

FARIS COMPUTER SCHOOL, INC.
CATALOG
2010 - 2011

Mission Statement

Faris Computer School, Inc., is designed to help students develop responsible attitudes, confidence, and the technical skills necessary to obtain a position, maintain that position, and enhance that position in the business, medical or legal fields. The faculty and administration are dedicated to serving the people of Texas, especially Southeast Texas, including employers and prospective employees. Because technology is changing so rapidly, our faculty and administration are engaged in an ongoing learning process. Because of this, our students enter the business, medical and legal markets equipped to fill employers' needs.

FARIS COMPUTER SCHOOL, INC. TRAINING CATALOG

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FARIS COMPUTER SCHOOL, INC. TRAINING CATALOG

FARIS COMPUTER SCHOOL, INC.

1119 KENT AVENUE

NEDERLAND, TEXAS 77627

(409) 722-4072

CATALOG VOLUME NO. 11

PUBLICATION DATE: AUGUST 25, 2010

EFFECTIVE DATE: AUGUST 25, 2010

HISTORY: FORMERLY FARIS TUTORING SERVICE, FOUNDED IN 1964. THE INSTITUTION BECAME TEXAS EDUCATION AGENCY APPROVED AS FARIS COMPUTER SCHOOL IN MAY, 1993. FARIS COMPUTER SCHOOL BECAME INCORPORATED AND APPROVED BY TEXAS WORKFORCE COMMISSION AS FARIS COMPUTER SCHOOL, INC., NOVEMBER 1, 1996. SUBSEQUENT TO THE ABOVE PUBLICATION DATE, THE INSTITUTION WAS ACCEPTED AS A CANDIDATE FOR ACCREDITATION WITH THE ACCREDITING COMMISSION OF THE COUNCIL ON OCCUPATIONAL EDUCATION ON NOVEMBER 30, 1996. THE INSTITUTION WAS ACCREDITED BY THE COUNCIL ON OCCUPATIONAL EDUCATION EFFECTIVE OCTOBER 1, 1997.

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DESCRIPTION OF AVAILABLE SPACE, FACILITIES AND EQUIPMENT

DIMENSIONS OF CLASSROOM: 2560 SQUARE FEET

EQUIPMENT AVAILABLE:

FIFTY-FOUR (54) COMPUTERS

FIFTY-ONE (51) IBM COMPATIBLE COMPUTERS

ONE (1) LAPTOP IBM COMPATIBLE COMPUTERS

TWO (2) APPLE IIe COMPUTERS

TWENTY SIX (26) PRINTERS

NINETEEN (19) DOT MATRIX PRINTERS

SEVEN (7) LASER PRINTERS

THREE (3) PLOTTERS

ONE (1) SIZE A & B MODEL 11X17 HP FLATBED

ONE (1) 36" DRAFT MASTER PLOTTER

ONE (1) 24" HOUSTON INSTRUMENTS PLOTTER

TWO (2) IBM SELECTRIC TYPEWRITERS

THREE (3) ELECTRONIC CALCULATORS (DESK SIZE)

ONE (1) ELECTRONIC CALCULATOR (HAND)

TWO (2) DRAFTING TABLES

ONE (1) DESK TYPE VEMCO 3 X 4 DESK DRAFTING MACHINE

ONE (1) VEMCO 16" DRAFTING MACHINE

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ONE (1) RICOH COPY MACHINE

SIX (6) TRANSCRIBING MACHINES WITH EARPHONES & FOOT PEDAL

TWO (2) TAPE RECORDERS WITH EARPHONES & FOOT PEDAL

ONE (1) TELEX TAPE DUPLICATING MACHINE

TWO (2) FAX MACHINES (NISSEI & SHARP)

FIVE (5) VCR'S

FIVE (5) TELEVISION SETS

FARIS COMPUTER SCHOOL, INC. TRAINING CATALOG

DIRECTORS AND STAFF

Faris Computer School, Inc., is incorporated under Texas Law and 100 per cent of the stock of the school is owned by Lois Faris. The Board of Directors consists of: Lois Faris, Director/ President/Secretary and Jack D. Faris, Director/Vice-President.

STAFF, DEGREES HELD, SPECIALIZED TRAINING AND AREAS OF INSTRUCTION:

LOIS M. FARIS

- 1) Bachelor of Business Administration Degree w/Secretarial Science Major (Lamar University, Beaumont)
- 2) Texas Teacher's Permanent Teaching Certificate (all levels)
- 3) TECAT Recipient (Texas Examination of Current Administrators and Teachers)
- 4) Public School Teacher - South Park Independent School District - Seven (7) years (Business Courses)
- 5) Private Tutoring (Faris Tutoring Service), JTPA (Computer Training, Typing, Anatomy, Medical Terminology, Medical Transcription, Medical Office Procedures, Legal Terminology/ Transcription, Legal Office Procedures) - Thirty (30) years
- 6) Author: Computer Software Application Workbooks, Typing Workbooks/Drill Books
- 7) Specialized Areas of Instruction: Typing, Computer Keyboarding, Computer Software Training, Shorthand, Letter Composition, Accounting, Recordkeeping, Data Entry, Computerized Accounting, Personal Interviewing Skills, Machine Transcription, Office Procedures, Anatomy, Medical Terminology, Medical Transcription, Medical Office Procedures, Legal Terminology/Transcription, Legal Office Procedures

JACK D. FARIS

- 1) Master of Education Degree (Sam Houston State Teacher's College)
- 2) Bachelor of Science Degree in Industrial Arts (Sam Houston State Teacher's College)
- 3) Texas Teaching Certificate

