










Medical * Business * Graphic Arts * Technology

Now licensed for DISTANCE EDUCATION throughout California



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GENERAL INFORMATION

MISSION

To engage with the local community and businesses to provide quality, affordable education that **prepares a student's intellectual, analytical and critical abilities in Business, IT, Medical or Graphics professions as measured by standards set by qualified faculty with the objective to prepare students for a professional career and/or to fulfill their personal interests for lifelong learning.**

OBJECTIVES

- Integrity - We pride ourselves on being honorable, trustworthy and credible.
- We Advocate for all students and assist to remove roadblocks where possible.
- We Collaborate the interactive partnerships we forged with students, counselors and the community to enable us to create meaningful learning experiences and post-graduate follow-up.
- Empowerment - We help students develop the knowledge, skills and attributes needed to shape their futures.
- Respect for Diversity - We cultivate a culture of respect for all people.
- Service to Students - We strive to deliver programs, policies and services that assist students in obtaining employment.
- Continuous Improvement - We make every effort to constantly assess our programs, services and processes to best meet the growing needs of our students, counselors and community.

SCHOOL LICENSE INFORMATION

OSC Computer Training is a private institution licensed by the State of California, Bureau for Private Postsecondary Education, pursuant to the California Private Postsecondary Education Act of 2009, to offer to the public and to provide postsecondary educational programs. License approval means the institution and its operations comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. License approval must be renewed every five (5) years and is subject to continuing review by the Bureau. The Act is administered by the Bureau for Private Postsecondary Education. The Bureau can be reached at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Phone (888) 370-7589, Fax (916) 263-1897.

NOTICE TO ALL PROSPECTIVE STUDENTS

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

SCHOOL LOCATION & HOURS OF OPERATION

OSC offers classes at the following location and hours of operation:

(Main Campus)

Sacramento Office

9700 Business Park Dr. #206

Sacramento, CA 95827

(916) 363-7058

Mon-Thur 7 a.m. to 7 p.m. &

Friday 8 a.m. to 12 noon

EDUCATIONAL MODEL

OSC COMPUTER TRAINING is committed to providing successful learning alternatives to individuals aspiring to develop their knowledge without the regimented operation of the traditional classroom environment. **Our programs provide the knowledge and skills necessary in today's high-tech environment.** Whether an individual desires new skills to compete in their job market, or to upgrade his/her current skills, OSC Computer Training can **meet that individual's needs.**

OSC COMPUTER TRAINING provides flexible program scheduling and is accommodating to the needs of students. Program options are also available to students seeking quick, yet thorough, training. A self-paced, hands-on adult learning environment with an open entry admission policy allows individuals to develop skills easily as they adjust to the pace and direction of their learning style. New students can be admitted EVERY Monday (except holidays). Our computers operate the most current and popular Windows software applications with an onsite datacenter, each linked to the internet and printers. Individual, ergonomically-designed electronic sit/stand, bi-level computer desks and task chairs that easily adjust to most stature or position, including standing, are provided for maximum comfort. For more information, or to tour one of our facilities, contact the OSC Computer Training branch nearest you.

VETERANS REGULATIONS



The Code of Federal Regulations for Title 38 outlines the requirements for training Veterans. These regulations are marked with a small U.S. Flag throughout the catalog, as shown here.

PROGRAMS OFFERINGS & INSTRUCTIONAL SCHEDULE

All Vocational Programs offered are licensed by the Bureau for Private Postsecondary Education. Any student who successfully completes a program of study is awarded a Certificate of Completion. Students must meet specific standard prerequisites as shown below. All students must produce the necessary diplomas noted. Students are not admitted into the programs without the listed prerequisite standards. Occupational codes (DOT) are sourced from O*Net Online: <http://www.onetonline.org/crosswalk>. Programs marked with (D) are also available to distant students in CA.

OSC Programs	Program Weeks	Clock Hours	Max On-Site Enrollment	Prerequisites Standards	DOT Codes	Program Sessions	
Medical Office Programs							
Medical Billing/Coding/Admin for Physicians (D)	25	775	25	H.S. Diploma or GED	079.362-010 214.382-014 245.362-010	Every Monday (except holidays)	
Medical Billing/Coding/Admin for Physicians & Hospitals (D)	40	1228	25				
Medical Coding for Hospitals (D)	15	425	20	H.S. Diploma or GED & 1 yr. prior billing experience			
Medical Office Admin Specialist (D)	25	775	25	H.S. Diploma or GED			
Business Programs							
AIPB Certified Bookkeeper (D)	26	844	24	H.S. Diploma or GED and passage of OSC Business Math Final	210.382-014 210.382-046	Every Monday (except holidays)	
Bookkeeping & Office Specialist (D)	22	569	20	H.S. Diploma or GED	216.482-010 210.382-014		
Business Administrative Assistant (BAA) (D)	21	618	21				
Computer Fundamentals (D)	10	200	20				
Microsoft Office Core Skills (MOCS) (D)	16	320	20				
Microsoft Office Specialist (MOS) (D)	31	775	25				
Networking Technologies for the Future (D)	8	181	17				
QuickBooks Pro & Office Specialist (D)	16	356	20				
Graphics & Web Programs							
Graphic Design & Office Specialist (D)	26	703	26		H.S. Diploma or GED	141.061-018 979.382-026	Every Monday (except holidays)
Multimedia Graphic Design (D)	25	743	28				
Web Design & Programming (D)	25	764	28	H.S. Diploma or GED & prior graphics experience	030.162-010 979.382-026		
Web Design & Programming using WordPress (D)	25	764	28				
IT Programs							
Cisco Certified Network Associate (Routing and Switching)	48	864	8	H.S. Diploma or GED and basic computer skills Passage of IT knowledge Assessment Test	031.262-014 823.261-900 828.261-022 031.262-014	Every Monday (except holidays)	
Computer Service & Repair (A+ Curriculum)	16	480	20				
Computer Networking (Network+ Curriculum)	11	330	20				
Computer HW & SW Support Specialist	27	810	20				
MCTS Windows 10 Configuration	11	330	20				

Network & Computer Support Specialist	22	660	20		
Computer Security Fundamentals (Security+ Curriculum)	11	330	20	H.S. Diploma or GED & 2 years of technical networking experience, with an emphasis on security.	033.162-010 033.362-010 031.262-014
Computer Technology Professional	49	1470	20		
Network & Security Technician	33	990	24		

(D) - Program is also available to Distant Students across State of California; Distant programs are not available to Veterans seeking VA funding.

INSTRUCTIONAL SCHEDULE

Below is the instructional schedule of OSC programs. New classes begin EVERY MONDAY for all programs throughout the year. All OSC students must fulfill the required hours during the Branch Hours noted at the front of the catalog. OSC will be closed for instruction for 1 hour during lunch breaks each day, but students may remain onsite to fulfill their lab hours. Students must attend on the class days shown below, and in addition, they must fulfill the Lab/Homework Hours indicated to complete the program requirements. There will be no class on OSC Holidays (see page 21).

OSC Programs	Scheduled Daily Hours					Total Weekly Class Hours (Estimated)	Program Weeks	In-Class Hours	Lab/HW Hours	Total Program Hours
	M	T	W	Th	F					
Medical Office Programs										
Medical Billing/Coding/Admin for Physicians (D)	5	5	5	5	5	25	25	591	184	775
Medical Billing/Coding/Admin for Physicians & Hospitals (D)	5	5	5	5	5	25	40	994	234	1228
Medical Coding for Hospitals (D)	4	4	4	4	4	20	15	375	50	425
Medical Office Admin Specialist (D)	5	5	5	5	5	25	25	610	165	775
Business Programs										
AIPB Certified Bookkeeper (D)	5	5	5	5	4	24	26	624	220	844
Bookkeeping & Office Specialist (D)	4	4	4	4	4	20	22	428	141	569
Business Administrative Assistant (BAA) (D)	5	4	4	4	4	21	21	434	184	618
Computer Fundamentals (D)	4	4	4	4	4	20	10	200	0	200
Microsoft Office Core Skills (MOCS) (D)	4	4	4	4	4	20	16	320	0	320
Microsoft Office Specialist (MOS) (D)	5	5	5	5	5	25	31	775	0	775
Networking Technologies for the Future (D)	3	3	3	4	4	17	8	175	6	181
QuickBooks Pro & Office Specialist (D)	4	4	4	4	4	20	16	356	0	356
Graphics & Web Programs										
Graphic Design & Office Specialist (D)	6	6	5	5	4	26	26	664	39	703
Multimedia Graphic Design (D)	6	6	6	6	4	28	25	704	39	743
Web Design & Programming (D)	6	6	6	6	4	28	25	680	84	764
Web Design & Programming using WordPress (D)	6	6	6	6	4	28	25	680	84	764
IT Programs										
Cisco Certified Network Associate (Routing and Switching)	0	4	0	4	0	8	48	384	480	864
Computer Service & Repair (A+ Curriculum)	5	5	5	5	0	20	16	320	160	480
Computer Networking (Network+ Curriculum)	5	5	5	5	0	20	11	220	110	330
Computer HW & S/W Support Specialist	5	5	5	5	0	20	27	540	270	810
MCTS Windows 10 Configuration	5	5	5	5	0	20	11	220	110	330

Network & Computer Support Specialist	5	5	5	5	0	20	22	440	220	660
Computer Security Fundamentals (Security+ Curriculum)	5	5	5	5	0	20	11	220	110	330
Computer Technology Professional	5	5	5	5	0	20	49	1071	399	1470
Network & Security Technician	6	6	6	6	0	24	33	660	330	990

(D) - Program is also available to Distant Students across State of California; Distant programs are not available to Veterans seeking VA funding.

Medical Billing/Coding/Admin

MEDICAL PROGRAMS

WORK ENVIRONMENT

The OSC **Medical Billing/Coding/Admin for Physicians** Program is a highly focused 25-week certificate program to gain the job skills that today's employers are seeking. OSC's **Medical Coding for Hospitals** is a 15 week certification program designed for people with prior experience. **Medical Billing/Coding/Admin for Physicians & Hospitals** is a 40-week certification program that combines both of the prior courses.

Upon graduation you will be qualified to assemble patient information before and after treatment and code diagnosis and procedures from the results of their exam notes, x-ray and lab reports, and treatment plans. Your duties are to evaluate claims for completeness and ensure that essential information in the computer is correct. You will also analyze reports to help improve patient billing, to control costs, and improve reimbursement. Medical Billing and Coding professionals must ensure that their actions comply with federal and state laws and with company procedures.

This program prepares you to take the Certified Coding Associate (**CCA**) exam offered by the American Health Information Management Association (**AHIMA**), or Certified Medical Reimbursement Specialist (**CMRS**) offered by American Medical Billing Association (**AMBA**). Optionally, students may elect to customize their medical program by replacing or adding one of these other certifications (additional test fees may apply):

- CCS's Certified Code Specialist (**CCS®**)
- AAPC's Certified Professional Coder (**CPC®**)

Students that have not yet met their 2-year AAPC requirement will be designated as an **Apprentice (CPC-A®)**, and/or **CPC-P®** on AAPC's certificates.

