enrollment agreement.

(c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

(Added to NRS by [1985, 989](#); A [1989, 1460](#); [1995, 325](#); [2005, 635](#))

*Example: Student enrolls in a 240-Hour program with fee of \$3,000 and cancels enrollment after attending 70 hours. Student attended 29% of the program (70÷240). Student refund would be calculated as follows:*

<i>Registration Fee</i>	<i>\$100</i>	<i>Total Charged</i>	<i>\$ 970.00</i>
<i>\$3,000 times 29%</i>	<i>\$870</i>	<i>Tuition Refund</i>	<i><u>\$3000.00</u></i>
			<i>\$2030.00</i>

\*WHILE OUR REFUND POLICY FOLLOWS THE REGULATIONS SET FORTH BY THE NRS 394, WE WILL MAKE EVERY EFFORT TO PROVIDE FAIR AND EQUITABLE ARRANGEMENTS. WE WILL WORK TO ENSURE YOU ARE NOT OVERYPAYING FOR COURSES THAT WERE NOT DELIVERED.

WE VALUE OUR RELATIONSHIP WITH OUR COMMUNITY WILL ENDEAVOR TO PROVIDE BOTH QUALITY AND ETICHAL SERVICES TO ALL STUDENTS.

IT IS OUR GOAL TO ENSURE A WIN-WIN FOR ALL PARTIES. PLEASE FEEL FREE TO DISCUSS ANY ISSUES AND CONCERNS WITH US. AS WE HAVE STATED, WE ARE A DIFFERENT KIND OF TRAINING COMPANY.

## **REFUND PROCEDURE**

Refunds are issued through the School Director of Professional Institute of Technology and Accounting when a student withdraws from all classes. The issuance of refunds is not contingent upon notification of withdrawal by the student. All refunds are mailed within 15 days of the students' last date of attendance. For students receiving funding from a third party, tuition refunds are first applied toward repayment of third party funding.

The Accounting Department will do a refund calculation based on Nevada Regulations. The Accounting Department will do return to calculation and determine if the student either owes the school or is due a refund. The Accounting Department will submit the calculations to the School Director for approval. The calculation amount that benefits the student the most is the one used.

## **DELINQUENT TUITION PAYMENTS**

Payments are monitored by the Accounting Department of Professional Institute of Technology and Accounting. If a payment is 15 days past due, the student/funding agency will be contacted by e-mail or letter. If there is no response within 15 days, the student/funding agency will be contacted by phone and if they are current students they may be locked out of training. If the student/funding agency cannot be contacted by phone a final demand letter will be mailed. If there is no response with 15 days of the final demand letter the delinquent account will be sent to a collection agency.

## **PAYMENT METHODS AND TERMS FOR ALL PROGRAMS**

Payment methods are:

- Check
- Credit Card
- Cash
- Third Party Payments
- Private Loans
- Other

Terms are dependent upon agreement with students and any third party participants.

## **PRIVACY OF EDUCATION RECORDS (FERPA)**

The Family Educational Rights and Privacy Act of 1974 entitle all students to review their records, including grades, attendance and advising reports. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to amend the records, the student may, after complying with the Student Complaint Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

A student has the right to file a complaint with Family Policy Compliance, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the school's alleged failure to comply with the Act. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

Students may access their academic file at Professional Institute of Technology and accounting by scheduling an appointment, Monday through Friday from 9am to 5pm. Records are maintained on campus for five years. Academic transcripts are maintained by the campus. Should the campus ever close, transcripts will be transferred the Nevada Commission of Postsecondary Education and maintained indefinitely. (In accordance with §NAC 394.640) Transcripts are released upon request from the student, and include the following information:

- The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal
- The final grades or evaluations given to the student
- Credit for courses earned at other institutions and accepted at Professional Institute of Technology and Accounting
- Credit for courses tested out

## **SAFETY**

Professional Institute of Technology and Accounting strives to provide a safe and healthy school environment. In compliance with the Student Right-to-Know and Campus Security Act of 1990 and to ensure a safe, secure environment, the school has adopted the following procedures:

Reporting a Crime or Emergency at Professional Institute of Technology and Accounting

Dial 911 for Emergency or 311 for Non - Emergency

Area Police/Fire Non - Emergency Numbers:

Clark County (Las Vegas) Police 702-828-3111 Non – Emergency

Las Vegas Fire Department 702-455-7311 Non – Emergency

1. Students should report all criminal acts or other emergencies occurring on campus to a member of the Professional Institute of Technology and Accounting Staff. Incidents may be reported by phone at 702-853-7482 or in person. A school representative will write an incident report and if necessary, distribute it to the proper agencies, including, but not limited to, local fire and police departments. The management staff, as well as other appropriate administrators, will be informed of the incident as well.
2. Only staff members are authorized to have keys to buildings; no students are to have access to campus facilities without staff supervision.
3. Professional Institute of Technology and Accounting has the authority to enforce the campus Student Code of Conduct, and, according to the Education Code, is the liaison with local police departments in all cases of criminal actions. Any action which is a violation of the criminal code of the State must be reported to the local police.
4. Campus safety information is available upon request. Fire and evacuation exits are posted throughout the campus.

The Student Code of Conduct and the State Penal Code prohibit the possession, use and sale of alcoholic beverages and illegal drugs on campus, except as specified in the Education Code.

### **Professional Institute of Technology and Accounting Students' Code of Conduct- *NAC 394.381(6)(g)***

Professional Institute of Technology and Accounting requires students to meet certain employability standards. These rules of conduct are similar to those of a work environment. Violation of the school's rules of conduct may lead to suspension (student not allowed in classes for a period of three days, and must meet with management and agency if applicable, and create an action plan, which may include a commitment contract and/or probation) , probation (a period of time which will be a minimum of 1 month and could be up to 3 months, whereby student is considered probationary and must have bi-weekly update meetings with instructor and management to go over progress) or termination from the school (complete removal from school program, and all courses forfeited, and refund if applicable provided). Individual probation, suspension or terminations are evaluated on a case by case basis by the School Director. Violations include but are not limited to dishonesty, cheating, plagiarism, unprofessional behavior, use of profanity, insubordination, harassment, violation of safety rules and use of or being under the influence of alcohol or drugs on campus.