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- 4) TECAT recipient
- 5) Public School Teacher - Bridge City Independent School District - Thirty (30) years (Included Computer Software Training, Computer Keyboarding, Math, General Mechanical Drafting, and Computer Aided Drafting)
- 6) United States Air Force - Electronic Engineering Division, 1954 - 1958.
- 7) Private Tutoring (Faris Tutoring Service) - Twelve (12) years
- 8) Faris CustomBuilt Computers (Manufacture, Configuration & Sale of IBM Compatible Computers) - Five (5) years
- 9) Owner of J&M Construction Co. (Construction of Private Homes, Commercial Buildings), Nederland, Texas - Twenty-eight (28) years
- 10) Specialized Areas of Instruction: Computer Keyboarding, Computer Software Training, Data Entry, Mechanical Drafting, and Computer Aided Drafting

DARREN D. FARIS

- 1) Bachelor of Science Degree in Kinesiology (Lamar University, Beaumont)
- 2) Texas Teaching Certificate (all levels), 1992
- 3) Specialized Training: Typing (Bridge City High School, 1983); Mechanical Drafting (Bridge City High School); Computer Science 130 - Microcomputers & Society (Lamar University, 3 Credit Hours); Speech 131 - Public Speaking (Lamar University, 3 Credit Hours); Kinesiology 337 - Motor Development (Lamar University, 3 Credit Hours; Kinesiology 443 - Motor Learning (Lamar University, 3 Credit Hours); Modeling Certificate, 1985.
One year (360 Clock hours) training at Faris Tutoring Service in Keyboarding, Recordkeeping/Data Entry, Word Processing, Spreadsheets, Database, Harvard Graphics, DOS, Computer Aided Drafting.
1987
- 4) Eleven Years' Experience (summers and weekends) at J&M Construction Co. in Mechanical Drafting and Construction, 1981 - Present
Runway modeling, TV advertisements, Magazine advertisements, 1986
Five Years' experience (summers and weekends) at J&M Construction Co. in Computer Aided Drafting, 1987 - Present

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Seven (7) Years' Experience at Faris Tutoring Service as Computer Operator (using WordPerfect, Lotus 1.2.3, dBASE III PLUS, dBASE IV, Harvard Graphics, DOS), Teacher's Aide, and Instructor of: Typing, Computer Keyboarding, Recordkeeping/Data Entry, Computer Software Training (Word Processing, Spreadsheets, Database, Harvard Graphics, DOS), Computer Aided Drafting

Four (4) Years' experience as Instructor of: Anatomy, Medical Terminology, Medical Transcription, and Medical Office Procedures
1987 - present

- 5) Specialized Areas of Instruction: Computer Keyboarding, Typing, Recordkeeping/Data Entry, Computer Software Training (Word Processing, Spreadsheets, Database, Harvard Graphics, DOS), Computer Aided Drafting, Personal Interviewing Skills, Anatomy, Medical Terminology, Medical Transcription, and Medical Office Procedures

JAY A. FARIS

- 1) Bachelor of Science Degree w/Double Major in Theater Arts and History
- 2) Passed Excet Test, December, 1995.
- 3) Specialized Training: Mechanical Drafting (Nederland High School), Computer Science 130 - MicroComputers & Society (Lamar University, 3 Credit Hours); Art 139 - Photography (Lamar University, 3 Credit Hours); Speech 131 - Public Speaking (Lamar University, 3 Credit Hours); Theater 235 - Advanced Make-up (Lamar University, 3 Credit Hours); Theater 137 - Elements of Acting (Lamar University - 3 Credit Hours); Theater 237 - Stage Movement (Lamar University - 3 Credit Hours); Theater 337 - Acting III (Lamar University, 3 Credit Hours); Modeling Certificate, 1986
One Year (360 Clock Hours) training at Faris Tutoring Service in Computer Keyboarding, Recordkeeping/Data Entry, Word Processing, Spreadsheets, Database, Harvard Graphics, DOS, Computer Aided Drafting, 1987
- 4) Seven (7) Years' Experience (summers and weekends) at J&M Construction Co. in Mechanical Drafting and Construction, 1985 - Present
Runway Modeling, 1987
Five (5) Years' Experience (summers and weekends)

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at J&M Construction Co. in Computer Aided Drafting,
1987 - Present

Six (6) Years' Experience acting in Lamar
University Productions (State Wide/National
Competition), 1987 - Present

Six (6) Years' Experience as Stand-Up Comedian,
1987 - Present

Seven (7) Years' Experience at Faris Tutoring
Service as Computer Operator (using WordPerfect,
Lotus 1.2.3, dBASE III PLUS, dBASE IV, Harvard
Graphics, DOS), Teacher's Aide, and Instructor of:
Typing, Computer Keyboarding, Recordkeeping/Data
Entry, Computer Software Training (Word Processing,
Spreadsheets, Database) and Computer Aided
Drafting, 1987 - present

- 5) Specialized Areas of Instruction: Typing, Computer
Keyboarding, Recordkeeping/Data Entry, Computer
Software Training (Word Processing, Spreadsheets,
Database, Harvard Graphics, DOS), Computer Aided
Drafting, Personal Interviewing Skills

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STATEMENT OF FEES

COMPUTER OPERATOR (DATA ENTRY/WORD PROCESSING LEVEL)

Tuition Fee.	\$10,550.00
Books.	825.00
Registration Fee.	<u>100.00</u>
Total Charges.	<u>\$11,475.00</u>

SECRETARY

Tuition Fee.	\$10,550.00
Books.	825.00
Registration Fee.	<u>100.00</u>
Total Charges.	<u>\$11,475.00</u>

MEDICAL SECRETARY

Tuition Fee.	\$10,550.00
Books.	825.00
Registration Fee.	<u>100.00</u>
Total Charges.	<u>\$11,475.00</u>

LEGAL SECRETARY

Tuition Fee.	\$10,550.00
Books.	825.00
Registration Fee.	<u>100.00</u>
Total Charges.	<u>\$11,475.00</u>

COMPUTER AIDED DRAFTING OPERATOR

Tuition Fee.	\$10,550.00
Books.	825.00
Registration Fee.	<u>100.00</u>
Total Charges.	<u>\$11,475.00</u>

STUDENTS MAY TAKE ONE OR MORE COURSES. Tuition for the student who requests one or several courses individually is as follows:

Individual Subject Fee:

Medical Terminology I & II (60 Clock Hours)	\$455.00
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Book included

Medical Transcription I & II (70 Clock Hours) \$1,295.00

Books included

Medical Office Procedures II (30 Clock Hours) \$525.00

Legal Terminology and Transcription I (40 Clock Hours) \$695.00

Legal Terminology and Transcription II (40 Clock Hours) \$695.00

Tuition for all other courses (20 Clock Hours) \$395.00

Books included

Tuition for less than 20 Clock Hours

(10 Hours) \$20.00/Hr

SEMINARS

Computerized Accounting 201 (60 Clock Hours) \$470.00

Books, diskette included

Entrance Requirement: Prior knowledge/on-the-job experience

Objective: This course has been designed to review previously learned accounting procedures and principles and to enable the student to understand the relationship between manual and computerized accounting. Knowledge and skills to be gained upon completion include the following:

- 1) Review the accounting equation and the concept of double entry accounting
- 2) Competently complete financial statements manually and electronically
- 3) Efficiently execute entries for sales, purchases, cash receipts and cash payments journals manually and electronically
- 4) Proficiently enter data for banking and payroll procedures

Outline of Main Topics of Computerized Accounting 201

- I. Principles of Accounting (12 Hours)
 - A. Accounting Equation
 - B. The Trial Balance
 - C. Financial Statements
- II. General Journal, General Ledger, and Worksheets (8 Hours)
- III. Journals (16 Hours)
 - A. Sales
 - B. Purchases
 - C. Cash Receipts
 - D. Cash Payments
- IV. Worksheet Adjustments (10 Hours)
 - A. Cost of Goods Sold and Statements
 - B. Adjusting and Closing the General Ledger
- V. Banking, Payroll and Petty Cash Procedures (14 Hours)

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SCHOOL CALENDAR

ENROLLMENT PERIOD: Open-ended Enrollment

FIRST DAY OF CLASS: August 16, 2010

HOLIDAYS:
September 6, 2010 (Labor Day)
November 25, 2010 - November 26, 2010 (Thanksgiving)
December 23, 2010 - December 24, 2010 (Christmas)
April 22, 2011 - April 25, 2011 (Easter)
May 28, 2011 (Memorial Day)

WINTER BREAK: January 1, 2011 - February 11, 2011

LAST DAY OF CLASS: June 10, 2011

VACATION: June 14, 2011 - August 13, 2011

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NORMAL HOURS OF OPERATION

SCHOOL HOURS

Monday - Wednesday. 8:00 a.m. - 8:30 p.m.
Thursday & Friday.. . . . 8:00 a.m. - 1:00 p.m.

OFFICE HOURS

Monday - Friday.. . . . 8:30 a.m. - 5:00 p.m.

CLASS SCHEDULES

Morning Classes

Monday - Thursday 8:00 a.m. - 1:00 p.m.
 Break. 10:00 a.m. - 10:10 a.m.
 Break. 12:00 p.m. - 12:10 p.m.
Friday 8:00 a.m. - 12:00 p.m.
 Break 10:00 a.m. - 10:10 a.m.

Afternoon/Evening Classes

Monday, Tuesday & Wednesday 4:30 p.m. - 8:30 p.m.
 Break. 6:30 p.m. - 6:40 p.m.

DEFINITION OF FULL-TIME STUDENT: ONE WHO ATTENDS CLASSES 24 HOURS PER WEEK

DEFINITION OF HALF-TIME STUDENT: ONE WHO ATTENDS CLASSES 12 HOURS PER WEEK

DEFINITION OF ACADEMIC YEAR: 30 WEEKS & 900 CLOCK HOURS

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SPECIAL FACILITIES FOR THE HANDICAPPED

Faris Computer School meets guidelines set by the Federal Government for the handicapped. Parking spaces are clearly marked. Entrance and exit doorways are especially designed to facilitate and aid the handicapped; rest rooms are equipped with special fixtures and hand rails.

Handicapped students are integrated into regularly scheduled classes. Special instructional assistance is given when necessary to those who have unique problems.

QUARTER CREDIT HOUR CONVERSION:

10 Lecture Clock Hours = 1 Quarter Credit; 20 Lab Clock Hours = 1 Quarter Credit

ADMISSION/ENROLLMENT POLICIES

MINIMUM AGE: No minimum age requirement for high school graduate or GED recipient. Verification of high school diploma or GED will be requested upon enrollment.
Under 18 requires parental permission.

SPECIAL COURSES: No entrance requirements for the person who wishes to take a course or courses for personal fulfillment.
(single subjects)

Minimum age of Eight (8) years of age for school age children enrolling in courses for personal fulfillment. Computer Keyboarding 101 (Beginning Keyboarding) is recommended for this age group. Most public schools do not teach keyboarding or typing before a student takes a computer course, which is a tremendous handicap for the student.

ENTRANCE REQUIREMENTS

FOR PROGRAMS: High School Diploma or GED. If the student does not

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have either of these, the Wonderlic Entrance Examination will be given. This examination is published

Name of Entrance Exam: by E. F. Wonderlic Personnel Testing, 820 Frontage Road, Northfield, Ill 60093

Wonderlic Basic Skills Exam

Minimum Score:	Verbal Score:	200
	Quantitative Score:	210

Wonderlic tests will be given by an approved independent tester; the tests will be scored by the testing company.

Prospective students will not be denied admission on the basis of race, color, national origin, sex, handicap, age or veteran status (except where age, sex or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration).

POLICY FOR GRANTING CREDIT

If the student has acquired the necessary skill and knowledge that is presented in a particular course, he/she will be given credit for that course.

TEXAS WORKFORCE COMMISSION CANCELLATION & REFUND POLICY

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student.