Employer Requirements

- Most employers want experienced candidates or medical certifications.

Certificate Program

- Requires passing grade on homework, chapter tests and final exams.

Supply/Demand Assessment

- Employers expect overall growth during the next 24 months. There are approximately 1,600 – 2,100 medical billers / medical coders currently employed in Sacramento/San Joaquin /Placer region.

Other Information

- **Where the Jobs Are:** Hospitals, offices of physicians, medical groups, and clinics.

Wages and Benefits

- Check "Critical Occupations and Industries Report".
- Most employers provide medical insurance and other benefits.

(D) Distant Students must have Microsoft Office Professional Edition on their home computer.

Medical Billing/Coding/Admin for Physicians

Text Courses / Topics

- Understanding Health Insurance (290 hrs)
 - ✓ Billing and Reimbursement
 - ✓ Advanced Coding - ICD-10 (Diagnosis)
 - ✓ CPT (Procedures)
 - ✓ HCPCS (Level II Procedures)
 - ✓ Medical Laws & Ethics (HIPAA)
- Medical Terminology (136 hrs)
 - ✓ Anatomy/Physiology/Pharmacology
- Business Math (52 hrs)
- Records Management (32 hrs)
- **CMRS or CCA Certification Preparation (84 hrs)**

Computer Courses

- Medical Office Simulation Software (52 hrs)
- Microsoft Word (66 hrs)
- Microsoft Excel Intro (33 hrs)
- Keyboarding/ 10-Key (30 hrs)

Program Duration

25-Week / 775-Hour Program

Program Prerequisites

- H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam

Optional Certifications (Preparation)

- CPC, 5-Week/150-Hour Course
- CMRS, 3-Week/90-Hour Course

Medical Coding for Hospitals

Text Courses / Topics

- Hospital Billing (375 hrs)
 - ✓ Advanced Coding - ICD-10 (Diagnosis)
 - ✓ CPT (Procedures)
 - ✓ HCPCS (Level II Procedures)
 - ✓ Medical Laws & Ethics (HIPAA)
- **CCS Certification Preparation (50 hrs)**

Program Duration

15-Week / 425-Hour Program

Program Prerequisites

- H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam
- 1 yr. experience Medical Billing and Terminology
- Previous Medical Billing Physicians Program passing 80% or better

Medical Billing/Coding/Admin for Physicians & Hospitals

Combines **MBCA for Phys & MBC for Hosp**

40-Week / 1228-Hour Program

Program Prerequisites

- H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam

Medical Programs include all Employment Services.

Medical Office Admin Specialist

MEDICAL OFFICE
ADMIN SPECIALIST

WORK
ENVIRONMENT

OSC's **Medical Office Admin Specialist** course is a 25-week fast-track certificate program that is focused on positioning our students with the necessary skills for a career in this in-demand medical industry profession. Upon graduation students are qualified for positions such as Medical Receptionist, Medical Administrative Assistant, Front Office Administrative Assistant and other similar roles. Students will be able to schedule patient appointments, register patients for services, request reauthorizations for care, create a medical record, answer practice correspondence, operate computers systems, greet patients, update and maintain patient and other practice-specific information.

As a Medical Office Administrative Specialists you will be the backbone of a medical office. You will be the first person to greet patients and the last to assist them as they prepare for their next appointment. Often the MOA is the primary contact for the office in all aspects of administrative duties. A few of the duties include: managing providers schedules, patient records, protecting patient privacy, registering patients for care and scheduling appointments, reviewing correspondence and establishing a positive environment for patients and encouraging compliance with office policies. The MOAS program is designed to prepare our students for one of the exams, which enables them to earn a widely recognized industry certificate.

Medical Assistant Certification (**CCMA**) or Certified Medical Administrative Assistant (**CMAA**) or– National Healthcareer Association www.nhanow.com

Employer Requirements

- Most employers want experienced candidates or medical certifications.

Certificate Program

- Requires passing grade on chapter tests and final exams.

Supply/Demand Assessment

- Employers expect overall growth during the next 24 months. There are approximately 1,600 – 2,100 medical billers / medical coders currently employed in Sacramento/San Joaquin /Placer region.

Other Information

- **Where the Jobs Are:** Hospitals, offices of physicians, medical groups, and clinics.

Wages and Benefits

- Check “Critical Occupations and Industries Report”.
- Most employers provide medical insurance and other benefits.

(ID) Distant Students must have Microsoft Office Professional Edition on their home computer.

Medical Office Admin Specialist

Text Courses / Topics

- Administrative Medical Assisting (206 hrs)
 - ✓ Healthcare Patient Communicaiton
 - ✓ Scheduling
 - ✓ Posting Payments, Charges and Budgets
 - ✓ Phone Skills
 - ✓ Creating and Maintaining Medical Records
 - ✓ Medical Laws & Ethics (HIPAA)
 - ✓ CPT, ICD-10 Charge Capture
- Medical Terminology (136 hrs)
 - ✓ Anatomy/Physiology/Pharmacology
- Business Math (52 hrs)
- **CCMA** or **CMAA** Certification Preparation (180 hrs)

Computer Courses

- Medical Office Simulation Software (52 hrs)
- Microsoft Word (66 hrs)
- Microsoft Excel Intro (33 hrs)
- Keyboarding/10-Key (50 hrs)

Program Duration

 **25-Week / 775-Hour Program**

Program Prerequisites

- H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam

Programs include all Employment Services.

Business Administrative Assistant Microsoft Office Core Skills & Microsoft Office Specialist

BAA

WORK
ENVIRONMENT

MOS

MOCS

OSC's **Business Administrative Assistant** is a 21-week program that is a highly-focused certificate program that equips you with the job skills that today's employers are seeking.

Business Administrative Assistant professionals are the core of most businesses. Without competent secretaries and executive administrators most companies would be unable to function. Business Administrative Assistants keep the office organized and running smooth. Many jobs begin at the entry level. Duties include filing paperwork, light typing, answering phones and greeting visitors. Those with more skills and training will advance with managerial skills and the ability to research and prepare reports. Executive administrators can advance to supervisory positions.

OSC's **Microsoft Office Specialist** is a 31-week program that will give you all the skills you need to pass the Microsoft Office Specialist (MOS) Exam.

OSC's **Microsoft Office Core Skills** is a 16-week program that provides basic administrative skills. Jobs begin at the entry level with duties such as filing paperwork, typing, answering phones and greeting visitors.

Employer Requirements

- Most employers want experienced candidates, but many accept vocational students in entry level jobs.

Certificate Program

- Requires passing grade on homework, chapter tests and final exams.

Supply/Demand Assessment

- Employment data indicates a very competitive outlook for jobseekers without prior experience.

Other Information

- Where the Jobs Are:** Most all industries hire administrators and secretaries, including temp agencies and office service.
- Career Path:** Promotions may lead to supervisory positions.

Wages and Benefits

- Check "Critical Occupations and Industries Report".

Business Administrative Assistant (BAA)

Courses

- Basic Computers/Windows (8 hrs)
- Microsoft Word (89 hrs)
- Microsoft Excel (89 hrs)
- Microsoft PowerPoint (89 hrs)
- Microsoft Access (89 hrs)
- Microsoft Outlook (8 hrs)
- Business Math (52 hrs)
- Business English (100 hrs)
- Records Management (44 hrs)
- Keyboarding/10-Key* (50 hrs)

BAA Program Duration

 **21- Week / 618-Hour Program**

Program Prerequisites for All Course Listed

- H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam

*Minimum speeds required by employers: 45 words/minute for keyboarding and 10,000 keystrokes/hr for 10-key

All Three Programs include all Employment Services.

Microsoft Office Core Skills (MOCS)

Courses

- Basic Computers/Windows (8 hrs)
- Microsoft Word (66 hrs)
- Microsoft Excel (66 hrs)
- Microsoft PowerPoint (66 hrs)
- Microsoft Access (66 hrs)
- Microsoft Outlook (8 hrs)
- Keyboarding / 10-Key* (40 hrs)

MOCS Program Duration

 **16-Week / 320-Hour Program**

Microsoft Office Specialist (MOS Certification)

Courses

- Basic Computers/Windows (8 hrs)
- Microsoft Word Comprehensive (154 hrs)
- Microsoft Excel Comprehensive (154 hrs)
- Microsoft PowerPoint Comprehensive (154 hrs)
- Microsoft Access Comprehensive (154 hrs)
- Microsoft Outlook Intermediate (76 hrs)
- Keyboarding/10-Key* (75 hrs)

MOS Program Duration

 **31-Week / 775-Hour Program**

 Distant Students must have Microsoft Office Professional Edition on their home computer.

Computer Fundamentals

COMPUTER FUNDAMENTALS

OSC's **Computer Fundamentals** course is a 10-week certificate program that is designed to introduce students to a foundation of computer skills. It will focus on positioning our students with the basic skills to operate most computers that use Microsoft Office products, including Word, Excel, Access, PowerPoint, Outlook and to safely explore the internet.

Whether you are new to computing or have some experience, this basic computer literacy course will help you develop a fundamental understanding of computers. The course will help you learn the essential skills to begin computing with confidence, be more productive at home and at work, stay safe online, use technology to compliment your lifestyle, and consider careers where you can put your skill to work. Use this program to build a foundation for learning other advanced computer programs.

Computer Fundamentals program contains the IC3 Digital Literacy Certification test, IC3 Global Standard 5. The GS5 certification is comprised of three exams: Computing Fundamentals, Living Online, and Key Applications. IC3 includes concepts and skills that apply to almost any school or career pathway, it's the ideal solution for any student or jobseeker looking to validate their digital skills.

Employer Requirements

- Most employers want experienced candidates, but many accept vocational students in entry level jobs.

Certificate Program

- Requires passing grade on homework, chapter tests and final exams.

Supply/Demand Assessment

- Employment data indicates a very competitive outlook for jobseekers without prior experience.

Other Information

- **Where the Jobs Are:** Most all industries hire administrators and secretaries, including temp agencies and office service.
- **Career Path:** Promotions may lead to supervisory positions.

Wages and Benefits

- Check "Critical Occupations and Industries Report".

(ID) Distant Students must have Microsoft Office Professional Edition on their home computer.

Computer Fundamentals

Courses

- **Computing Fundamentals (200 hrs)**
 - ✓ Computer Hardware
 - ✓ Computer Software
 - ✓ Using an Operating System
- **Key Applications**
 - ✓ Common Program Functions
 - ✓ Word Processing Functions
 - ✓ Spreadsheet Functions
 - ✓ Presentation Software
- **Living Online**
 - ✓ Networks and the Internet
 - ✓ Electronic Mail
 - ✓ Using the Internet
 - ✓ The Impact of Computing and the Internet on Society
- IC3 Exam Preparation

Program Duration

 **10- Week / 200-Hour Program**

Program Prerequisites

- H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam

Programs include all Employment Service.