### **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

The Drug and Alcohol Abuse Prevention Program policy applies to all students and to all employees. The unlawful possession, use, or distribution of illicit and/or prescription drugs, controlled substances and

alcohol are strictly prohibited at Professional Institute of Technology and Accounting. Students or employees not complying with this standard will be subject to sanctions. Sanctions may include the immediate termination/probation from employment or in the case of a student, termination/probation from school.

The school will notify the student or employee in writing if the school becomes aware of any violation of this policy. The student and or employee may request a formal hearing after receiving said notice. Three members from the faculty and staff will comprise the hearing board. If the student or employee fails to request a hearing within three business days, then immediate termination will take place.

If a hearing is requested, the board will notify the student or employee of the date the hearing will take place. The student or employee has the right to be represented by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case.

The school's administration will be notified of the board's decision. In all cases the board's decision will be final. The school's administration will notify the student or employee of the board's decision.

## **COPYRIGHT POLICY**

It is the policy of Professional Institute of Technology and Accounting to respect the copyright protections given by federal law to owners of digital materials and software. Professional Institute of Technology and Accounting will abide by all licenses.

## **VIOLATIONS AND PROHIBITIONS**

It is against the school's policy for students to use school equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright protected materials or software except as permitted under copyright law or specific license.

Specifically, users are prohibited from:

- Copying or reproducing any licensed software on Professional Institute of Technology and Accounting computing equipment, except as expressly permitted by the software license.
- Users may not use unauthorized copies of software on Professional Institute of Technology and Accounting owned computers or on personal computers housed in the school's facilities.
- Copying, downloading, or uploading audio recordings, music, movies, videos, and other kinds of copyright-protected files electronically.
- Posting copyrighted material on a Professional Institute of Technology and Accounting owned web site.

Additionally, faculty, staff, administrators and students must:

- Fully read, understand, and abide by all terms of software license agreements.

- Where applicable, remove any copyrighted material from the Web after the evaluation period has expired.
- Not accept unlicensed software from any third party.
- Not install, nor direct others to install, illegal copies of computer software or unlicensed software onto any school-owned or operated computer system.

## **ENFORCEMENT**

Professional Institute of Technology and Accounting reserves the right to monitor network use for operation needs and to ensure compliance with applicable laws and school policies. The school has a legal duty to comply with applicable laws protecting the intellectual property rights of third parties and to respond to formal legal complaints that it receives.

The school reserves the right to authorize removal of any illegal copyright material or disconnecting a user's account if the user represents a serious threat to system integrity or poses a liability to the school. Professional Institute of Technology and Accounting may refer suspected violations of applicable law to appropriate law enforcement agencies.

If any provision of this policy is ruled invalid under law, it shall be deemed modified or omitted solely to the extent necessary to come into compliance with said law, and the remainder of the policy shall continue in full force and effect.

## **SYSTEM & NETWORK SECURITY**

Students may not attempt to circumvent user authentication or security of any host, network, or account. This includes, but is not limited to, accessing data not intended for the Student, logging into a server or account the Student is not expressly authorized to access, or probing the security of other networks.

Students may not attempt to interfere with service to any user, host, or network. This includes, but is not limited to; "flooding" of networks, deliberate attempts to overload a service, and attempts to crash a host.

Students may not use any kind of program/script/command, or send messages of any kind, which are designed to interfere with a user's terminal session, via any means, locally or by the Internet. Students who violate systems or network security may incur criminal or civil liability. Professional Institute of Technology and Accounting will cooperate fully with investigations of violations of systems or network security at other sites, including cooperating with law enforcement authorities in the investigation of suspected criminal violations.

## **RESPECT STUDENTS & STAFF**

Please treat others the way you want to be treated. We trust our students to use their good common sense and good judgment in helping us to make a pleasant classroom environment.

## **NO ILLICIT MATERIALS**

Pornography, 'hate group' Web sites or anything else generally considered offensive will not be tolerated and training could result in termination from Professional Institute of Technology and Accounting.

## **CELL PHONES**

Cell phones are NOT allowed in the classroom or hands-on lab unless they are turned off or set to a silent or vibrate mode. If a student needs to answer a cell phone, please answer it outside the classroom or hands-on lab. Texting is not permitted during class.

## **DRESS CODE**

While no formal dress code is required, students are expected to wear business casual attire while on school premises. Jeans are acceptable. Clean attire and non-revealing clothing is required. Open toed or flip-flop sandals are a hazard and not recommended for your safety.

## **PERFUME & COLOGNE**

Many people are sensitive to the smell of perfumes and colognes. This can lead to respiratory problems, headaches, and itchy/watery eyes. Please minimize the use of perfumes and cologne. If it is determined that a student is affecting another student's health due to perfume or cologne use, the student will be asked to leave the classroom.

## **SMOKING AREAS**

Professional Institute of Technology and Accounting is a non-smoking facility. There is a very nice courtyard with tables and a smoking area outside. Food and drinks are not allowed in the classroom. Breaks will be given twice per day. Please be mindful of trash and use all receptacles/ash trays for your cigarette butts and other items.

## **Violence and Weapons**

The Professional Institute of Technology believes in maintaining a safe and healthy environment, in part by promoting open, friendly, and supportive working relationships among all students and employees. Violence or threats of violence have no place in our business. Violence is not an effective solution to any problem. Students and employees are strictly prohibited from bringing any weapons, including knives, pistols, rifles, stun guns, Mace, etc., to the office. Neither threats of violence nor fighting will be tolerated. Furthermore, if you have a problem that is creating stress or otherwise making you agitated, you are encouraged to discuss it with a member of the staff.

Students are expected to immediately report to a member of the staff any violation of this policy. Any student or employee found threatening another student or employee, fighting, and/or carrying weapons to the worksite will be subject to disciplinary action, up to and including termination or expulsion.

Only Security Employees may be allowed with proper licensing and certification to carry a firearm for protection of the property.