REFUND POLICY

1. Refund Computations will be based on scheduled clock hours of class attendance through the last day of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of the termination for refund purposes will be the earliest of the following:
 - A. The last day of attendance if the student is terminated by the school;
 - B. The date of receipt of written notice from the student; or
 - C. Ten (10) school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance and if after expiration of the 72-hour cancellation privilege, the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student who enters a residence course of not more than 12 months in length terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$100 of the tuition and fees and the minimum refund of the remaining tuition and fees will be:
 - A. during the first week or one-tenth of the course, whichever is less, 90 per cent of the remaining tuition and fees;
 - B. after the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, 80 per cent of the remaining tuition and fees;
 - C. after the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75 per cent of the remaining tuition and fees;
 - D. during the second quarter of the course, 50 per cent of the remaining tuition and fees;
 - E. during the third quarter of the course, 10 per cent of the remaining tuition and fees; or
 - F. during the last quarter of the course, the student may be considered obligated for the full tuition and fees.
5. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.

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6. For residence courses more than 12 months in length, the refund shall be applied for each 12-month period paid, or part thereof, separately.
7. The length of a course for purposes of calculating refunds owed, is the shortest scheduled time period in which the course may be completed by continuous attendance of a full-time student;
8. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - A. An enrollee is not accepted by the school;
 - B. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - C. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
9. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- . if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - . a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charge for books for the program; or
 - . the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
10. Refunds will be totally consummated within 45 days after the effective date of termination.

REFUND AND REPAYMENT POLICY

CREDIT HOURS

A student who withdraws or is administratively terminated from the school may be eligible to receive a refund for all or a portion of the tuition, fees, and other school charges that were paid to the school for the payment period. **However**, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), all or a portion of the refund will be returned to the financial aid programs, as described below.

U.S. DEPARTMENT OF EDUCATION GUIDELINES FOR THE RETURN OF TITLE IV FUNDS POLICY

Faris Computer School complies with the new Federal regulations for the return of Title IV Funds. This formula dictates the amount of **Federal Title IV aid** that must be returned to the Federal government by the school and, in some cases, by the student. Funds for any Title IV recipient who completely withdraws before the 60% point in time from a term, payment period, or period of enrollment must be returned according to the formula.

Title IV Funds include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Stafford Loans (Subsidized and Unsubsidized), Federal PLUS Loans, and Federal Perkins Loans, (this refund calculation excludes Federal Work Study). Faris Computer School does not participate in the Perkins Loans and Federal Work Study. The Student Financial Aid Administrator will be responsible for the calculation of the Return of Title IV Funds.

The **percentage** of Title IV Funds to be returned is calculated as follows:

For credit hour programs: The percentage of Title IV aid earned by a student is equal to the period completed by the student (except that if that percentage is more than 60%, the student is considered to have earned 100% of the Title IV aid) For any credit hour program, term-based or nonterm-based, the percentage of the period completed is calculated as follows:

Number of calendar days completed in the period

Total number of calendar days in the period = Percentage completed and percentage to retain

(Scheduled breaks of at least five consecutive days and days in which the student was on an approved leave of absence are excluded from this calculation).

NOTE: If funds were released to a student because of a credit balance on the student's account, then the student may be required to repay some of the federal grants if the student withdraws.

Examples and worksheets used to determine the amount of refund or return of Title IV aid are available upon request.

The State Refund Policy remains in effect, as shown on the enrollment agreement. In some cases, the Accrediting Commission's Refund Policy may also be used.

The Institution's Refund Policy will still apply to returning funds from sources other than Title IV funds used to pay Institutional costs.

The State Leave of Absence Policy remains in effect, as stated in the catalog.

DISTRIBUTION OF FUNDS:

If a student is entitled to receive a refund, or a return of Title IV funds in accordance with the federal/state/ institutional policies, the return of funds must be applied to the appropriate program in the following order:

1. Federal Unsubsidized Stafford Loans
2. Federal Subsidized Stafford Loans
3. Federal Unsubsidized Direct Stafford Loans
4. Federal Subsidized Direct Stafford Loans
5. Federal Perkins Loans
6. Federal PLUS Loans
7. Federal Direct PLUS Loans

Remaining funds must be credited as follows:

8. Federal Pell Grants
9. FSEOG
10. Other grant or loan assistance authorized by Title IV.

WITHDRAWAL DATE IS DETERMINED AS FOLLOWS:

1. Last date of attendance from school's attendance records, or
2. Date student began the withdrawal process, or
3. Date student provided official notification of intent to withdraw, in writing or orally, or
4. Date student did not return at the expiration of an **approved** leave of absence.

LEAVE OF ABSENCE:

- The request for a leave of absence must be in writing,
- No additional institutional charges are generated during the leave, and
- Upon student's return, student is allowed to complete course work started prior to the leave.

Unless the student does not return, an approved leave of absence is not a withdrawal, and the student does retain in-school status. For a borrower who does not return from an approved leave, the grace period starts retroactively to the date the leave began.

A student may take no more than two leaves of absence for not more than a total of 60 calendar days in any 12-month period, **if the student has an approved leave of absence**. The 12-month period begins on the first day of the student's first LOA.

To qualify for an approved leave of absence, a student must submit in writing his/her request for leave. The leave of absence document must be completed, giving the date the LOA is to begin and the date the student is expected to return from the LOA. The LOA request form must be signed and dated by the student and the approving school official. Student must give reason for LOA.

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PROGRAMS OFFERED

Program Titles:

COMPUTER OPERATOR (DATA ENTRY/WORD PROCESSING LEVEL)

Mission: To enable the student to enter the work force with a mastery of computer skills necessary to obtain an entry-level office position as a Data Entry/Word Processing computer operator, maintain that position, and enhance that position. Students will learn specific skills such as: Touch Ten Key, Recordkeeping, Data Entry, Machine Transcription, and Software applications, which will enable them to work in the following occupations: Secretary, Receptionist, Transcriptionist and Clerk. They may work in settings such as General Business, Prison Systems, Refineries.

Courses Offered:

NOTE: Some of these courses will **NOT** be required for all students. This will depend on the knowledge and skill level of each student.