Networking Technologies for the Future

NETWORKING TECHNOLOGIES FOR THE FUTURE

OSC's **Networking Technologies for the Future** is a 8-week program that helps OSC students with instruction, assistance, and support in their preparation for pursuit of employment by delivering current, best practices information. With the focus of helping our graduates realize their career goals, we offer resume preparation, practice to improve interviewing skills, and strategic job search planning. At the conclusion of the program each student will have an electronic Profile and Resume suitable for applying for State, Federal, and Private sector jobs. The profile and Resume will be available for access online.

Employer Requirements

- Most employers want experienced candidates, but many accept vocational students in entry level jobs.

Certificate Program

- Requires passing grade on homework, chapter tests and final exams.

Supply/Demand Assessment

- Employment data indicates a very competitive outlook for jobseekers without prior experience.

Other Information

- **Where the Jobs Are:** Most all industries hire administrators and secretaries, including temp agencies and office service.
- **Career Path:** Promotions may lead to supervisory positions.

Wages and Benefits

- Check "Critical Occupations and Industries Report".

(D) Distant Students must have Microsoft Office Professional Edition on their home computer.

Networking Technologies for the Future

Courses

- Federal & General Resume (15 hrs)
- Time Management (15 hrs)
- Interview Preparation (15 hrs)
- Mock Interviews (16 hrs)
- Networking (16 hrs)
- Professional Profile (16 hrs)
- LinkedIn Profile (16 hrs)
- Strategic Job Search Planning (16 hrs)
- Online Website Accounts & Profiles (16 hrs)
- Keyboarding / 10-Key* (40 hrs)

Program Duration

📅 8-Week / 181-Hour Program

Program Prerequisites

- H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam

*Minimum speeds required by employers: 45 words/minute for keyboarding and 10,000 keystrokes/hr for 10-key

Program includes all Employment Services.

Bookkeeping & Office Specialist

AIPB Certified Bookkeeper

BOOKKEEPING PROGRAMS

The OSC **Bookkeeping & Office Specialist** program provides the necessary knowledge in accounting theory and also provides essential skills in Microsoft Office programs such as Word and Excel. In addition, students will learn QuickBooks Pro, of the most popular small-business financial software packages currently available.

The OSC **AIPB Certified Bookkeeper** program was designed to prepare our graduates to pass the *American Institute of Professional Bookkeeper's Certified Bookkeeper* Exams. In addition, it will provide necessary knowledge of QuickBooks Pro.

WORK ENVIRONMENT

Upon graduation you will be qualified to manage the financial records of companies or clients. The financial records are used for reports, research, financial statements, and payroll. In smaller offices, bookkeepers handle all finances. They record money taken in or spent. They summarize spending habits and prepare reports for managers and supervisors. They may also prepare bank deposits by collecting cash and checks. In larger offices and accounting departments, bookkeepers are more specialized. Their title may reflect the type of accounting they do. Entry-level accounting clerks journalize transactions, such as the amount of the check and the check number. Bookkeeping and accounting clerks must ensure that their actions comply with federal and state laws and with company procedures.

Employer Requirements

- Most employers require or prefer prior experience.

Certificate Program

- Requires passing grade on chapter tests, homework and final exams.

Supply/Demand Assessment

- Job growth rate is expected to be slower than the average through 2015. There are approximately 12,305 – 15,035 Bookkeepers employed in Sacramento/Golden Sierra region.

Other Information

- Where the Jobs Are:** In most industries, with about one out of four jobs by government agencies. Nationally, about 7% are self-employed.
- Career Path:** Promotions usually take the form of higher earnings and increased responsibilities.

Wages and Benefits

- Check “Critical Occupations and Industries Report”
- Most employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, and retirement plan.

Bookkeeping & Office Specialist AIPB Certified Bookkeeper

Text Courses

- Accounting Course I (270 hrs)
 - ✓ Bookkeeping Simulations
- Business Math (60 hrs)

Computer Courses

- Microsoft Word (66 hrs)
- Microsoft Excel (89 hrs)
- Microsoft Outlook (8 hrs)
- QuickBooks Pro (36 hrs)
- Keyboarding/10-Key (40 hrs)

Program Duration

22-Week / 569-Hour Program

Bookkeeping Programs include all Employment Services.

Text Courses

- Accounting Course I (270 hrs)
- Accounting Course II (114 hrs)
 - ✓ Bookkeeping Simulations
- Business Math (60 hrs)
- AIPB Exam Preparation (364 hrs)

Computer Courses

- QuickBooks Pro (36 hrs)
- Keyboarding/10-Key (Optional)

AIPB Program Duration

26-Week / 844-Hour Program

Program Prerequisites

- Bookkeeping & Office:** H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam
- AIPB Certified Bookkeeper:** 2 yrs experience
- AIPB Candidate for Certified Bookkeeper:** H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam + Passage of OSC Math Final

(D) Distant Students must have Microsoft Office Professional Edition and QuickBooks Pro on their home computer.

QuickBooks Pro & Office Specialist

QUICKBOOKS PRO & OFFICE SPECIALIST

OSC's **QuickBooks Pro & Office Specialist** program is a 16-week fast-track certificate program that is prepared individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

Employer Requirements

- Most employers require or prefer prior experience.

Certificate Program

- Requires passing grade on chapter tests, homework and final exams.

Supply/Demand Assessment

- Job growth rate is expected to be slower than the average through 2015. There are approximately 12,305 - 15,035 Bookkeepers employed in Sacramento/Golden Sierra region.

Other Information

- **Where the Jobs Are:** In most industries, with about one out of four jobs by government agencies. Nationally, about 7% are self-employed.
- **Career Path:** Promotions usually take the form of higher earnings and increased responsibilities.

Wages and Benefits

- Check "Critical Occupations and Industries Report"
- Most employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, and retirement plan.

QuickBooks Pro & Office Specialist

Courses

- Basic Computers/Windows (8 hrs)
- Microsoft Word (66 hrs)
- Microsoft Excel (66 hrs)
- Microsoft PowerPoint (66 hrs)
- Microsoft Access (66 hrs)
- Microsoft Outlook (8 hrs)
- QuickBooks Pro (36 hrs)
- Keyboarding / 10-Key* (40 hrs)

Program Duration

📅 16-Week / 356-Hour Program

Program Prerequisites

- H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam

Program include all Employment Services.

(📌) Distant Students must have Microsoft Office Professional Edition and QuickBooks Pro on their home computer.

IT Technical Programs - CompTIA A+, N+, S+, Windows 10 (MCTS) Computer H/W & S/W Support, Network & Computer Support

COMPTIA A+

Computer Service and Repair (A+Curriculum) certification is the industry standard for validating expectation of a hardware computer technician for careers in computer support services.

COMPTIA NETWORK+

Computer Networking (Network+Curriculum) certification is the industry standard for validating expectation of a network technician with thorough explanation of networking fundamentals such as protocols, network design and implementation, and troubleshooting.

COMPTIA SECURITY+

Computer Security Fundamentals (Security+Curriculum) certification is an internationally recognized industry credential. Security+ certifies that information security professionals are knowledgeable and experienced in information security, with at least 2 years work experience.

MCTS (70-698)

Windows 10 Configuration Microsoft Certified Technology Specialist (MCTS) 70-698 certificate is Microsoft's standard for authenticating your Operating System Internals knowledge of Installing, Configuring and Administering its OS.

COMPTIA A+ / MCTS

OSC's Computer Hardware and Software Support Specialist Program provides industry certificates CompTIA A+ and Microsoft Certified Technology Specialist (MCTS) that equips you with the job skills for today's IT Technical Assistant jobs.

NETWORK+ / MCTS

OSC's Network and Computer Support Specialist Program provides industry certificates CompTIA Network+ and Windows 10 (MCTS) 70-698.

Employer Requirements

- Most employers want experienced candidates, but may accept students with industry certifications

Certificate Program

- Requires passing grade on homework, chapter tests, and final exams.

Supply/Demand Assessment

- Employers expect overall growth to be faster than the average occupation. There are approximately 2,315 - 2,830 Computer Technical Specialist currently employed in Sacramento/Placer region.

Other Information

- Where the Jobs Are:** Variety of industries, including IT and data processing services.
- Career Path:** Promotions may lead to higher technical positions and/or management.

Wages and Benefits

- Check "Critical Occupations and Industries Report"
- Most employers provide medical insurance and other benefits.

Program Prerequisites

- H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam

IT Programs include all Employment Service.

Computer Service & Repair (CompTIA A+ Curriculum)

Computer Courses (A+) & Lab (480 hrs)

- PC H/W, System S/W & Troubleshooting
- System Board & Microprocessor
- I/O Devices, Displays, Disk Drivers & Printers
- Multimedia, Data Communications
- Preventative Maintenance
- CompTIA A+ Exam Review

16-Week / 480-Hour Program

MCTS Windows 10 Configuration

Microsoft Windows 10 Config (330 hrs)

- Pre-Installation Planning, Install & Configure (Win 10 Professional), Using the MMC
- Managing File Systems and Storage
- User, Groups, Profiles & Policies
- Security & Access Control
- Network Protocol, Remote Access
- Registry, Disaster Recovery
- Performance Tuning, Troubleshooting

11-Week / 330-Hour Program

Computer Networking (Network+ Curriculum)

CompTIA Network+ & Lab (330hrs)

- Networking Standards, OSI Model
- Network Protocols, Networking Hardware, Topologies and Methods
- WANs, Internet, Remote Connectivity
- Network OS and Windows Server
- Networking with UNIX OS
- NetWare & TCP/IP Networking
- Troubleshooting, Network Security

11-Week / 330-Hour Program

Computer Hardware & Software Support Specialist

Combines **A+ & Window 10 (MCTS)**

27-Week / 810-Hour Program

Network & Computer Support Specialist

Combines **Network+ & Windows 10 (MCTS)**

22-Week / 660-Hour Program

The following programs require additional prerequisites as follows

- 2 years of technical networking experience with an emphasis on security.

Computer Security Fundamentals (Security+ Curriculum)

CompTIA Security+ (330 hrs)

- Security+ (SY0-501) & Exam Prep
- Configure Accounts & Restrictions
- Configure SSL Connect & Kerberos
- Secure Remote Access Connections
- Configure the Windows Firewall
- Secure Folder & File using DACLS
- Protect Data using RAID & Backups

11-Week / 330-Hour

Network & Security Technician

Combines **Win 10 & Network+ & Security+**

33-Week / 990-Hour

Computer Technology Professional

COMPUTER TECHNOLOGY PROFESSIONAL

The **Computer Technology Professional** combines all to the CompTIA IT certifications in Win 10, A+, Network+, and Security+ to give our students the best understanding of Information Technology.

Employer Requirements

- Most employers want experienced candidates, but may accept students with industry certifications

Certificate Program

- Requires passing grade on homework, chapter tests, and final exams.

Supply/Demand Assessment

- Employers expect overall growth to be faster than the average occupation. There are approximately 2,315 – 2,830 Computer Technical Specialist currently employed in Sacramento/Placer region.

Other Information

- **Where the Jobs Are:** Variety of industries, including IT and data processing services.
- **Career Path:** Promotions may lead to higher technical positions and/or management.

Wages and Benefits

- Check “Critical Occupations and Industries Report”
- Most employers provide medical insurance and other benefits.