## **DISRUPTIVE BEHAVIOR**

Students who are disruptive may be asked to leave. To insure a positive learning environment for all, please make sure that your actions do not disrupt the instructor or other students in the class. The following actions are deemed but not limited to being disruptive:

- Chronically arriving late to class is distracting to other students.
- Not listening to the instructor during lectures and other students during discussions. Refrain from off-task conversations that disrupt the learning of yourself and others.
- Not respecting the dignity and rights of all persons.
- Not being considerate of their learning circumstances of other students.
- Not meeting with the instructor in private when questioning professional competence, including methods of instruction.
- Students shall not discuss or compare individual programs .Some information is confidential and should not be shared or discussed with others.

## **LICENSING, ASSOCIATIONS, and PARTNERSHIPS - NAC 394.381 (6)(f)**

Professional Institute of Technology & Accounting is licensed by the following entities to operate as stated by each:

Nevada Commission on Postsecondary Education	Educational Institution
VUE Corporation Center	VUE Authorized Testing
Certiport Center	Certiport Authorized Testing
PAN	PAN Testing Center
Castle	Castle Testing Facility
NHA	National Health Association

Comira	Comira Testing
NTN	National Testing Network

Professional Institute of Technology & Accounting and its employees are members of the following organizations:

Microsoft Corporation	Microsoft IT Academy & MS Partner
Southern Nevada Human Resource Association	Member
Association of Information Technology Professionals	Member
American Society for Training and Development	Member/ Sierra Nevada Chapter
Northern Nevada Resource Association	Member

### Programs of Study

The following programs are offered:

Program	Instructor Led	Mentored Learning	E-Learning/Distance
Computer Applications	X	X	x
Graphic Design	X	X	x
Accounting and Bookkeeping Specialist	X	X	x
Medical Office	X	X	
Information Technologies	X	X	X
Business	X	X	x

### Test Fees

- PITA is an Authorized Testing Center for VUE, Prometric, Certiport, PAN and Castle. Most tests will be taken at PITA site, with the exception of the LEED, which must be at the Corporate Prometric site.
  - The Professional Institute of Technology and Accounting will only cover the cost of the test and 1 re-take any other re-takes will be the sole responsibility of the student to either pay for it themselves or to coordinate with funding agency to cover the cost.
- |                     |           |              |            |
|---------------------|-----------|--------------|------------|
| • A+:               | \$188.00  | Microsoft:   | \$86.00    |
| • Network +:        | \$269.00  | MTA:         | \$50.75    |
| • Security +:       | \$293.00  | Adobe:       | \$72.82    |
| • Cloud Essentials: | \$197.00  | QuickBooks:  | \$99.00    |
| • Healthcare IT:    | \$106.00  | Autodesk:    | \$73.50    |
| • Cisco:            | \$150-250 | CAPM:        | \$300.00   |
| • PMP:              | \$550.00  | LEED:        | \$250.00   |
| • Green It:         | \$64.00   | Microsoft IT | \$75-\$250 |
| • Medical:          | \$161.00  |              |            |

Note\* Note all test fees are listed and are subject to change with little or no notice. The Professional Institute of Technology also reserves the right to charge a voucher administration fee which would be no more than 10% of actual test fee.

## Complete Course listing

*As a testing center, certification exams can be taken at our school, for all programs requiring certification. The costs listed below do NOT include test fees. Check with the admissions counselor, or the vendor website for exam costs, and not all programs have certification exams.*

### Basic and Advanced Computer Programs

These courses are offered as **Instructor Led**, E-Learning or in the Mentored Learning Lab. These courses are software related as well as technical. Some courses have certification exams associated with them when applicable. The Professional Institute of Technology and Accounting provides the test and 1 re-take when it is part of the program that student has been approved for.

#### Keyboarding

**16 hours – \$299.00**

Students will learn the basics of the keyboard and practice labs to build up speed and accuracy (once enrolled students have unlimited access to the keyboarding lab and programs)

#### Basic PC/Intro to Computers/Internet

**32 hours – \$598.00**

Digital lifestyles are a part of every individual, whether it is to use email programs, or set up your home computer to budget your finances. Topics include Computer Basics, Internet and the World Wide Web, Productivity Programs, Computer Security and Privacy, and Digital Lifestyles.

#### Microsoft Word Beginning/Intermediate

**16 hours – \$299.00**

Create word processing documents, create and format documents, and add lists, tables, and images to documents. Students will also be able to Build tables and images and perform advanced functions in MS word, such as columns rows and graphs. Students will also be prepared to take the certification exam to obtain MOS certification

#### Microsoft Word Advanced

**32 hours – \$598.00**

Advanced features of MS Word including knowledge for MOS Word 2010 Certified User. Certification optional. Additional test fee required.

---

**Microsoft Excel Beginning/Intermediate** **16 hours - \$299.00**

---

Students will master the tasks of excel, such as entering and editing cell data, selecting cell ranges, and formatting worksheet data. Print worksheets, add comments, complete basic calculations and formulas, and create charts using Excel

---

**Microsoft Excel Advanced** **32 hours - \$598.00**

---

Advanced features of MS Excel including knowledge for MOS Excel 2010 Certified User. Certification optional. Additional test fee required.

---

**Microsoft PowerPoint Beginning/Intermediate** **16 hours – \$299.00**

---

Create dynamic marketing presentations, inserting and deleting slides, selecting and sizing objects, working with placeholders, manipulating and formatting text, as well as inserting both shapes and symbols in PowerPoint animation, formatting and charts.

---

**Microsoft Outlook Beginning/Intermediate** **16 hours – \$299.00**

---

Create calendars, meeting management, tasks, and create contact information, and activity management and file organization.

---

**Microsoft Access Beginning/Intermediate Online** **16 hours – \$299.00**

---

Create, modify, and access databases, as well as how to build tables, forms, and reports. Learners will also be able to use queries and filters to sort through data.

---

**Accounting**

---

**QuickBooks Beginning/Intermediate** **32 hours – \$875.00**

---

Students will master modules of QuickBooks, from Chart of Accounts, to Accounts payable, Receivable, Invoicing, Payroll and GL. Students will be able to perform the function of accounting clerk in an office.