Complete Listing of Subjects:

NO.	NAME OF COURSE	QUARTER		COURSE	
		CLOCK	CLOCK	CREDIT	
		LE-LA*	HOUR	HOUR	
101	TYPING I..		(5-25)	30	1.5
102	Typing II..		(5-25)	30	1.5
103	Typing III..		(5-25)	30	1.5
104	Office Machines I		(5-15)	20	1.0
105	Office Machines II..		(5-15)	20	1.0
106	Office Machines III.		(5-15)	20	1.0
107	Computer Keyboarding Skills I.		(10-15)	25	1.5
108	Computer Keyboarding Skills II..		(5-20)	25	1.5
109	Recordkeeping.		(10-30)	40	2.5
110	Data Entry..		(5-25)	30	1.5
**111	WP I..		(10-10)	20	1.5
**112	WP Application II.		(5-15)	20	1.0
**113	WP Application III..		(5-15)	20	1.0
●114	Lotus I.		(10-10)	20	1.5
●115	Lotus Application II..		(5-15)	20	1.0
●116	Lotus Application III.		(5-15)	20	1.0
»117	dBASE I.		(10-10)	20	1.5
»118	dBASE Application II..		(5-15)	20	1.0
»119	dBASE Application III.		(5-15)	20	1.0
120	DOS I.		(5-15)	20	1.0
121	DOS Application II..		(5-15)	20	1.0
122	Windows I.		(10-10)	20	1.5
123	Windows Application II..		(5-15)	20	1.0
124	Graphics I..		(10-10)	20	1.5
125	Graphics Application II.		(5-15)	20	1.0
126	Graphics Application III..		(5-15)	20	1.0
134	Personal Interviewing Skills		(10-10)	20	1.5
202	Internet I (Concepts/Applications)..		(5-20)	25	1.5
203	Internet Application II.		(5-20)	25	1.5
204	Web Page Design I (Concepts/Applications).		(5-15)	20	1.0
205	Web Page Design Application II..		(5-15)	20	1.0
206	Web Page Design Application III.		(5-25)	30	1.5
135	Machine Transcription.		(5-15)	20	1.0

*LE - Lecture Hours; LA - Lab Hours

** The following courses may be substituted for WP I, II & III:
 MWord I, II & III; ProWrite I, II & III; WS I, II & III; DW I, II & III; AW I, II & III; LEWP I, II & III; AWWP I, II & III; SWP I, II & III.

● The following courses may be substituted for Lotus I, II & III:
 AWSS I, II & III; QPro I, II & III; SS I, II & III; Excel I, II & III.

» The following courses may be substituted for dBASE I, II & III:
 PDB I, II & III; AWDB I, II & III; SDB I, II & III; Access I, II & III.

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COMPUTER OPERATOR (DATA ENTRY/WORD PROCESSING LEVEL) PROGRAM (CONT)

Total Lecture Hours:	205
Total Lab Hours:	545
Total Clock Hours Required for Completion of Program:	750
Total Quarter Credit Hours Required for Completion of Program:	42.0

Estimated Length of Time Required for Completion of Course:

Full-time students (24 Hours per Week)	8 Months (32 WEEKS)
Half-time students (12 Hours per Week)	16 Months (64 WEEKS)

Requirements for Completion of Course:

1. Successfully complete all required courses for the certificate.
2. Mastery of computer commands/skills necessary (70 per cent accuracy) for proficient, marketable job market entrance, on-the-job performance and long-term maintenance.

On-going monitoring of students as they enter and print data, correcting and repeating when necessary, insures proper understanding of subject matter.

Proficiency Certificate/certificates will be awarded upon completion of program/courses.

FARIS COMPUTER SCHOOL, INC. TRAINING CATALOG

SECRETARY

Mission: To enable the student to enter the work force with a mastery of computer/secretarial skills necessary to obtain a secretarial level position, maintain that position, and enhance that position. Students will acquire job skills such as shorthand and machine transcription, software applications, and appointment scheduling, which will enable them to work in occupations such as Secretary, Transcriptionist and Receptionist in the following settings: General Business, Prison Systems, State and County Offices and Refineries.

Courses Offered:

NOTE: Some of these courses will **NOT** be required for all students. This will depend on the knowledge and skill level of each student.

NO.	NAME OF COURSE	CLOCK	CLOCK	CREDIT	QUARTER	COURSE	LE- LA*	HOUR	HOUR	
101	TYPING I.						(5-25)	30	1.5	
102	Typing II.						(5-25)	30	1.5	
103	Typing III.						(5-25)	30	1.5	
104	Office Machines I						(5-15)	20	1.0	
105	Office Machines II.						(5-15)	20	1.0	
106	Office Machines III.						(5-15)	20	1.0	
107	Computer Keyboarding Skills I.						(10-15)	25	1.5	
108	Computer Keyboarding Skills II.						(5-20)	25	1.5	
109	Recordkeeping.						(10-30)	40	2.5	
110	Data Entry.						(5-25)	30	1.5	
**111	WP I.						(10-10)	20	1.5	
**112	WP Application II.						(5-15)	20	1.0	
**113	WP Application III.						(5-15)	20	1.0	
●114	Lotus I.						(10-10)	20	1.5	
●115	Lotus Application II.						(5-15)	20	1.0	
●116	Lotus Application III.						(5-15)	20	1.0	
»117	dBASE I.						(10-10)	20	1.5	
»118	dBASE Application II.						(5-15)	20	1.0	
»119	dBASE Application III.						(5-15)	20	1.0	
120	DOS I.						(5-15)	20	1.0	
121	DOS Application II.						(5-15)	20	1.0	
122	Windows I.						(10-10)	20	1.5	
123	Windows Application II.						(5-15)	20	1.0	
124	Graphics I.						(10-10)	20	1.5	
125	Graphics Application II.						(5-15)	20	1.0	
126	Graphics Application III.						(5-15)	20	1.0	
127	Letter Composition.						(15-15)	30	2.0	
128	Shorthand I.						(20-20)	40	3.0	
129	Shorthand II.						(10-30)	40	2.5	
130	Shorthand III.						(10-50)	60	3.5	
135	Machine Transcription.						(5-15)	20	1.0	
146	Office Procedures.						(5-25)	30	1.5	
134	Personal Interviewing Skills						(10-10)	20	1.5	
202	Internet I (Concepts/Applications)..						(5-20)	25	1.5	
203	Internet Application II.						(5-20)	25	1.5	
204	Web Page Design I (Concepts/Applications).						(5-15)	20	1.0	

*LE - Lecture Hours; LA - Lab Hours

** The following courses may be substituted for WP I, II & III:
 MWord I, II & III; ProWrite I, II & III; WS I, II & III; DW I, II & III; AW I, II & III;
 LEWP I, II & III; AWWP I, II & III; SWP I, II & III.