Computer Technology Professional

Combines **CompTIA A+, Network+, Security+ & Windows 10 (MCTS)**

 **49-Week / 1470-Hour Program**

Program Prerequisites

- H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam

Programs include all Employment Service.

Cisco Certified Network Associate (Routing and Switching)

CISCO CERTIFIED NETWORK ASSOCIATE (ROUTING AND SWITCHING)

OSC's 48 Week **CISCO** certification course is designed to provide necessary knowledge to obtain the CCNA certification with emphasis in Routing and Switching. The course is divided into two semesters of study preparing the student to take the Interconnecting Cisco Networking Devices, Part 1 (ICND1) 3.0 and Part 2 (ICND2) exam at the end of each semester. Each semester is further divided into 2 sessions of 12 weeks each with a break of a week between each session.

Employer Requirements

- Most employers want experienced candidates, but may accept students with industry certifications

Certificate Program

- Requires passing grade on homework, chapter tests, and final exams.

Supply/Demand Assessment

- Employers expect overall growth to be faster than the average occupation. There are approximately 2,315 – 2,830 Computer Technical Specialist currently employed in Sacramento/Placer region.

Other Information

- **Where the Jobs Are:** Variety of industries, including IT and data processing services.
- **Career Path:** Promotions may lead to higher technical positions and/or management.

Wages and Benefits

- Check “Critical Occupations and Industries Report”
- Most employers provide medical insurance and other benefits.

Cisco Certified Network Associate (Routing and Switching)

Courses

- Introduction to Networks (216 hrs)
- Routing and Switching Essentials (216 hrs)
- Scaling Networks (216 hrs)
- Connecting Networks (216 hrs)

Program Duration

 **48-Week / 864-Hour Program**

Program Prerequisites

- H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam
- Two years experience in a networking role with preexisting knowledge of TCP/IP, experience in a security related role, CompTIA Network+ or equivalent certification

Programs include all Employment Service.

Graphic Design & Office Specialist

GRAPHIC DESIGN & OFFICE SPECIALIST

WORK ENVIRONMENT

The OSC **Graphic Design & Office Specialist** Program is a highly-focused, certificate program that equips you with the job skills that today's employers are seeking.

Graphic Design (also known as Desktop Publishing or DTP) combines a personal computer, page layout software and a printer to create publications on a small economic scale. Users create page layouts with text, graphics, photos and other visual elements using Graphic Design software such as Adobe InDesign, Adobe Photoshop, Adobe Illustrator and CorelDraw. For small jobs a few copies of a publication might be printed on a local printer. For larger jobs a computer file can be sent to a vendor for high-volume printing.

This 703-hour program provides skill development in the electronic procedures of producing and editing publications. Students will create, format, illustrate, design, edit/revise, and print publications. Improved productivity of electronically produced newsletters, flyers, brochures, reports, advertising materials, and other publications are emphasized. Proofreading, document composition, and communication competencies are also included.

Graphic Designers with no experience may start as helpers receiving instruction from an experienced desktop publisher. They advance based on their mastery of skills and eventually advance to positions with greater responsibility, which can include supervisory or management positions. Other graphic designers may start their own company or work as an independent consultant. Those with more artistic talent and further education may find opportunities in commercial art.

Graphic Design & Office Specialist

Supply/Demand Assessment

- Employment data indicates a very competitive outlook for jobseekers.
- Graphic Design jobs are found throughout the country but job prospects may be best in large metropolitan cities.

Other Information

- **Where the Jobs Are:** A variety of industries, including commercial print shops and newspaper publishers and employers who advertise and print.
- **Career Path:** Promotions may lead to supervisory or specialty positions.

Wages and Benefits

- Check "Critical Occupations and Industries Report"
- Most employers provide medical insurance, paid sick leave, vacation, and retirement plan

(D) Distant Students must have Microsoft Office Professional Edition & Adobe Software on their home computer.

Publishing Courses

- Adobe Photoshop (188 hrs)
- Adobe Illustrator (138 hrs)
- Adobe InDesign (114 hrs)
- Basics of Design (39 hrs)
- Design Portfolio (26 hrs)

Basic Computer Courses

- Microsoft Word (66 hrs)
- Microsoft Excel (66 hrs)
- Microsoft PowerPoint (66 hrs)

Program Duration

 **26-Week / 703-Hour Program**

Program Prerequisites

- H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam

Graphic Design Program includes all Employment Services.



Employer Requirements

- Most employers prefer 1 - 3 years of experience, although some accept training as a substitute.

Certificate Program

- Requires passing grade on homework, chapter tests and final exams.

Multimedia Graphic Design

MULTIMEDIA GRAPHIC DESIGN

WORK ENVIRONMENT

OSC's **Multimedia Graphic Design** program is a 25-week fast-track certificate program that is focused on positioning our students with the necessary skills to generate print-publishing content. Our Graphic Design students learn to create page layouts with text, graphics, photos and other visual elements using Graphic Design software such as Adobe InDesign, Photoshop and Illustrator. In addition, they will learn Adobe Premiere Pro, and Adobe After Effects to give them a solid foundation in standard motion graphics applications.

This program provides skill development in the electronic procedures of producing and editing publications. Students create, format, illustrate, design, edit/revise, and print publications. Improved productivity of electronically produced newsletters, flyers, brochures, reports, advertising materials, and other publications are emphasized. Students learn how to focus on design principles, animation skills, and video editing skills.

It is a competitive job market, but some desktop publishers with no experience may start as helpers receiving instruction from an experienced desktop publisher. They advance based on their mastery of skills. Because OSC's Multimedia Graphic Design vocation also includes multimedia and graphic skills, our students well positioned to begin their professional career on graduation.



Supply/Demand Assessment

- Employment data indicates a very competitive outlook for jobseekers.
- Graphic Design jobs are found throughout the country but job prospects may be best in large metropolitan cities.

Other Information

- **Where the Jobs Are:** A variety of industries, including commercial print shops and newspaper publishers and employers who advertise and print.
- **Career Path:** Promotions may lead to supervisory or specialty positions.

Wages and Benefits

- Check "Critical Occupations and Industries Report"
- Most employers provide medical insurance, paid sick leave, vacation, and retirement plan

(D) Distant Students must Adobe Software on their home computer.

Multimedia Graphic Design

Courses

- Adobe Photoshop (188 hrs)
- Adobe Illustrator (138 hrs)
- Adobe InDesign (114 hrs)
- Adobe Premiere Pro (114 hrs)
- Adobe After Effect (124 hrs)
- Basics of Design (39 hrs)
- Design Portfolio (26 hrs)

Program Duration

🇺🇸 25-Week / 743-Hour Program

Program Prerequisites

- H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam

Program includes all Employment Services.

Employer Requirements

- Most employers prefer 1 - 3 years of experience, although some accept training as a substitute.

Certificate Program

- Requires passing grade on homework, chapter tests and final exams.

Web Design & Programming

Web Design & Programming using WordPress

WEB DESIGN PROGRAMS

The **Web Design & Programming** course provides the necessary skills and training for an entry-level position in the field of Web Design. It focuses on web page planning, basic design, layout, construction, setup and maintenance of a web site. It includes Cascading Style Sheets (CSS), Dreamweaver, Flash, Photoshop, Illustrator, Edge and various other web page and image creation tools. In addition, it includes a focus on programming skills in HTML5/XHTML and JavaScript, including an introduction to backend Web Server development environment, PHP, and AJAX. Also includes tools for creating mobile-ready applications.

Web Design & Programming using WordPress course is a 25 week certificate program that is designed to teach how to install, configure, and build a website in WordPress. It also focuses on editing content, managing media and customizing plugins and themes with WordPress.

This course is taught in a PC environment, but skills are transferable to the Macintosh.

Upon completion of these courses students will be able to demonstrate:

- Knowledge of a variety of **online marketing options**, such as SEO, Blog, Flickr, Twitter, LinkedIn, Facebook, YouTube, Tumblr and other **social media tools**
- Knowledge of terms associated with the World Wide Web and XHTML
- Advanced knowledge of the Internet and tools
- An understanding of basic web design principles
- Awareness of design considerations that affect construction
- Knowledge of how to design and create effective XHTML, CSS and other web technologies for all platforms, including mobile
- Knowledge of appropriate use of color and typography on the web
- Knowledge of the various tools used to create XHTML documents
- Knowledge of how to create raster and vector images (including animation)
- An understanding of web database technologies including: MySQL

Employer Requirements

- Almost all employers prefer 1 – 3 years of prior experience. It is recommended students already have a solid background in printing or photography or plan on a home business.

Certificate Program

- Requires passing grade on homework, chapter tests and final exams.

Supply/Demand Assessment

- Employment data indicates a very competitive outlook for jobseekers without prior experience.
- Web Design jobs are found throughout the country but job prospects may be best in large metropolitan cities, or self-employed, as an independent business service.

Wages and benefits

- Check “Critical Occupations and Industries Report”
- Most employers provide medical insurance, paid sick leave, vacation, and retirement plan.

Web Design & Programming

Courses

- Adobe Photoshop (188 hrs)
- Adobe Illustrator (138 hrs)
- Adobe Flash (54 hrs)
- Adobe Edge (34 hrs)
- Adobe Dreamweaver (104 hrs)
- HTML5 and CSS3 (84 hrs)
- JavaScript (56 hrs)
- Basics of Design (39 hrs)
- Web Hosting & Portfolio Project (22 hrs)
- Online Marketing & Social Media (45 hrs)

Program Duration

📅 25-Week / 764-Hour Program

Program Prerequisites

- H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam
- Prior Graphics Experience

(ID) Distant Students must have Adobe Software on their home computer.

Web Design & Programming using WordPress

Courses

- Adobe Photoshop (188 hrs)
- Adobe Illustrator (138 hrs)
- HTML5 and CSS3 (84 hrs)
- JavaScript (56 hrs)
- Basics of Design (39 hrs)
- WordPress (134 hrs)
- WordPress Hosting & Portfolio Project (80 hrs)
- Online Marketing & Social Media (45 hrs)

Program Duration

📅 25-Week / 764-Hour Program

Program Prerequisites

- H.S. Diploma, GED, or passing score on an Ability-to-Benefit Exam
- Prior Graphics Experience

Web Design Programs include all Employment Services.

OSC Computer Training Staff

MANAGEMENT STAFF

Sanjay R. Mamidi
CHIEF EXECUTIVE OFFICER

Sanjay Mamidi is a technology industry veteran with over 25 years of **multinational experience**. He holds a **Bachelor's degree in Engineering (Metallurgy) and a Master's degree in Computer Science**. Mr. Mamidi started his career in 1998 working as a process engineer in a manufacturing company in India spending 5 years on the line. After his **Master's degree in CS** he joined Hewlett-Packard company in Palo Alto, serving more than 18. He started in the corporate IT department responsible for building large data warehouse applications providing critical data analysis services in the **telecom area**. **Subsequently he moved to Long Island, NY and to HP's Business IT** in the Enterprise Services division working on solution architectures for applications providing critical data around employee and consultant skill profiles. Sanjay worked as the domain Architect and Development Manager for the Education Services business responsible for migrating the legacy business ecosystem from pre internet age to a web enabled Software as a Service (SAS) model. This project involved ground up development of application components and migration of legacy data, devoted to **positioning HP's Education offerings on the web for the first time and integrating HP offerings with a third party's education delivery platform**. This new platform allowed seamless navigation from **HP's web** pages of offerings to **vendor's platform** for online enrollment into classes and **E-commerce modules to final integration into HP's ERP order and invoicing platforms**. This new platform was deployed successfully in more than 40 countries in a phased rollout.