---

**QuickBooks Certification Course** **80 hours – \$2150.00**

---

Students will master modules of QuickBooks, from Chart of Accounts, to Accounts payable, Receivable, Invoicing, Payroll and GL. Students will be able to perform the function of accounting clerk in an office. This four week instructor led, with one additional week certification. Students will prepare and certify as a QuickBooks Certified User.

---

**AIPB - ADD-ON**

---

**American Institute of Professional Bookkeepers Certification** **64 hours- \$4295.00**

---

You should have experience with bookkeeping for two years, so this add on will only apply to bookkeepers and individuals with verifiable experience. Career changers may take this course, but will not receive

certification until they have two years verified experience. They will receive a certificate for passing the nationally recognized exam and will be members of AIPB.

### **Office Productivity Program Bundle**

Below is a list of combined packages from the courses above.

#### MS Office Essentials-Beginning

**128 hours-\$2392.00**

Enhance your Computer and Office skills to obtain employment opportunities in Office, Receptionist, Clerical, Customer Service.

- |  |          |
|--|----------|
| ○ Basic PC Intro to Computers/Internet | 32 Hours |
| ○ Key Boarding                         | 16 Hours |
| ○ MS Word Beg/Intermediate             | 16 Hours |
| ○ MS Excel Beg/Intermediate            | 16 Hours |
| ○ MS PowerPoint Beg/Intermediate       | 16 Hours |
| ○ MS Outlook Beg/Intermediate          | 16 Hours |
| ○ Career Search/Job Readiness          | 16 Hours |

#### MS Office Essentials-Advanced

**192 hours-\$3588.00**

Enhance your Computer and Office skills to obtain employment opportunities in Office, Receptionist, Clerical, Customer Service. This course includes the certifications in MS Word and Excel.

- |  |          |
|--|----------|
| ○ Basic PC Intro to Computers/Internet | 32 Hours |
| ○ Key Boarding                         | 16 Hours |
| ○ MS Word Beg/Intermediate             | 16 Hours |
| ○ MS Word Advanced                     | 32 Hours |
| ○ MS Excel Beg/Intermediate            | 16 Hours |
| ○ MS Excel Advanced                    | 32 Hours |
| ○ MS PowerPoint Beg/Intermediate       | 16 Hours |
| ○ MS Outlook Beg/Intermediate          | 16 Hours |
| ○ Career Search/Job Readiness          | 16 Hours |

## Accounting and Bookkeeping Specialist

**304 hours-\$7,905.00**

Bookkeepers and Accounting Specialists are highly respected and sought after. This course of instruction is to provide the student with the knowledge and skills to proficiently perform the functions of a bookkeeper/accountant. The student will be taught the fundamentals of accounting, the use of Excel spreadsheets and the utilization of QuickBooks. The student will be able to create an accounting system, analyze monetary transactions, properly journalize and post this information to the general ledger. The student will also be able to knowledgeably transfer all monetary transactional information to the QuickBooks system, student will certify as a Quick Books certified user. In this way useful, timely and reliable information will be readily available.

The basic course will focus on GAAP and the methods used to gather and analyze financial, and to some extent, managerial information. The class will also include the basics of Excel; how to create, formulate and utilize Excel to aid in the analysis of information.

It is also the intention of this course to provide some exposure to accounting fundamentals and responsibilities. This will be accomplished by having the student consider a business that he/she would be interested in, excluding manufacturing. During the course of this project, the student will progress from sole proprietorships / partnerships; record the addition of other partners and ultimately merge to form a single corporation. The student will create an initial accounting system and then evolve and expand that system to meet the growing needs of their business.

## Career Skills/Job Readiness

**16 hours - \$299.00**

Interview process, from obtaining an invitation to an interview to follow-up after the interview, as well as proper interview demeanor, including listening and answering, asking questions, effective communication, and negotiations. Students will have confidence in getting past screening interviews, navigating tough interviews, resolving objections, and managing the follow-up process. Students will successfully create a resume.

## Business Communications Online

**16 hours – \$1475.00**

Students will master business writing skills and be able to effectively communicate in a business setting, and also how to prepare for a writing task, skills for effective word choice, sentence building, and paragraph design.

---

### Business Math **Online**

**16 hours – \$1475.00**

Improve basic math skills and master basic mathematical calculations commonly used in business settings. Students will successfully compute fractions and decimals, the order of operations for combined computations, and solve equations and word problems. They will master use of proportions, ratios, and percentages, and use of a calculator for business applications.

---

### Call Center Customer Service Training **Online**

**48 hours – \$2211.00**

When working as a call center agent, it's important to understand how to respond to a variety of customer issues, problems or complaints. The importance of offering customer-centric service is the foundation of your job responsibilities. In this course, we'll offer students a brief introduction to the responsibilities of a call center agent, whether you work from home, a customer service department, or an independently based call center. We'll explain some of the basic dos and don'ts of telephone etiquette, how to answer calls, and the impact your own tone and attitude can have on callers. We'll also introduce problem-solving techniques to help you provide quality and excellent services to customers.

---

### Customer Service 101 **Online**

**16 hours – \$1475.00**

Customer service is a crucial buzzword in the corporate world today. Just about every company seems to understand just how important customer service is and many have started to find ways to improve and measure customer service. In this course we are going to look at what customer service is and isn't and identify how you can understand and provide good customer service. This course will show you how to give not just "good" or "average" service but **great** customer service.

---

## Graphics and Web Design Specialist Program

**448 hours \$7980.00**

This course will take a new Adobe user and teach them the necessary skills to work in the Graphic Design Field and prepare them for the Adobe Certifications. This course includes classes in Adobe Photoshop, the first program in the series where students will master the core skills that are common to many creative fields, such as working with layers and selections, adjusting, manipulating and retouching photos, painting, adding text, automating and preparing files for output. Illustrator, similar to Photoshop is a popular vector-based drawing program where the student can import or create an image then transform that image using several drawing and shaping tools. InDesign, a layout program that is essential tool for design firms, ad agencies, magazines, and newspapers, book publishers and freelance designers and Dreamweaver, in the Dreamweaver class students will learn to create and design a webpage. Integrated options allow the user to manage and arrange the webpages and create a website. This program enables you to apply for Marketing; Graphics and Web Designer positions. Course price does not reflect test fees.