● The following courses may be substituted for Lotus I, II & III:

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AWSS I, II & III; QPro I, II & III; SS I, II & III, Excel I, II & III.

» The following courses may be substituted for dBASE I, II & III:
PDB I, II & III; AWDB I, II & III; SDB I, II & III, Access I, II & III.

SECRETARY PROGRAM (CONT)

Total Lecture Hours:	255
Total Lab Hours:	645
Total Clock Hours Required for Completion of Program:	900
Total Quarter Credit Hours Required for Completion of Program:	52.0

Estimated Length of Time Required for Completion of Course:

Full-time students (24 Hours per Week) 9 Months (38 WEEKS)

Half-time students (12 Hours per Week) 19 Months (76 WEEKS)

Requirements for Completion of Course:

1. Successfully complete all required courses for the certificate.
2. Mastery of computer commands/skills and secretarial skills necessary (70 per cent accuracy) for proficient, marketable job market entrance, on-the-job performance, and long-term maintenance including shorthand dictation speed of 80 wpm, accurate transcription of mailable letters, and letter composition competence.

On-going monitoring of students as they enter and print data, as they read and copy shorthand theory, and as they transcribe from dictation, correcting and repeating when necessary, insures proper understanding of subject matter.

Proficiency certificate/certificates will be awarded upon completion of program/courses.

MEDICAL SECRETARY

Mission: To enable the student to enter the work force with a mastery of computer/medical secretarial skills necessary to obtain a medical secretarial level position, maintain that position, and enhance that position. Students will attain job skills including medical transcription, medical billing and coding, and appointment scheduling, which will enable them to work in occupations such as Medical Secretary, Medical Transcriptionist, Medical Records. They may obtain employment in the following settings: Medical Clinics, Hospitals, Physician's Offices, Prison System Medical Facilities, and Self-employment.

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Courses Offered:

NOTE: Some of these courses will **NOT** be required for all students. This will depend on the knowledge and skill level of each student.

COURSE NO.	NAME OF COURSE	CLOCK	QUARTER		CREDIT HOUR	CLOCK HOUR
			LE-LA*	HO		
101	Typing I.		(5-25)		30	1.5
102	Typing II.		(5-25)		30	1.5
103	Typing III.		(5-25)		30	1.5
107	Computer Keyboarding Skills I.		(10-15)		25	1.5
108	Computer Keyboarding Skills II.		(5-20)		25	1.5
**111	WP I.		(10-10)		20	1.5
**112	WP Application II.		(5-15)		20	1.0
**113	WP Application III.		(5-15)		20	1.0
●114	Lotus I.		(10-10)		20	1.5
●115	Lotus Application II.		(5-15)		20	1.0
●116	Lotus Application III.		(5-15)		20	1.0
»117	dBASE I.		(10-10)		20	1.5
»118	dBASE Application II.		(5-15)		20	1.0
»119	dBASE Application III.		(5-15)		20	1.0
120	DOS I.		(5-15)		20	1.0
121	DOS Application II.		(5-15)		20	1.0
122	Windows I.		(10-10)		20	1.5
123	Windows Application II.		(5-15)		20	1.0
127	Letter Composition.		(15-15)		30	2.0
190	Anatomy		(20-20)		40	3.0
191	Medical Terminology I.		(10-30)		40	2.5
191	Medical Terminology II.		(10-30)		40	2.5
128	Shorthand I.		(20-20)		40	3.0
129	Shorthand II.		(10-30)		40	2.5
130	Shorthand III.		(10-50)		60	3.5
193	Medical Machine Transcription I.		(5-35)		40	2.0
194	Medical Machine Transcription II.		(5-35)		40	2.0
195	Medical Office Procedures I.		(5-25)		30	1.5
196	Medical Office Procedures II.		(5-25)		30	1.5
134	Personal Interviewing Skills.		(10-10)		20	1.5
202	Internet I (Concepts/Applications).		(5-20)		25	1.5
203	Internet Application II.		(5-20)		25	1.5

*LE - Lecture Hours; LA - Lab Hours

** The following courses may be substituted for WP I, II & III:
 MWord I, II & III; ProWrite I, II & III; WS I, II & III; DW I, II & III; AW I, II & III; LEWP I, II & III; AWWP I, II & III; SWP I, II & III

● The following courses may be substituted for Lotus I, II & III:
 AWSS I, II & III; QPro I, II & III; SS I, II & III; Excel I, II & III.

» The following courses may be substituted for dBASE I, II & III:
 PDB I, II & III; AWDB I, II & III; SDB I, II & III; Access I, II & III.

MEDICAL SECRETARY PROGRAM (CONT)

Total Lecture Hours: 250

Total Lab Hours: 650

Total Clock Hours Required for Completion of Program: 900

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Total Quarter Credit Hours Required for Completion of Program: 53.0

Estimated Length of Time Required for Completion of Course:

Full-time students (24 Hours per Week) 9 Months (38 WEEKS)

Half-time students (12 Hours per Week) 19 Months (76 WEEKS)

Requirements for Completion of Course:

1. Successfully complete all required courses for the certificate.
2. Mastery of computer commands/skills and medical secretarial skills necessary (70 per cent accuracy) for proficient, marketable job market entrance, on-the-job performance, and long-term maintenance including accurate transcription of medical correspondence, reports and records, and letter composition competence.