Deepti Vatturi
CHIEF OPERATING OFFICER

Deepti Vatturi holds a Bachelor's degree in Arts majoring in Psychology, Political Science and English Literature. Her professional work experience spans 14 years at multiple companies in the Bay Area CA, Kaiser Permanente, Sony Corp, Marimba Inc., Spectra-Physics and Spansion. She has served in a variety of business operational and managerial positions ranging from Hi-tech to HealthCare. Her last position saw her trained in SMP – strategic sourcing and management. Mrs. Vatturi likes working with people and volunteers her time every weekend teaching children in the classroom.

ADMINISTRATIVE STAFF

Tara Rogers
ADMINISTRATIVE ASSISTANT

Graduated with a Diploma from San Mateo High School in San Mateo, CA in 1995. Attended American River College for two years, majoring in Fashion Design. Over seven **years' of experience as an Audit Analyst and Enrollment Specialist** at Health Net, Inc. in Rancho Cordova, CA, and eight years of experience as an Administrative Assistant for the Unit Manager at Sears Logistics in Sacramento, CA.

CAREER STAFF

Cindy Zoller
CERTIFIED JOB AND CAREER TRANSITION COACH

12 years' experience providing strategic job search training and employment assistance to diverse group of **individuals. She believes the job search process doesn't have to be as difficult as it might seem. Encouraging job seekers to be intentional in their search. Cindy ensures that you will receive and understand "how to" do all the parts of the process you are engaged in. Committed to assisting you in developing job search skills that you can use for your lifetime. Cindy holds a Master of Arts in Education Counseling, a Bachelor of Science in Psychology, and certifications as a Certified Job and Career Transition Coach and Career Development Facilitator.**

OSC Computer Training Staff (cont.)

INSTRUCTIONAL STAFF

Jeff Schwarz

CHIEF ACADEMIC OFFICER FOR INFORMATION TECHNOLOGY PROGRAMS / INSTRUCTOR

Jeff has over twenty years of experience as an IT Support specialist. He has a vast amount of hardware knowledge as well as software experience and support. He currently holds certificates as a Microsoft Certified Professional (MCP), Microsoft Certified Professional + Internet (MCP+I), as well as Microsoft Certified Systems Engineer (MCSE). Jeff is continuing his education in MCSE Server 2012, MCTS and Windows 7. He is also a graduate from MTI College.

John Scott

CHIEF ACADEMIC OFFICER FOR BOOKKEEPING PROGRAMS / INSTRUCTOR / OSC BOOKKEEPING

John holds an Associate in Arts in Health Science from Cabrillo College. After 35 years in food service and retail management, John attended OSC Computer Training to formalize his vast experience in bookkeeping procedures, Cost Accounting, Cash Management, Accounts Receivables and Accounts Payable functions. He obtained his Certificate in Bookkeeping & Office Specialist. After graduation, John joined OSC as a backup bookkeeper, and later as a full time instructor.

Laureen V. Stinson

CHIEF ACADEMIC OFFICER FOR MEDICAL PROGRAMS / INSTRUCTOR

Laurie's teaching career with OSC Computer began in 2001. Laurie was in the health insurance industry for over 15 years holding various supervisory and customer service positions with Blue Shield of CA and Blue Cross of CA, and was certified in Business Information Systems. Laurie teaches Medical Billing, Coding, and Terminology for Physician and Hospital practices, all Microsoft Office products, Bookkeeping and Accounting Theory.

Kim Tran

CHIEF ACADEMIC OFFICER FOR WEB & GRAPHICS AND OFFICE PROGRAMS / INSTRUCTOR

Kim has been a multi-faceted employee since 2007. Kim received her A.S. degree from Butte College in Business Computer Information Systems. She is an Adobe Certified Trainer, Microsoft Office Specialist (MOS) Certified and holds certificates in Business Administrative Assistant II, Bookkeeping & Accounting Theory, Graphic Design and Web Design & Programming. Kim is our WebMaster and has re-designed the OSC Computer Training Website streamlining the information and creating a user friendly website.

Adam Simmons

INSTRUCTOR

Adam is an expert in the Microsoft Office Suite. He is certified by Microsoft and holds EXPERT-level MOS certifications in Word, Excel, PowerPoint, Access and Outlook. In addition, he holds certificates in Business Administrative Assistant, Microsoft Office Specialist, Bookkeeping & Office Specialist, and Graphic Design and Web Design & Programming. Adam also has extensive experience in inventory management, internet research techniques and social media.

School Facilities

CAMPUS LOCATION

All classes are offered at the following location during the hours specified below (See Page 30 for map).

(Main Campus)
Sacramento Office
9700 Business Park Dr.
Suite #206
Sacramento, CA 95827
(916) 363-7058

HOURS OF OPERATION

Mon-Thur 7 a.m. to 7 p.m. &
Friday 8 a.m. to 12 noon

HANDICAPPED ACCESSIBILITY

OSC COMPUTER TRAINING recognizes its obligation to provide overall accessibility for handicapped persons such that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a class of instruction. Current programs may require manual dexterity and, where possible, OSC Computer Training will allow adjustments for handicapped individuals. Contact the local director to obtain further information regarding facilities that are accessible to, and usable by, handicapped individuals. OSC also supports and complies with laws allowing service dogs to be present in the classroom while making best-effort accommodations for individuals who may have allergies.

HEALTH & SAFETY

Health & Safety

The policy of OSC Computer Training is to insure its facilities comply with all applicable requirements of federal, state, and local regulations. In the event of an emergency during normal operating hours, OSC Computer Training will take necessary actions to obtain local medical services, as needed.

Smoking and use of Tobacco are prohibited inside the OSC facilities. Smoking and use of Tobacco are only allowed in designated areas as marked outside the premises.

ACADEMIC CALENDAR

Academic Calendar

OSC Operates year-round with an Open-Entry system allowing students to start every Monday, with the exception of the following School Holiday Closures.

Martin Luther King Day	January
President's Day	February
Memorial Day	May
Independence Day	July 4
Labor Day	September
Veterans Day	November 12
Thanksgiving (Thursday & Friday)	November
Christmas **	December 25
Winter Break between Christmas and New Year	Christmas/New Year's Week

** One floating holiday is positioned each year normally at Christmas. Contact OSC Office for current year's schedule.

FACILITIES DESCRIPTION

Facilities Description

The Sacramento campus includes a lecture hall with a capacity of 25 students. The lecture hall is equipped with an overhead projector connected to a computer and is equipped with a **72" inch touch screen monitor** allowing annotations and interactive graphic displays. The campus has three classrooms equipped with networked desktop computers. This campus also has a quiet room with computers dedicated to the special needs of our Veterans. The IT Lab is set up with the data center containing servers and other hardware located onsite as well. The instructors are co-located with the students in the class room and students are assigned desk numbers located close to the instructor of their program allowing for immediate and close interaction. There are also dedicated test rooms available for students to take proctored and certification exams onsite. There are dedicated break rooms with refrigerator, sink and a microwave oven for students use. There are also other dedicated office rooms available for administrative use, student conferences etc.

EQUIPMENT & MATERIALS

Equipment & Materials

During enrollment OSC Computer Training students are assigned classroom desks for their program. Depending **on student's needs, their desk may be fixed or an** ergonomically-designed electronic sit/stand, bi-level computer desks and task chairs that easily adjust to most stature or position, including standing, are provided for maximum comfort. Students are also assigned computers that operate the most current and popular Windows software applications utilizing extended memory processors, each linked to the internet and printers. All books and other materials used within student's **programs are also provided**. This includes training material, online material, on-site reference material and exam preparation materials.

SCHOOL FINANCIAL STABILITY

School Financial Stability

OSC Computer Training has been successfully operating since 1987. OSC Computer Training has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

ADMISSIONS PROCESS

Admissions Process

The admissions process consists of a tour, during which the admissions specialist conducts a personal interview with the prospective student in order to assess individual career goals and training needs. If OSC offers an appropriate program that is in-line with those career goals, OSC will enroll a student in the desired program and will select a start date that is convenient for the student.

ADMISSIONS REQUIREMENTS

Admission Requirements

A personal interview with an admissions specialist is required before enrollment. All applicants must be at least 18 years of age and have graduated from high school, or possess a high school equivalency diploma (GED), or use the "Ability to Benefit Test" to satisfy enrollment requirements. OSC Computer Training has some programs that require specific prerequisites regarding certifications and/or equivalent experience. Please refer to the *Program Description* section for prerequisites. OSC does not admit students from other countries.

EVALUATION OF PRIOR CREDITS & CHALLENGE TESTS

Prior Credits & Challenge Tests

This institution will inquire about each person's previous education and training and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. If a student wishes to obtain credit for courses completed at prior institutions, they may request to take a "Challenge Test" for the purposes of placing out of a given course. This test is the final examination that is normally given to all other students enrolled at OSC for the given course. Challenge tests must be passed with a score no less than 80%. The assessment is performed by a qualified faculty. A student may place out of no more than 20% of the hours of a given program. The fees for taking Challenge Tests are as follows:

Accounting	\$250	Microsoft Office Specialist Exams (MOS)	\$125
Adobe Certifications	\$200	Microsoft Certified Technology Specialist (MCTS)	\$150
CompTIA A+	\$380	OSC Business Math	No Charge
CompTIA Network+	\$300	OSC Business English	No Charge

If student passes a Challenge Test, the tuition will be proportionately reduced by the clock hours of the challenged course. There is no appeals process if a student fails a Challenge Test; student will be required to enroll in and complete the program in its entirety.



Veterans Regulations

OSC is required to evaluate ALL previous educational records to determine if we can accept any prior credits from prior educational institutions. After conducting the evaluation, OSC will provide student with results that clearly indicate whether credits have been granted or denied. VA students do not have option to bypass this process.

ABILITY TO BENEFIT (ATB)

Ability to Benefit

Applicants who do not meet specific entrance requirements may be granted admission to a program based on the demonstrated ability to benefit (ATB) from the program. Prospective students who do not have a GED or HS diploma will be encouraged to take an ATB test with a qualifying institution and produce the test results to OSC; OSC does not administer such tests, but will accept passing results per State of CA standards below.

Assessment Testing

Prospective students who do not possess a H.S. Diploma or GED (Graduate Equivalent Diploma) AND students whose primary language is not English must take and pass an assessment test prior to being admitted to OSC. There are several test providers for Ability To Benefit (ATB) tests as shown below. OSC does not administer these tests. Results from any of these tests below will be acceptable for admissions.