---

## Adobe Illustrator Series

**112 hours – \$1995.00**

Learn this popular vector-based drawing program and be able to use the core drawing and shape tools, the transformation and reshaping features, text and the Pen tool. They will also learn to export and print and use customization tools and artboards. Working with type, using the interface is also covered. Students will do a hands-on project.

---

## Adobe In-Design Series

**112 hours - \$1995.00**

InDesign program is an essential tool for design firms, ad agencies, magazines, newspapers, book publishers and freelance designers. Learn how to navigate and customize the workspace, manage documents and pages, work with text frames, and graphics, export and print finished documents.

### Adobe Photoshop Series

**112 hours \$1995.00**

Students will master the core skills that are common to many creative fields, such as working with layers and selections, adjusting, manipulating and retouching photos, painting, adding text, automating and preparing files for output. A project will also be completed as a part of this course.

### Adobe Dreamweaver Series

**112 hours - \$1995.00**

Create and define a new website. Make new pages create links put a Web site online.

## IT Programs

### CompTIA A+

**160 hours – \$4275.00**

Build, troubleshoot, maintain, upgrade, and update a PC or Laptop. In addition, they will show proficiency in connecting computer peripherals with their drivers and be able to troubleshoot if necessary. Install necessary operating systems and applications onto PC and Laptops. Students will solve issues in the following areas: Security, Wireless Networks, connected Networks, Operating System, and software applications. Students will master how to connect PCs and Laptops to an existing network and be able to troubleshoot networking issues. Secure PCs and Laptops through installation of Virus Software or other taught means, like permissions. Students will be prepared to take the A+ exams through instructor taught courses in combination with “Hands-On” and test engines like Measure Up.

### CompTIA Network +

**112 hours – \$3695.00**

Build, troubleshoot, maintain, upgrade, and update Network related systems. They will master cabling and troubleshooting techniques as well as methods. In addition, they need to show proficiency in connecting computers, printer and other networking equipment and be able to troubleshoot if necessary. Install necessary networking operating systems and applications onto PCs, Laptops or Servers. Students will be prepared to solve issues in the following areas: Security in networked environment, Wireless Networks, connected Networks, Network Operating System, and network software applications. Perform IP Addressing with all so important detail to IP Sub netting including OSI Model and the different Protocol Suites. Students will master how to connect PCs and Laptops to an existing network and be able to troubleshoot networking issues. In addition, students will secure Servers, PCs and Laptops through installation of Virus Software or other taught means, like permissions, routers (Firewall) and switches (VLANs). Students will be taught how to do network segmentation and server balancing using different network topologies or hybrids. LAN & WAN technologies will be explained and discussed, if time allows even setup

and implemented in “Hands-On” classroom setting. Students will be prepared to take the Network+ exam through instructor taught course in combination with “Hands-On” and test engines like MeasureUp.

### CompTIA Security +

**80 hours – \$3295.00**

Students will learn and master concepts of security in networked environment. Cryptography as well as Business Continuity and Disaster Recovery will be understood and implemented in class activities. Student will be introduced to Legal Regulations, Compliance and Investigations. In addition, Application Security and Operation Security will be mastered by students in the last chapters. Students will be prepared to take the Security+ exam through instructor taught course in combination with “Hands-On” and test engines like Measure Up.

### CompTIA Healthcare IT

**32 hours – \$2180.00**

The CompTIA Healthcare IT Technician certificate will show that the successful candidate has the knowledge and skills required to implement, deploy, and support Health IT systems in various clinical settings. Successful candidates will understand regulatory requirements, healthcare terminology/acronyms, and possess a basic understanding of practice workflow while adhering to code of conduct policies and security best practices.

### Cisco CCNA Certification

**192 hours – \$6183.00**

This hands-on instructor led course teaches students the fundamentals of Cisco Networking. This course is designed specifically to prepare students for the CCNA Exam. The Cisco CCNA network associate certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN.

Books and test preps provided & course focuses on real world knowledge and practical skills for the workforce. Pre and post assessments and E-learning provided.

### CISCO CCNP

**80 hours – \$8985.00**

Cisco CCNP certification consists of three additional courses to receive the certification. Students will master how to plan, implement, verify and troubleshoot local and wide-area enterprise networks and work collaboratively with specialists on advanced security, voice, wireless and video solutions. The CCNP certification is appropriate for those with at least 1 year of networking experience who are ready to advance their skills and work independently on complex network solutions. Those who achieve CCNP have demonstrated the skills required in enterprise roles such as network technician, support engineer, systems engineer or network engineer. Course

focuses on real world knowledge and practical skills for the workforce. Pre and post assessments and E-learning provided. Below is the outline of each course required for certification. To certify in this course students are required to take three exams. (Exams: 300-101, 300-115, 300-135).

### **Microsoft Certifications**

#### **MS MTA Database Fundamentals: MTA Exam 98-364**

**112 hours \$3446.00**

This seven week course will prepare students for the Microsoft Technology Associate Exam 98-364, and build an understanding of these topics: Server Installation, Server Roles, Active Directory, Storage, Server Performance Management, and Server Maintenance.

#### **MS MTA Networking Fundamentals: Exam 98-366**

**112 hours \$3446.00**

Microsoft Technology Associate (MTA) is a recommended entry point into IT certification and job preparation. This MTA Training course helps you prepare for Microsoft Technology Associate Exam 98-366, and build an understanding of these topics: Core Database Concepts, Creating Database Objects, Manipulating Data, Data Storage, and Administering a Database. This course leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. After completing this course, students will be able to: Understand Core Database Concepts; Create Database Objects; Manipulate Data; Understand Data Storage; Administer a Database

#### **Installing and Configuring Windows Server 2012: Exam 98-410**

**112 hours \$3995.00**

This Microsoft 70-410: Installing and Configuring Windows Server 2012 course is designed for Information Technology (IT) professionals, who have Windows Server 2012 operating system knowledge and experience and want to validate the skills and knowledge necessary to implement the Windows Server 2012 core infrastructure services. This course is part one of a series of courses which validate the skills and knowledge necessary to implement a core Windows Server 2012 Infrastructure into an existing enterprise environment. This initial course will validate the initial implementation and configuration of the Windows Server 2012 core services, such as Active Directory and the networking services.