On-going monitoring of students as they enter and print data, as they compose letters, and as they transcribe from dictation, correcting and repeating when necessary, insures proper understanding of subject matter.

Proficiency certificate/certificates will be awarded upon completion of program/courses.

FARIS COMPUTER SCHOOL, INC. TRAINING CATALOG

LEGAL SECRETARY

Mission: To enable the student to enter the work force with a mastery of computer/legal secretarial skills necessary to obtain a legal secretarial level position, maintain that position, and enhance that position. Students will develop job skills including legal typing and transcription using correct legal format, time log preparation and maintenance, payroll calculations, and legal internet research, which will prepare them to enter the following occupations: Legal Secretary, Legal Receptionist/ Clerk, and Legal Transcriptionist. Students may enter the work force in settings such as Legal Firms, State, County, Federal Offices, Private Investigators and Refineries.

Courses Offered:

NOTE: Some of these courses will **NOT** be required for all students. This will depend on the knowledge and skill level of each student.

COURSE NO.	NAME OF COURSE	CLOCK	CLOCK LE-LA*	CREDIT HOURS	QUARTER	
						HOURL
101	Typing I.			(5-25)	30	1.5
102	Typing II.. . . .			(5-25)	30	1.5
103	Typing III.			(5-25)	30	1.5
107	Computer Keyboarding Skills I.. . . .			(10-15)	25	1.5
108	Computer Keyboarding Skills II.			(5-20)	25	1.5
**111	WP I.			(10-10)	20	1.5
**112	WP Application II.. . . .			(5-15)	20	1.0
**113	WP Application III.			(5-15)	20	1.0
●114	Lotus I.			(10-10)	20	1.5
●115	Lotus Application II.			(5-15)	20	1.0
●116	Lotus Application III.			(5-15)	20	1.0
»117	dBASE I.. . . .			(10-10)	20	1.5
»118	dBASE Application II.			(5-15)	20	1.0
»119	dBASE Application III.. . . .			(5-15)	20	1.0
120	DOS I.. . . .			(5-15)	20	1.0
121	DOS Application II.			(5-15)	20	1.0
122	Windows I.. . . .			(10-10)	20	1.5
123	Windows Application II.			(5-15)	20	1.0
127	Letter Composition.			(15-15)	30	2.0
191	Medical Terminology I.. . . .			(10-30)	40	2.5
197	Legal Terminology & Transcription I.. . . .			(10-30)	40	2.5
198	Legal Terminology & Transcription II.			(10-30)	40	2.5
128	Shorthand I.. . . .			(20-20)	40	3.0
129	Shorthand II.			(10-30)	40	2.5
130	Shorthand III.. . . .			(10-50)	60	3.5
199	Legal Office Procedures I.. . . .			(5-25)	30	1.5
200	Legal Office Procedures II.			(5-25)	30	1.5
134	Personal Interviewing Skills.			(10-10)	20	1.5
202	Internet I (Concepts/Applications).			(5-20)	25	1.5
203	Internet Application II.. . . .			(5-20)	25	1.5
204	Web Page Design I (Concepts/Applications)..			(5-15)	20	1.0
205	Web Page Design Application II.			(5-15)	20	1.0
206	Web Page Design Application III.. . . .			(5-25)	30	1.5

*LE - Lecture Hours; LA - Lab Hours

** The following courses may be substituted for WP I, II & III:
 MWord I, II & III; ProWrite I, II & III; WS I, II & III; DW I, II & III; AW I, II & III;
 LEWP I, II & III; AWWP I, II & III; SWP I, II & III

● The following courses may be substituted for Lotus I, II & III:
 AWSS I, II & III; QPro I, II & III; SS I, II & III; Excel I, II & III.

» The following courses may be substituted for dBASE I, II & III:
 PDB I, II & III; AWDB I, II & III; SDB I, II & III; Access I, II & III.

LEGAL SECRETARY (CONT)

FARIS COMPUTER SCHOOL, INC. TRAINING CATALOG

Total Lecture Hours:	245
Total Lab Hours:	645
Total Clock Hours Required for Completion of Program:	890
Total Quarter Credit Hours Required for Completion of Program:	52.0

Estimated Length of Time Required for Completion of Course:

Full-time students (24 Hours per Week)	9 Months (37 WEEKS)
Half-time students (12 Hours per Week)	19 Months (74 WEEKS)

Requirements for Completion of Course:

1. Successfully complete all required courses for the certificate.
2. Mastery of computer commands/skills and legal secretarial skills necessary (70 per cent accuracy) for proficient, marketable job market entrance, on-the-job performance, and long-term maintenance including accurate transcription of legal correspondence, reports and records, and letter composition competence.

On-going monitoring of students as they enter and print data, as they compose letters, and as they transcribe from dictation, correcting and repeating when necessary, insures proper understanding of subject matter.

Proficiency certificate/certificates will be awarded upon completion of program/courses.

FARIS COMPUTER SCHOOL, INC. TRAINING CATALOG

COMPUTER AIDED DRAFTING OPERATOR

Mission: To enable the student to enter the work force with a mastery of computer aided drafting skills necessary to obtain an office position in computer aided drafting, maintain that position, and enhance that position. Students will assimilate job skills such as general drafting and computer aided drafting, including architectural, piping, electrical, and topographical drafting. They may enter occupations such as Draftsman and CAD Operator in the following settings: General Business, Engineering Firms, Refineries, Construction, Surveying Firms, and Self-employment.

Courses Offered:

NOTE: Some of these courses will **NOT** be required for all students. This will depend on the knowledge and skill level of each student.