Test	Publisher	Passing Scores	Audience	Effective Date
Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2; Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions)	Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061. Telephone (847) 247-2544 Fax (847) 680-9492	Verbal – 200 Quantitative - 210	General	July 1, 2015
Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2 Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions)	Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061. Telephone (847) 247-2544 Fax (847) 680-9492	Verbal – 200 Quantitative - 200	Students whose native language is Spanish	July 1, 2015
Combined English Language Skills Assessment (CELSA) Forms 1 and 2.	Association of Classroom Teacher Testers (ACTT) 1187 Coast Village Road, Suite 1, #378, Montecito, CA 93108 Telephone (805) 965-5704 Fax (805) 965-5807 email: actt@cappassoc.com	Form 1 – 97 Form 2 – 97	Students whose native language is not English and who are not fluent in English	November 1, 2002
ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic)	The College Board, 250 Vesey Street, New York, New York 10281 Telephone (800) 607-5223 Fax (212) 253-4061	Reading Comprehension – 55 Sentence Skills – 60 Arithmetic – 34	General	November 1, 2002

DISTANT STUDENT ENROLLMENT, INTERACTION, and ACADEMIC POLICIES



Veterans Regulations

OSC offers several of its programs to students living anywhere in the State of California, allowing mature-minded, independent learners the ability to obtain a certificate in their chosen program from the convenience of their own home. These programs are marked with **(D)** in the “*Program Offerings & Instructional Schedule*” section. A Distant Student will receive the identical program as an on-site student, which includes a detailed weekly syllabus and all books and material needed to complete their program. Once a start date has been established, OSC will deliver the material to the student and provide training on the necessary remote tools to ensure success.

Qualification

Individuals seeking to enroll as a DISTANT student must contact the school and conduct a phone interview to assess whether they qualify to enroll. Qualifications include having a dedicated personal computer at home with high speed internet, having the necessary software programs (if required for program enrolled), having a solid grasp of the English Language and having knowledge of basic computer operation.

While U.S. Veterans may enroll as DISTANT students, they may not use VA funding to enroll because the VA does not approve independent-study programs.

Orientation & Enrollment

Once a start date has been set, OSC will deliver by mail or other means the following: enrollment agreement, all books, material, software licenses, syllabi, and course outlines for each course in the program & performance fact sheets. A phone conference will be conducted to answer any questions regarding the content and the student will also be taught how to use remote tools to communicate with their instructor virtually.

Instruction, Assignments and Grading

OSC will provide a detailed weekly syllabus during the initial orientation session. The OSC instructor will arrange a **weekly phone conference to review the student’s progress against the syllabus provided**. Distant students have daily access to OSC Instructors via instant messaging, direct phone calls and/or remote desktop sharing sessions during business hours. All assignments are to be emailed to the designated instructor. The instructor will return all graded assignments within 5 business days of receipt.

Attendance and Time Tracking

Students are required to track and report their daily hours to their designated instructor at the end of each week. All reported hours must be accompanied by the corresponding completed assignments. Failure to turn in timesheets for 2 weeks will result in probation; any further delays in returning timesheets will result in expulsion. All other academic policies are same as on-site student.

Library Resources

While OSC provides all the necessary books and material needed to complete a program, OSC maintains a limited library for the use of all students to enable students to further explore their chosen field. Distant students may view the library and associated procedures at <http://www.oscct.com/library>. Distant students are responsible for all shipping costs to check out material from OSC. See detailed Library section in this catalog.

Students wishing to restart after a program interruption due to medical or employment may do so without penalty and will be assessed tuition on the number of days remaining in the program for which the student is reentering. Additional fees may be required if you need to upgrade new textbooks.

Readmission

A student who has withdrawn from, or was dismissed from a program may be considered for readmission into the same program, except in case where dismissal was due to code of conduct violations or illegal activities. Consideration for readmission requires submission of a letter to the location director documenting that the original case of the dismissal has been corrected and proper attendance and academic progress will be maintained. **Students readmitted will hold probationary status. The student’s academic progress will be evaluated at the end of the first month following readmission.** Probation will be lifted if the attendance and academic requirements are satisfied, otherwise, probationary status will continue for additional month. Student will be permanently dismissed if a code of conduct violation has occurred.

Textbooks and Supplies

Course textbooks are provided each time a student begins a new course and his/her program. Textbook prices vary depending upon the books. OSC Computer Training reserves the right to upgrade or substitute textbooks to newer or more desirable alternatives as needed.

RESTART POLICY

READMISSION POLICY

TEXTBOOKS & SUPPLIES

Academic Policies

LANGUAGE PROFICIENCY REQUIREMENTS

OSC Computer Training does not provide English-as-a-Second-Language instruction. All courses are taught in English. Foreign students whose primary language is not English must provide passing test results from one of the *ASSESSMENT TESTS* discussed in the *ADMISSIONS REQUIREMENTS* section of this catalog.

GRADING SCALE

Grading Scale

The following scale is a comparative measure of a student's. The scale is used for all courses and programs offered by OSC Computer Training:

Excellent	A	90-100
Above-Average	B	80-89
Average	C	70-79
Below Average	D	60-69
Fail	F	0-59

SATISFACTORY PROGRESS

Satisfactory Progress

To maintain satisfactory progress all students must achieve & maintain a grade average of 70% or above AND must maintain 80% or above attendance to ensure timely completion of coursework. Any student not maintaining satisfactory progress at the end of a given course (Word, Excel, etc.) will be placed on academic probation until the end of the next course. If at the end of the probationary period the student has not met the minimum requirements for satisfactory progress, a meeting will be held with a student and referral source to modify the educational goals or in the training program. Students who are dismissed for academic reasons may submit a written request for readmission to the local director. If readmitted, the student will be placed on academic probation and must then achieve a passing grade by completing the course subject to remain in the schools program.

PROBATION

Probation

When a student's academic performance falls below 70%, the student will be placed on probation for one (1) month. During the probation the instructor will encourage their student to maximize the hours of participation to make up work best. If at the end of the probationary period the student has not met the minimum requirements for satisfactory progress, a meeting will be arranged with the student and the referral source to modify the training goals, increase training time, or end the training program. Probationary status will be dropped if the minimum satisfactory progress requirements are met. A student dismissed from a program may submit a written request for readmission to the local director. If readmitted, the student will be placed on probationary status and must achieve minimum requirements for satisfactory progress by the end of the probationary period to remain in the schools program.



Veterans Regulations

Students who are receiving veterans' benefits will be placed on academic probation for one month if their grades fall below 70%. A second probation period may be allowed for programs longer than 500 hours. If at the end of the probation period the students' grade point average is still below 70%, VA benefits will be terminated and the Department of Veterans Affairs will be notified accordingly.

GRADUATION REQUIREMENTS

Graduation Requirements

In order to graduate and receive a certificate of program completion from OSC Computer Training, a student must:

- (1) Successfully complete all courses and related coursework for the program in which he/she enrolled with a cumulative grade average of 70% or higher
- (2) Return all borrowed school items and student badge

CERTIFICATES OF COMPLETION

Certificates of Completion

A *"Certificate of Completion"* is awarded for successful completion of the program's curriculum and attendance requirements. To request copies of educational records, transcripts or Certificates of Completion, please follow instructions provided in the *TRANSCRIPTS REQUEST* section of this catalog, or contact the Sacramento OSC Computer Training Administrative Office for details.

ADA & Non-Discrimination STANDARDS

ADA & Non Discrimination Standards

OSC Computer Training is ADA compliant and does not discriminate against students with special needs. In addition, OSC Computer Training does not discriminate on the basis of sex, race, ethnic origin or religion.

Tuition & Financial Aid

FINANCIAL AID

Financial Aid: OSC Computer Training does not participate in FAFSA (Free Application for Federal Student Aid) or Cal Grant. Since OSC is not an accredited institution, students enrolling at OSC are NOT eligible for Federal or State financial aid programs. Students may, however, qualify for other financial programs such as:

- Grants through California Workforce Investment Act (prospective student must pre-qualify by contacting a nearby One-Stop Career Center <http://www.servicelocator.org/onestopcenters.asp>).
- **Training Vouchers from Worker's Compensation (see Supplemental Job Displacement Benefits Forms).**
- Personal student loan with local banking institutions (arranged by the student, not by OSC personnel)

OSC offers a flexible monthly Tuition Payment Plan with no interest charged for qualifying. Contact OSC Computer Training for details. Current plans provide for:

1. 20 Week or greater Vocational Program payment plan is spread across 18 Months consecutive. Payment for Vocational Program books and materials is required upon enrollment.
2. 10 Week Vocational Program payment plan is spread across 12 Months consecutive. Payment for Vocational Program books and materials are required upon enrollment.

Collection of Tuition Payments: If student chooses to use the OSC Tuition Payment Plan, payment of fees for tuition starts one month after start-date and continues on monthly until paid off. If student agrees to a program payment plan, the student is responsible to pay the full amount, less the amount of any refund.

TUITION

Tuition: The cost for programs offered by OSC Computer Training is listed on the enclosed inserts. The school reserves the right to modify tuition and other charges upon sufficient notice to prospective and continuing students or agencies. On request an OSC Program Proposal with future start/end dates, and all charges is provided to prospective students and counselors. Prospective students with prior experiential learning or seeking to transfer units may challenge or test-out of OSC Computer Training courses. This may include both an oral and written exam to validate course learning. If student is successful, the tuition will be reduced by the prorated number of reduced hours.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF *if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:*

1. *The school closed before the course of instruction was completed.*
2. *The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.*
3. *The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.*
4. *There was a material failure to comply with the Act or this Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.*
5. *An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act*

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. *You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and*
2. *Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.*

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. *You are not a California resident, or are not enrolled in a residency program, or*
2. *Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.*

STUDENT TUITION RECOVERY FUND (STRF)

Cancellation & Refund Policies

REFUND POLICY

Refund Policy

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event a student CANCELS their enrollment (i.e. fails to enter the course or drops within 7 days of instruction) OR WITHDRAWS from program (i.e. discontinues or drops any time prior to completion). See *CANCELLATION REFUND* and *WITHDRAWAL REFUND* for details. The maximum non-refundable registration fee is \$100 for all students, except Veterans (see Veterans Regulations below);



*Veterans
Regulations*

The maximum non-refundable registration fee allowed by the VA is \$10.00 and any fee above that amount is included in the pro-rata refund.

STUDENT'S RIGHT TO CANCEL

Student's Right to Cancel

You have the right to CANCEL the agreement for a program of instruction, without any penalty or obligations, and obtain a refund of charges paid through the first class session or the seventh calendar day after enrollment, whichever is later. Cancellation will occur when you give written notice to OSC Operations Manager at 9700 Business Park Dr., #206, Sacramento, CA 95827. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by the provisions of the enrollment agreement. The written Notice of Cancellation may be provided by mail, hand delivery, fax or email; if sent by postal mail, it must be properly addressed with postage prepaid.