## MCSA Administering Windows Server 2012: MCSA Exam 70-411

**112 hours \$3995.00**

---

This Microsoft 70-411: Administering Windows Server 2012 course is designed for Information Technology (IT) professionals, who have Windows Server 2012 operating system knowledge and experience and want to validate the skills and knowledge necessary to administer a Windows Server 2012 infrastructure. This course is part two of a series of courses which validate the skills and knowledge necessary to implement a core Windows Server 2012 Infrastructure into an existing enterprise environment. This exam will validate the administration tasks necessary to maintain a Windows Server 2012 infrastructure, such as user and group management, network access and data security.

## MCSA Configuring Advanced Windows Server 2012: MCSA Exam 70-412

**112 hours \$3995.00**

---

This Microsoft 70-412: Configuring Advanced Windows Server 2012 Services course is designed for Information Technology (IT) professionals, who have Windows Server 2012 operating system knowledge and experience and want to validate the skills and knowledge necessary to configure advanced services in a Windows Server 2012 infrastructure. This course is part three of a series of courses which validate the advanced configuring tasks necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as fault tolerance, certificate services, and identity federation. This course, along with the others in this series, will validate the skills and knowledge necessary for implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment.

### 20483 Programing C# On Line

**96 hours \$3995.00**

This online training course teaches developers the programming skills that are required for developers to create Windows applications using the C# language. During this course the students review the basics of C# program structure, language syntax, and implementation details, and then consolidate their knowledge throughout the week as they build an application that incorporates several features of the .NET Framework 4.5.

### **Boot Camp Classes**

#### CompTIA A+ Bootcamp

**40 hours \$1995.00**

Build, troubleshoot, maintain, upgrade, and update a PC or Laptop. In addition, they will show proficiency in connecting computer peripherals with their drivers and be able to troubleshoot if necessary. Install necessary operating systems and applications onto PC and Laptops. Students will solve issues in the following areas: Security, Wireless Networks, connected Networks, Operating System, and software applications. Students will master how to connect PCs and Laptops to an existing network and be able to troubleshoot networking issues. Secure PCs and Laptops through installation of Virus Software or other taught means, like permissions. Students will be prepared to take the A+ exams through instructor taught courses in combination with “Hands-On” and test engines like Measure Up.

#### CompTIA Network + Bootcamp

**40 hours \$1995.00**

Build, troubleshoot, maintain, upgrade, and update Network related systems. They will master cabling and troubleshooting techniques as well as methods. In addition, they need to show proficiency in connecting computers, printer and other networking equipment and be able to troubleshoot if necessary. Install necessary networking operating systems and applications onto PCs, Laptops or Servers. Students will be prepared to solve issues in the following areas: Security in networked environment, Wireless Networks, connected Networks, Network Operating System, and network software applications. Perform IP Addressing with all so important detail to IP Sub-netting including OSI Model and the different Protocol Suites. Students will master how to connect PCs and Laptops to an existing network and be able to troubleshoot networking issues. In addition, students will secure Servers, PCs and Laptops through installation of Virus Software or other taught means, like permissions, routers (Firewall) and switches (VLANs). Students will be taught how to do network

segmentation and server balancing using different network topologies or hybrids. LAN & WAN technologies will be explained and discussed, if time allows even setup and implemented in “Hands-On” classroom setting. Students will be prepared to take the Network+ exam through instructor taught course in combination with “Hands-On” and test engines.

### **CompTIA Security + Boot Camp**

**40 hours \$1995.00**

Students will learn and master concepts of security in networked environment. Cryptography as well as Business Continuity and Disaster Recover will be understood and implemented in class activities. Student will be introduced to Legal Regulations, Compliance and Investigations. In addition, Application Security and Operation Security will be mastered by students in the last chapters. Students will be prepared to take the Security+ exam through instructor taught course in combination with “Hands-On” and test engines.

### **IT Career Programs**

The IT Field has many areas: Students can choose to specialize in certain areas of IT, whether it is Systems, Networks, Support, or Data Analyst. Below is a list of fields/programs especially designed to allow a student to specialize in a particular area:

### **Desktop Support Technician –**

**352 Hours- \$11,265.00**

This program allows a student to learn the fundamentals and perform the task of a Technical Support Representative. This position can be for a Call Center, or for a private company working the “Help Desk” line. Some positions also require hands on Technical Support/PC Repair skills.

Courses Required:	CompTIA A+ Certification	160 hours
	CompTIA Network + Certification	112 hours
	CompTIA Security + Certification	80 hours

Students will build, troubleshoot, maintain, upgrade, and update a PC or Laptop. In addition, they will show proficiency in connecting computer peripherals with their drivers and be able to troubleshoot if necessary. Install necessary operating systems and applications onto PC and Laptops. Students will solve issues in the following areas: Security, Wireless Networks, connected Networks, Operating System, and software applications. Students will master how to connect PCs and Laptops to an existing network and be able to troubleshoot networking issues. Secure PCs and Laptops through installation of Virus Software or other taught means, like permissions. Students will be prepared to take the A+ exams through instructor taught courses in combination with hands on training.

Students will build, troubleshoot, maintain, upgrade, and update Network related systems. They will master cabling and troubleshooting techniques as well as methods. In addition, they need to show proficiency in connecting computers, printer and other networking equipment and be able to troubleshoot if necessary. Install necessary networking operating systems and applications onto PCs, Laptops or Servers. Students will be prepared to solve issues in the following areas:

Security in networked environment, Wireless Networks, connected Networks, Network Operating System, and network software applications. Perform IP Addressing with all so important detail to IP Sub netting including OSI Model and the different Protocol Suites Students will master how to connect PCs and Laptops to an existing network and be able to troubleshoot networking issues. In addition, students will secure Servers, PCs and Laptops through installation of Virus Software or other taught means, like permissions, routers (Firewall) and switches (VLANs). Students will be taught how (Continued on page 61).

To do network segmentation and server balancing using different network topologies or hybrids. LAN & WAN technologies will be explained and discussed, if time allows even setup and implemented in classroom setting. Students will be prepared to take the Network+ exam through instructor taught course in combination with hands on training.

Students will learn and master concepts of security in networked environment Cryptography as well as Business Continuity and Disaster Recover will be understood and implemented in class activities. Student will be introduces to Legal Regulations, Compliance and Investigations. In addition, Application Security and Operation Security will be mastered by students in the last chapters. Students will be prepared to take the Security+ exam through instructor taught course in combination with hands on training.

## CompTIA HealthCare Technician –

**384 Hours- \$13,445.00**

This program allows a student to learn the fundamentals and perform the task of a Technical Support in a Healthcare environment. Healthcare Technician certificate will show that the successful candidate has the knowledge and skills required to implement, deploy, and support Health IT systems in various clinical settings. Successful candidates will understand regulatory requirements, healthcare terminology/acronyms, and possess a basic understanding of practice workflow while adhering to code of conduct policies and security best practices

Courses Required:

CompTIA	A+ Certification	160 hours
CompTIA	Network + Certification	112 hours
CompTIA	Security + Certification	80 hours
CompTIA	Healthcare IT Certification	32 hours

Students will build, troubleshoot, maintain, upgrade, and update a PC or Laptop. In addition, they will show proficiency in connecting computer peripherals with their drivers and be able to troubleshoot if necessary. Install necessary operating systems and applications onto PC and Laptops. Students will solve issues in the following areas: Security, Wireless Networks, connected Networks, Operating System, and software applications. Students will master how to connect PCs and Laptops to an existing network and be able to troubleshoot networking issues. Secure PCs and Laptops through installation of Virus Software or other taught means, like permissions Students will be prepared to take the A+ exams through instructor taught courses in combination with hands on training.

Students will build, troubleshoot, maintain, upgrade, and update Network related systems. They will master cabling and troubleshooting techniques as well as methods. In addition, they need to show proficiency in connecting computers, printer and other networking equipment and be able to troubleshoot if necessary. Install necessary networking operating systems and applications onto PCs, Laptops or Servers. Students will be prepared to solve issues in the following areas: Security in networked environment, Wireless Networks, connected Networks, Network Operating System, and network software applications. Perform IP Addressing with all so important detail to IP Sub netting including OSI Model and the different Protocol Suites Students will master how to connect PCs and Laptops to an existing network and be able to troubleshoot networking issues. In addition, students will secure Servers, PCs and Laptops through installation of Virus Software or other taught means, like permissions, routers (Firewall) and switches (VLANs). Students will be prepared to take the Network+ exam through instructor taught course in combination with Hands on Training.

Students will learn and master concepts of security in networked environment Cryptography as well as Business Continuity and Disaster Recover will be understood and implemented in class activities. Student will be introduces to Legal Regulations, Compliance and Investigations. In addition, Application Security and Operation Security will be

mastered by students in the last chapters. Students will be prepared to take the Security+ exam through instructor taught course in combination with Hands on training.

The CompTIA Healthcare IT Technician certificate will show that the successful candidate has the knowledge and skills required to implement, deploy, and support Health IT systems in various clinical settings. Successful candidates will understand regulatory requirements, healthcare terminology/acronyms, and possess a basic understanding of practice workflow while adhering to code of conduct policies and security best practices.

## Computer Support Specialist MTA #366

**464 Hours-\$ 14,711.00**

This program allows a student to learn the fundamentals and perform the task of a Technical Support Representative. This position can be for a Call Center, or for a private company working the “Help Desk” line. Some positions also require hands on Technical Support/PC Repair skills.

Courses Required:	CompTIA A+ Certification	160 hours
	CompTIA Network + Certification	112 hours
	CompTIA Security + Certification	80 hours
	MS Server Networking Fundamentals #366	112 hours

Students will build, troubleshoot, maintain, upgrade, and update a PC or Laptop. In addition, they will show proficiency in connecting computer peripherals with their drivers and be able to troubleshoot if necessary. Install necessary operating systems and applications onto PC and Laptops. Students will solve issues in the following areas: Security, Wireless Networks, connected Networks, Operating System, and software applications. Students will master how to connect PCs and Laptops to an existing network and be able to troubleshoot networking issues. Secure PCs and Laptops through installation of Virus Software or other taught means, like permissions. Students will be prepared to take the A+ exams through instructor taught courses in combination with hands-On Instruction and certification prep.

Students will build, troubleshoot, maintain, upgrade, and update Network related systems. They will master cabling and troubleshooting techniques as well as methods. In addition, they need to show proficiency in connecting computers, printer and other networking equipment and be able to troubleshoot if necessary. Install necessary networking operating systems and applications onto PCs, Laptops or Servers. Students will be prepared to solve issues in the following areas: Security in networked environment, Wireless Networks, connected Networks, Network Operating System, and network software applications. Perform IP Addressing with all so important detail to IP Sub netting including OSI Model and the different Protocol Suites Students will master how to connect PCs and Laptops to an existing network and be able to troubleshoot networking issues. In addition, students will secure Servers, PCs and Laptops through installation of Virus Software or other taught means, like permissions, routers (Firewall) and switches (VLANs). Students will be taught how to do network segmentation and server balancing using different network topologies or hybrids. LAN & WAN technologies. Students will be prepared to take the Network+ exam through instructor taught course in combination with hands on training.

Students will learn and master concepts of security in networked environment Cryptography as well as Business Continuity and Disaster Recover will be understood and implemented in class activities. Student will be introduces to Legal Regulations, Compliance and Investigations. In addition, Application Security and Operation Security will be mastered by students in the last chapters. Students will be prepared to take the Security+ exam through instructor taught course in combination with hands on training and test preparation

## Computer Applications/Green Technologies

### LEED Certification Green Associate Course

**96 hours \$3695.00**

LEED Green Associate is the introductory level of accreditation and sets you apart from your competition as a green building expert. This course covers all required areas to be successful on the Green Associate Exam, including: site, water, energy, materials, air quality, & design innovation. In addition, becoming a LEED Green

Associate is the mandatory first step for any individual interested in pursuing a specialized LEED AP Credential. As a part of this course, students also will focus on plans, bidding, estimation, and other technical information related to construction technologies, and office related construction positions.