CANCELLATION REFUND

Cancellation Refund

If the Enrollment Agreement is cancelled (i.e. fails to enter course or drops within 7 days), the institution shall, for all students, without penalty or obligation, refund 100% of the amount paid for the institutional charges, less a reasonable deposit/registration fee not to exceed \$100.00 (\$10 for Veteran Students), less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received. You may retain the equipment, books, or supplies without further liability.



*Veterans
Regulations*

Maximum allowable non-refundable registration fee for Veterans is \$10.00; All other tuition will be refunded if cancellation occurs with 7 days of 1st day of school.

WITHDRAWAL

Withdrawal: You have the right to withdraw from a program of instruction at any time. Student must provide written notification to the Business Operations Manager at the MAIN BRANCH of OSC. If a written notice is supplied on or **prior to the last date of attendance, the official "withdrawal date" will be considered as the last date you attended class.** If a written notice is not supplied you will automatically be expelled 10 days after your last day of attendance, and your **official "withdrawal date" will be considered as the last date you attended class. Refunds and final grade determinations are based on the "withdrawal date".**

WITHDRAWAL REFUND (Pro-rata)

Withdrawal Refund (Pro-rata)

If you withdraw from the program of instruction after instruction has begun, you are obligated to pay only for educational services rendered, books used and any equipment not returned. If you have completed 60 percent or less of the days of scheduled instruction, you shall be granted a prorated refund of tuition and amounts paid for unused returnable equipment. The amount of tuition refund shall be determined by multiplying the tuition paid for instruction times the number of days remaining to be completed at the time you withdraw, divided by the total number of days necessary to complete the course of study. The calculated amount of refund will then be reduced by the cost of any equipment, books, supplies that are not returned; **all items must be returned in "un-used" (new) condition** within thirty (30) days following the date of withdrawal in order to receive credit. If student wishes to keep the items, they will receive a refund only for the unused prorated tuition.

The withdrawal date determined above will begin the 30-day period of time in which a refund calculation must be completed and any refund made. For refund computations, the institution will use **14 days after the student's actual** last date of attendance. Any refund due will be paid in the following order: all lenders (loans) arranged on behalf of the student by the institution; any third-party contractors who paid in a portion of the students tuition and fees; any other source of funding other than a student; and finally, unusual tuition paid by the student.

EXAMPLE: A student withdraws from the program after completing 40 hours of instruction [10%]. \$4995.00 minus \$100.00 divided by 400 = \$12.24 hourly program charge. 40 hours x \$12.24=\$489.60. \$4895.00 less \$489.60=\$4405.40 refund. This calculation does not include a refund for the books.

Cancellation & Refund Policies (cont.)

WITHDRAWAL & IMPACT ON FINANCIAL AID

Withdrawal & Impact On Financial Aid

If a student obtains a loan (or Tuition Payment Plan from OSC) to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus any applicable interest, less the amount of any refund and that, if student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

REFUND TABLES

The following tables demonstrate the portion of tuition that would be credited to your account if you choose to withdraw at the referenced points for your chosen program. These refund amounts are based on full-time training and do not reflect equipment, books, and supply changes.

Program Example: Microsoft Office Core Skills

16 weeks, full-time (80 days, 6-8 hours per day) Program Tuition = \$3,995.00

% of Program Scheduled to Attend	10%	25%	50%	60%	≥ 61%
Program Days Remaining	72	60	40	32	0 to 31
Amount of tuition refunded	\$3,595.50	\$2,996.25	\$1,997.50	\$1,598.00	\$0

Program Example: Bookkeeping, Accounting & Office Specialist

20 weeks, full-time (100 days, 6-8 hours per day) Program Tuition = \$4999.00

% of Program Scheduled to Attend	10%	25%	50%	60%	≥ 61%
Program Days Remaining	90	75	50	40	0-39
Amount of Tuition Refunded	\$4,491.10	\$3,749.25	\$2,499.50	\$1,999.60	\$0

All calculation dates are based on the date of the withdrawal notice. Unexcused absences accumulated *before* withdrawal **date is not considered in the "program days remaining"**.

The above is an example of a 16-week program; The same refund policy applies to all other courses offered at OSC.

CAREER SERVICES

OSC Computer Training is committed to helping OSC's Vocational Graduates take that first step in their new career with its comprehensive "Lifetime" Employment Services that are free to students and past graduates. Services include the following

- Review and critiquing of existing resume
- Design of new resume
- Cover letters, Thank You notes, and References
- Mock interviews, recorded for later review
- Assessment of mock interview with detailed feedback

Externship

OSC's Externship with local business provides an optional vocational learning experience and key accomplishment in career development. OSC does not require students to participate in Externships. Availability may be limited.

Veteran students may participate in externships, however externships are not approved for VA benefits at OSC.

Applying for State/County/City Jobs

OSC's Workshop provides students the ins/outs for applying for State, County or City job.

Job Shops

OSC's Job Shops provide students with a group session to share best known methods (BKMs), build connections, and find that ideal job.

Library & Other Learning Resources

OSC maintains a library of supplemental resources for should students who wish to expand their learning above and beyond the existing program they are enrolled in. Library resources are available to students of OSC Computer Training any time during regular business hours (See FACILITIES section for business hours). Library resources must be checked-out at the front-desk by presenting a Student ID card; All items must be returned to OSC prior to graduating in order to receive a Certificate of Completion. Distant students may view the library holdings by visiting the OSC website at <http://www.oscct.com/Library> and they may check out the books by contacting OSC Sacramento Office. Distant students are responsible for all shipping costs of checking out library resources. Items may be checked out 3 weeks at a time. Late returns will result in a \$0.50/day late fee. In addition, all students are encouraged to explore the resources of their local county libraries as shown on this website: <http://www.publiclibraries.com/california.htm>.

Tutoring Assistance

Academic counseling is a continuous experience for students and faculty. The faculty strives to maintain positive contact with the students throughout their training program. Assistance with course material is available to all students upon request. The staff will make every effort to meet the needs of the students during the regular business hours. Forming a study group is a highly effective means of studying material and is encouraged by the school. Students may ask to see the location director, whenever necessary, for nonacademic counseling. In certain cases the student may be referred to outside agencies.

PARKING

Parking

OSC Facilities have ample and free parking available for all students, including handicapped parking for individuals with disabilities for ADA accommodations.

HOUSING

Housing

OSC Computer Training does not offer housing or dormitory facilities under its control for students. OSC will refer students to an appropriate agency if the student is in need of assistance. OSC has no responsibility to find or assist a student in finding housing. however, OSC recommends for students seeking nearby living accommodations to use www.mynewplace.com and search by the zip code of the OSC Sacramento campus as follows:

- OSC-Sacramento Campus 95827 (Range: \$590 for 1BR/1BA to \$1350 for 3BR/2BA)



Veterans
Regulations

LIBRARY & OTHER LEARNING RESOURCES

TUTORING ASSISTANCE

Student Attendance & Academic Regulations

ATTENDANCE

Attendance

Students are required to Clock-In and Clock-Out every day according to the Instructional Hours for their program. **Student's** total weekly hours must be equal to or greater than the agreed-to weekly hours for the course of instruction. If student falls behind the expected academic progress, a verbal reminder is given when 3 days are missed and a formal warning will be issued when 5 days are missed. When 10 days are missed, student is placed on probation; The **student's** progress and performance will be evaluated and a probation letter mailed to the student and counselor. If 11 days are missed, student may be placed on an Expulsion Warning Plan. If this plan is not followed precisely to the agreement, the student will be expelled. Any exceptions or changes to this policy must be approved by OSC and counselor. NOTE: EDD paperwork will not be signed if the student is on probation status.



Veterans Regulations

Additionally, students who are **receiving veterans'** benefits will be placed on attendance probation for 30 days if their attendance falls below 80%. If at the end of the 30 days, their attendance is still below 80%, VA benefits will be terminated and OSC will notify the Department of Veterans Affairs accordingly.

ABSENCES

Absences

All students must contact inform the school of an anticipated absence. Absences are categorized as EXCUSED or DOCUMENTED UNEXCUSED. Only absences due to medical reasons that prevent student from sitting for 4-6 hours at a time are considered as EXCUSED absence. Documentation is required from a licensed physician or authorized individuals from respective offices expressing limitations for that given day. **Routine doctor's appointments** are not considered as EXCUSED ABSENCES. The hours lost for all absences must be made up the following week.

INCOMPLETE COURSEWORK

Incomplete Coursework

Students are expected to complete all coursework within the allotted course hours. Students may, with instructor and counselor approval, be granted one to two weeks extension following the end of a course to complete required coursework. Students on a leave of absence will have up to 18 months to return. See Leave of Absence section below.

MAKEUP WORK

Makeup Work

All coursework for a particular program must be completed in their entirety to receive a Certificate of Completion. Students are responsible for scheduling coursework or class time missed with the instructor. Scheduling and credit for coursework is at the discretion of the instructor.

COURSE REPETITION

Course Repetition

Repeating a course is not permitted. In cases where extenuating circumstances illustrate a need for this service, the student must submit a written request outlining the reason(s) for the request to the Program Supervisor for approval. The student will be notified once the decision has been reached.

LEAVE OF ABSENCE OR INTERRUPT

Leave Of Absence / Interrupt

OSC Computer Training will accept an interrupt of your training if you obtained a job after you enrolled and need to suspend or modify your time at school for work, or, if you have a sustained long-term medical issue (as documented by a physician) that prevents you from completing your course of study in a timely manner. In either case you will need to provide written documentation and fill out a form provided by OSC. You will have a total of 6 months to return to school. Absences from multiple interrupts are combined. Any changes in books/supplies as a result of the delay is the responsibility of the student.

Student's Rights & Disclosures

STUDENT COMPLAINT PROCEDURE

Students seeking to resolve problems or complaints may lodge their complaints orally or in writing to any instructor or director. If the complaint is delivered orally and is not resolved within a reasonable period of time, the student is encouraged to submit their complaint in writing. When the complaint is submitted in writing, and if the problem or complaint is not resolved, student is advised to contact the general manager of OSC Computer Training Mr. Sanjay Mamidi, at 9700 Business Park Drive, Suite 206, Sacramento, CA, 95827, (916) 363-7058. Mr. Sanjay Mamidi will investigate, review the case, file the case, and make all attempts to resolve the complaint within ten (10) business days. The student will be provided with a written response on the disposition of the complaint.

The student's participation in the complaint procedure and disposition of a student's complaint shall not limit or waive any of the students write or remedies. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov).

STUDENT CATALOG REVIEW

Students and prospective student are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818 West Sacramento, CA 95798-0818 (www.bppe.ca.gov), Phone: (888) 370-7589, or (916) 431-6959, Fax: (916) 263-1897.

TRANSFERABILITY OF CREDITS/UNITS

Transferability of Credits & Credentials

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at OSC Computer Training is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program 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 are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending OSC Computer Training to determine if your certificate will transfer.

DISCLOSURE OF EDUCATIONAL RECORDS

Disclosure of Educational Records

Adult students, and parents of minors, or tax dependent students have the right to inspect, review, and challenge information contained in their educational records. Educational records are files, materials, and documents containing information directly related to a student. Minor students are not entitled to inspect the financial records of their parents.