#### AutoCAD 2014

**128 hours \$3895.00**

This course teaches the students the basic features and functionality of AutoCAD design program. Students will start with an introduction to AutoCAD. Draw a line, select and delete objects, use dynamic input to enter commands, and change your view by zooming and panning. Learn to use Info Center to access additional information. Learn to set up a drawing environment in AutoCAD. Use a drawing template file, switch to a 3D workspace, select drawing units, and set the plot scale. Get an overview of model space and paper space. Learn how to specify drafting settings to draw a circle, polygon, arc, and polyline. Insert a hatch pattern into a closed boundary. Use precision drawing tools such as Grid, Object Snap, and Polar Tracking to create accurate measurements in drawings. Modify object properties and layers. Modify the properties of objects using the Properties palette and by changing layer properties. Learn how to organize drawings with layers. This course comes with a trial version of AutoCAD and AutoCAD LT 2011. Students will learn extensive 2D and 3D drawing skills.

#### Project Management Certifications CAPM/PMP

**96 hours \$3695.00**

The more important a project, the more it needs a standardized system to plan and organize it to be completed efficiently. The Project Management Institute's PMP (Project Management Professional) and CAPM (Certified Associate Project Manager) certification are the industry-leading standard for verifying a project manager's ability to successfully shepherd projects from beginning to end. This study guide will prepare you to initiate, plan, execute, monitor, control, and close a project using project quality standards as laid out in the fourth edition of the Guide to the Project Management Body of Knowledge (PMBOK). Topics covered include · Integration Management · Scope Management · Project Time Management · Cost Management · Quality Management · Human Resource Management · Communications Management · Risk Management · Procurement Management · Practice Exams

## Medical Office Courses

### Medical Office Specialist

**416 hours \$11,885.00**

Students will learn Microsoft Office software and the skills needed to provide administrative support a Medical Office environment. The medical office administration program focuses on administrative skills used in health care offices. Students will learn computer skills, insurance claim processing, and medical coding and billing, medical records collections and front office management procedures with specialization in Medical Billing and Coding & Insurance and Electronic Health Records. Certification for **CMAA, CBCS & CEHRS** will be provided. This course will have pre and post testing, and skill assessments as they progress through. This is a combination of instructor led courses, supplemented with lab assisted learning and e-learning software. Students may enroll in the complete program or specific courses, if they already have skills and/or prior training. Assessments will be administered by faculty for anyone wishing to enroll in specific courses as opposed to complete program.

**Medical Office Administration (CMAA)**

**160 hours**

**Certified Electronic Health Records Specialist (CEHRS)**

**64 hours**

**Certified Billing & Coding Specialist (CBCS)**

**192 hours**

*Basic MS Office training skills - prior 2-4 weeks minimum depending upon their skill level (see computer applications section, for description Intro to Computers Series, MS Word Series, MS Excel Series, and MS Outlook Series*

### Basic Medical Terminology On line

**64 hours 4 weeks \$1795.00**

Students will learn Medical office terms and procedures used in medical offices, hospitals and insurance companies, as well as the human body physiology and terminology. Upon completion of the course, student will be able to Define the meaning of medical terminology word roots, suffixes, and prefixes; Recognize and understand basic medical terms; Identify and decipher medical abbreviations; Spell and pronounce basic medical terminology; Analyze unfamiliar terms using the knowledge of word roots, suffixes and prefixes gained in the course; Understand human anatomy and physiology studies, medical terminology, basic chemistry, cell and tissue structure, and the 11 systems of the human body (integumentary, skeletal, muscular, nervous, endocrine, circulatory, lymphatic, digestive, respiratory, urinary and reproductive).

### Medical Administration Assistant (CMAA)

**160 hours**

**\$4295.00**

---

Students will expand their knowledge on Medical office procedures, policies to include Records Management, HIPPA, OSHA and an Introduction into Medical Billing and Insurance. Upon completion student will be able to perform the duties of a Front Office Receptionist/Medical Assistant, create medical files, document insurance and medical related forms, and understand importance of OSHA and HIPPA compliance and schedule appointments and other duties of medical front office personnel.

### Certified Billing & Coding Specialist (CBCS)

**192 hours 3956.00**

---

Students will learn and master billing and coding for medical insurance filing ICD9 codes Students will master procedures for all aspects of submitting, tracing, appealing, and transmitting claims for today's full range of health plans. Diagnostic coding, procedural coding, office and insurance collection strategies, Medicare, Managed Care, and more are presented. Additionally, a free CD-ROM featuring the HCFA-1500 claim form.

### Certified Electronic Health Records Specialist (CEHRS)

**64 hours 2875.00**

---

The Certified Health Record Specialist (CEHRS) is responsible for obtaining and documenting patient information. You can specialize in varying areas or one aspect of the electronic health records such as entry level coders, encoding within a hospital setting, abstractors and/or coding specialist, HIPAA Compliance Officers, and HIM (Health Information Managers). The duties will vary with size and specialty of the facility. Students will master the skills to take the certification exam for CEHRS, Certified Electronic Health Records Specialist. Test consists of the following topics: Medical Errors; Government Health Initiatives; Medical Records; Doctor's Office Responsibilities; Patient Flow; HER

## Medical Billing & Coding Automation

**256 hours \$6995.00**

---

This course includes the Billing and Coding course as well as the Electronic Health records course. This course is designed to take a Medical professional and train them in the following areas: healthcare industry regulatory and legal compliance, how to use an Electronic Health Record (EHR) system and learn the requirements of a certified EHR system, how to manage patient appointments and other requests within the EHR, Learn about health insurance and medical billing and coding regulatory compliance and how to process claims, documentation auditing for diagnostic and procedural coding accuracy. Students enrolled in this course will certify in CBCS and CEHRS.

Certified Billing & Coding Specialist (CBCS)

**192 hours**

Certified Electronic Health Records Specialist (CEHRS)

**64 hours**

\*Pre-requisites for this course are 2 years' experience in the medical field in the last five years or must have taken CMAA course in the last year.

---