TRANSCRIPT REQUESTS

Transcript Requests

Students may request a written transcript from OSC. Requests must be in writing and mailed to OSC Sacramento at 9700 Business Park Dr. Suite 206, Sacramento, CA 95827. **Students' request for transcript will be processed within 10 business days.** Transcripts are only valid in the original document and must have original signature to be valid.

RECORDS RETENTION

Records Retention

Student records are permanently maintained in the OSC Enrollment database, housed at the OSC Main Branch and backed up electronically offsite as required by law on the secure servers of a third-party vendor. Records maintained include student name, address, phone number, email, Program completed, courses and units included in the program, certificate obtained (if any), date certificate was issued and student grades earned. Electronic records are available for viewing at any time by OSC staff. Written consent from a student, or legal guardian, is required before educational records will be disclosed to third parties, with the exception of accredited commissions and government agencies as authorized by law. Contact the Sacramento OSC Computer Training Administration Office to request copies of records or transcripts and the cost of duplication. Valid requests for transcripts will be fulfilled within 5 business days of the request.

ARTICULATION AGREEMENTS

OSC Computer Training does not have articulation agreement with any other institution.

Student Code of Conduct

CODE OF CONDUCT

Code of Conduct

All students are expected to conduct themselves as responsible adults, to attend classes daily, and to maintain a satisfactory level of academic achievement. Students agree to conduct themselves within the limits of acceptable behavior and maintain their appearance in a professional and hygienic manner. Inappropriate conduct/behavior includes, but not limited, to the following and will result in dismissal from school:

- Misuse of OSC network environment
- The use of alcohol or drugs on the school premise
- Being on school premise while under the influence of drug or alcohol
- Dishonesty, cheating
- Non-adherence to dress and hygiene standards
- Sexual harassment
- Unprofessional behavior or abusive language towards other students and/or staff
- Behavior considered unprofessional or dangerous to the safety and or well-being of students or staff
- Failure to meet financial responsibilities
- Conduct that interferes with the progress of other students
- Any other conduct that reflects poorly on the institution
- Excessive Absenteeism (10 consecutive days)

DRUG POLICY

Drug Policy

OSC computer training is a drug-free workplace for students and employees. Any student or employee caught in possession, use, or distribution of any illegal substance will be dismissed and/or arrested by the authorities.

TERMINATION FROM SCHOOL

Termination from School

Any student who is in violates the Code of Conduct or Student Regulations will be terminated from OSC. A student who has been dismissed from the school and later desires to return must apply for readmission. Students terminated from school are granted all of the terms and conditions of the refund policy as stated in the enrollment agreement and this catalog. Any student who misses 10 consecutive days of class will be terminated from the program.

A student who has been terminated or dismissed from OSC may request re-admittance in writing. Readmission will be at the sole discretion of the Director of OSC.

Sacramento Main Branch

SACRAMENTO MAIN BRANCH

Phone:
(916) 363-7058

Toll-Free:
(888) OSC-isit
(672-4748)

Fax:
(916) 363-7432

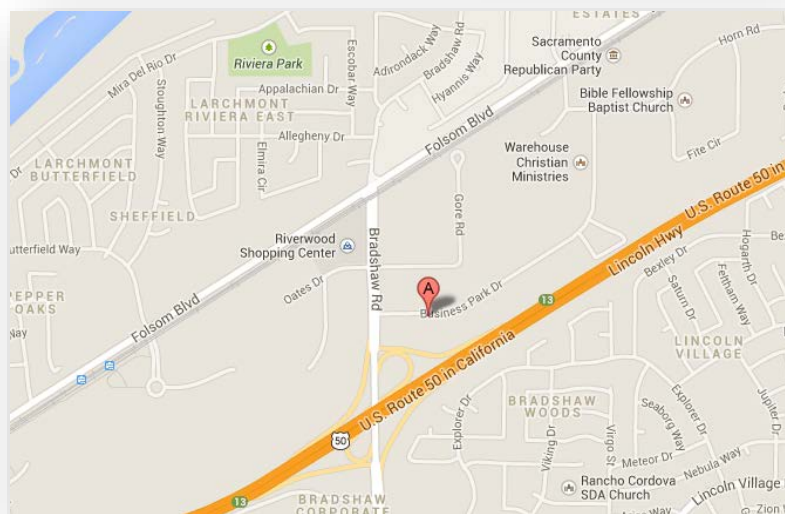
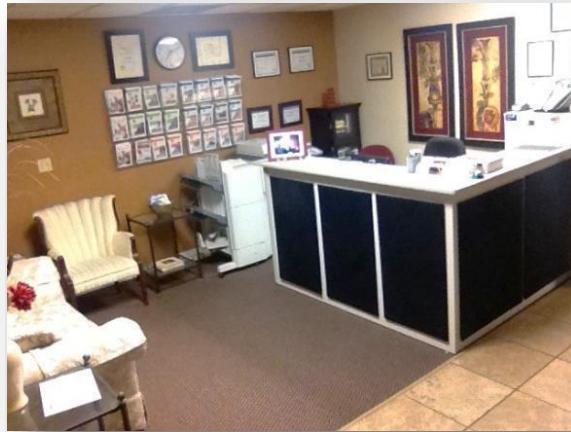
Email:
oscmain@oscct.com

ADDRESS

9700 Business Park Dr. #206
Sacramento, CA 95827

BUSINESS HOURS

Mon-Thurs: 7am-7pm
Friday: 8am-12noon



SCHEDULE OF CHARGES

Below is the schedule of charges for each program offered at OSC Computer Training. Prices listed in this catalog are valid at the time of initial print. An updated price sheet will be distributed as an insert into to this catalog if prices have changed. Please ask OSC Admissions Office for any price updates that may be available at the time of your enrollment.

Scheduled charges are the same as total charge for all OSC programs.

OSC Programs	Weeks	Reg Fee	Tuition	Books and/or Supplies	Cert Fees	Tax (1)	Estimated Total Charge	* Other Costs
AIPB Certified Bookkeeper (D)	26	\$100.00	\$5,975.00	\$1,103.38	\$400.00	\$93.79	\$7,672.17	\$80.00
Bookkeeping & Office Specialist (D)	22	\$100.00	\$5,595.00	\$980.90	\$0.00	\$83.38	\$6,759.28	\$284.00
Bus. Administrative Assistant (D)	21	\$100.00	\$5,595.00	\$1,303.35	\$0.00	\$110.78	\$7,109.13	\$284.00
Cisco Certified Network Associate (Routing and Switching)	48	\$100.00	\$7,995.00	\$0.00	\$493.00	\$0.00	\$8,095.00	\$80.00
Computer Fundamentals (D)	10	\$100.00	\$1,998.00	\$132.60	\$255.00	\$11.27	\$2,496.87	\$284.00
Computer H/W & S/W Support Specialist	27	\$100.00	\$6,094.00	\$799.94	\$516.00	\$67.99	\$7,577.93	\$80.00
Computer Networking (Network+ Curriculum)	11	\$100.00	\$3,510.00	\$273.90	\$261.00	\$23.28	\$4,168.18	\$80.00
Computer Security Fundamentals (Security+ Curriculum)	11	\$100.00	\$3,345.00	\$84.99	\$266.00	\$7.22	\$3,803.21	\$80.00
Computer Service & Repair (A+ Curriculum)	16	\$100.00	\$3,995.00	\$509.99	\$366.00	\$43.35	\$4,779.34	\$80.00
Computer Technology Professional	49	\$100.00	\$13,794.97	\$1,704.59	\$1,075.00	\$144.89	\$16,674.56	\$80.00
Graphic Design & Office Specialist (D)	26	\$100.00	\$6,375.00	\$830.70	\$0.00	\$70.61	\$7,376.31	\$644.00
MCTS Windows 10 Configuration	11	\$100.00	\$3,345.00	\$366.25	\$150.00	\$31.13	\$3,892.38	\$80.00
Medical Billing / Coding / Admin for Physicians (D)	25	\$100.00	\$5,975.00	\$2,156.09	\$563.00	\$183.27	\$8,977.36	\$284.00
Medical Billing / Coding / Admin for Physicians & Hospitals (D)	40	\$100.00	\$8,300.00	\$2,426.02	\$927.00	\$206.21	\$11,959.23	\$284.00
Medical Coding for Hospitals (D)	15	\$100.00	\$4,525.00	\$879.86	\$643.00	\$74.79	\$6,222.65	\$80.00
Medical Office Admin Specialist (D)	25	\$100.00	\$6,001.32	\$1,223.95	\$250.00	\$104.04	\$7,679.31	\$284.00
Microsoft Office Core Skills (D)	16	\$100.00	\$4,820.00	\$714.90	\$0.00	\$60.77	\$5,695.67	\$284.00
Microsoft Office Specialist (D)	31	\$100.00	\$6,095.00	\$1,198.75	\$625.00	\$101.89	\$8,120.64	\$284.00
Multimedia Graphic Design (D)	25	\$100.00	\$6,245.00	\$478.58	\$0.00	\$40.68	\$6,864.26	\$440.00
Network & Computer Support Specialist	22	\$100.00	\$5,875.00	\$529.19	\$411.00	\$44.98	\$6,860.17	\$80.00
Network & Security Technician	33	\$100.00	\$8,595.00	\$648.89	\$709.00	\$55.16	\$10,008.05	\$80.00
Networking Technologies for the Future (D)	8	\$100.00	\$2,346.36	\$155.00	\$0.00	\$13.18	\$2,614.54	\$284.00
QuickBooks Pro & Office Specialist (D)	16	\$100.00	\$5,315.00	\$848.40	\$0.00	\$72.11	\$6,335.51	\$284.00
Web Design & Programming (D)	25	\$100.00	\$6,095.00	\$757.44	\$0.00	\$64.38	\$7,016.82	\$565.00
Web Design & Programming using WordPress (D)	25	\$100.00	\$6,095.00	\$709.68	\$0.00	\$60.32	\$6,965.00	\$565.00

- (1) Tax rate may vary depending on the county of residency of student; Tax rate shown is for Sacramento County at 8.5%.
- (2) For programs > 4 months (17 weeks), OSC will collect a pro-rated amount upon enrollment, which is calculated by multiplying the "Estimated Total Charges for Program" by a ratio of $(17)/(\text{total\# of weeks})$. Remaining amount will be collected after 50% of course duration.

(D) These programs are available for Distant Students; Additional S&H Fee: \$50 for only Distant Students.

* Other Costs can include Technology Fee \$80; Adobe License Fee \$360; Microsoft License Fee \$204; Cost of Hosting Service \$125.

NOTES

Interviewer Name:

Interviewer Title:

Programs of Interest:

1)

2)

3)

Questions:

Q1)

A1)

Q2)

A2)

Q3)

A3)

Additional Notes:

NOTES

Interviewer Name:

Interviewer Title:

Programs of Interest:

1)

2)

3)

Questions:

Q1)

A1)

Q2)

A2)

Q3)

A3)

Additional Notes:



Occupational
Skills Center

Since 1987

COMPUTER TRAINING

Dharmra Mgmt., Inc.

9700 Business Park Drive Suite 206
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