COURSE NO.	NAME OF COURSE	CLOCK	CLOCK LE-LA*	CREDIT HOURS	QUARTER	
					HOURLY	HOURLY
101	Typing I.			(5-25)	30	1.5
102	Typing II.. . . .			(5-25)	30	1.5
107	Computer Keyboarding Skills I.. . . .			(10-15)	25	1.5
108	Computer Keyboarding Skills II.			(5-20)	25	1.5
120	DOS I..			(5-15)	20	1.0
121	DOS Application II.			(5-15)	20	1.0
122	Windows I..			(10-10)	20	1.5
123	Windows Application II.			(5-15)	20	1.0
124	Graphics I.			(10-10)	20	1.5
125	Graphics Application II.. . . .			(5-15)	20	1.0
126	Graphics Application III.			(5-15)	20	1.0
131	General Drafting I.			(20-40)	60	4.0
132	General Drafting II.. . . .			(10-50)	60	3.5
133	General Drafting III.			(10-50)	60	3.5
137	Architectural Drafting I.			(10-30)	40	2.5
138	Architectural Drafting II.. . . .			(10-30)	40	2.5
139	Steel Structural Drafting.. . . .			(10-30)	40	2.5
140	Pipe Drafting.. . . .			(10-30)	40	2.5
141	Electrical Drafting.. . . .			(10-30)	40	2.5
142	Topographical Drafting.			(10-30)	40	2.5
143	CAD I..			(20-40)	60	4.0
144	CAD II.			(10-50)	60	3.5
145	CAD III.. . . .			(10-50)	60	3.5
134	Personal Interviewing Skills.			(10-10)	20	1.5
202	Internet I (Concepts/Applications).			(5-20)	25	1.5

*LE - Lecture Hours; LA - Lab Hours

Total Lecture Hours: 225

Total Lab Hours: 670

Total Clock Hours Required for Completion of Program: 895

Total Quarter Credit Hours Required for Completion of Program: 54.0

Estimated Length of Time Required for Completion of Program:

Full-time students (24 Hours per Week) 9 Months (38 WEEKS)

Half-time students (12 Hours per Week) 19 Months (76 WEEKS)

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COMPUTER AIDED DRAFTING OPERATOR (CONT)

Requirements for Completion of Program:

1. Successfully complete all required courses for the certificate.
2. Mastery of drafting/computer commands/skills necessary (70 per cent accuracy) for proficient, marketable job market entrance, on-the-job performance and long-term maintenance.

On-going monitoring of students as they enter and print/plot data, correcting and repeating when necessary, insures proper understanding of subject matter.

Proficiency certificate/certificates will be awarded upon completion of program/courses.

SYNOPSIS OF SUBJECTS OFFERED

NOTE: Other courses, not included in the above Program Title are offered. Students may take one or more courses as they desire. Individual Certificates of Proficiency are awarded. These courses are included below in the Synopsis of All Subjects offered:

ID #, TITLE, TOTAL CLOCK HOURS, PREREQUISITES, COURSE CONTENTS

101 Typing I - Beginning typing; 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on IBM or Royal electric typewriters or electronic typewriters. This course includes an introduction of keyboarding skills. Emphasis is placed on proper fingering and technique. Students learn the following: Figure and set margins and tabs, proper letter placement, and proper formatting for one-page reports and envelopes.
Prerequisites: None.

102 Typing II - Intermediate typing; 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on IBM or Royal electric typewriters or electronic typewriters. This course includes a review of keyboarding skills. Drills are given to improve accuracy and speed; One and two minute timings are given to evaluate speed.

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Students review figuring and setting margins and tabs and proper letter placement. Students learn vertical and horizontal centering, proper formatting for numeric tables, proper layout for multiple page letters and reports, including appropriate headings for second and ongoing pages of multiple page documents. Prerequisites: Typing 101 or Basic Typing knowledge/skill.

- 103 Typing III** - Advanced typing; 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on IBM or Royal electric typewriters or electronic type-writers. Three and five minute timings are given to evaluate speed. Students review proper placement of letters and reports. This course includes additional actual office-type work, such as invoices, memorandums, itineraries, biblio-graphies, and footnotes. Prerequisites: Typing 102 or Intermediate Typing knowledge/skill.
- 104 Office Machines I** - Beginning Office Machines; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on desk-sized electronic calculators and/or Windows Calculator. The touch system will be used in assignments covering: Addition, subtraction, multiplication, division, decimals and percentages. Drills will be given to build speed and accuracy. Prerequisites: None
- 105 Office Machines II** - Intermediate Office Machines; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on desk-sized electronic calculators and/or Windows Calculator. Business math applications will be covered, including: Simple interest, trade discounts, merchandizing calculations, and compound interest and discount. Speed and accuracy drills will be continued. Prerequisites: Office Machines 104 or Basic Electronic Calculator knowledge/skill.
- 106 Office Machines III** - Advanced Office Machines; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on desk-sized electronic calculators and/or Windows Calculator, and copiers. Continuation of business math applications including: Installment payments, sales commissions, and metric calculations. Copier training will include: duplexing, reduction, enlargement, and collating. Prerequisites: Office Machines 105 or Intermediate Office Machines knowledge/skill.
- 107 Computer Keyboarding Skills I** - Beginning Computer Keyboarding; 25 Clock Hours (10 Clock Hours Lecture, 15 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the

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Apple IIe, IBM, or IBM Compatible Computer). The computer keyboard is introduced, including ten-key numeric pad. Proper fingering and technique are stressed; the student is introduced to basic word processing, including formatting diskettes, changing drives, entering and editing information, saving and retrieving information, viewing, and printing.

Prerequisites: Typing 101 or Basic Typing knowledge/skill.

- 108 Computer Keyboarding Skills II** - Advanced Computer Key-boarding; 25 Clock Hours (5 Clock Hours Lecture, 20 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the Apple IIe, IBM, or IBM Compatible Computer). This course is for the student who has minimal typing/ten-key knowledge. Drills are given to increase speed and improve accuracy. For students who are continuing Computer Keyboarding Skills 107, intermediate word processing skills are covered, including setting margins and tabs, centering titles, and bolding and underlining text. For students who do not take Computer

Keyboarding Skills 107, basic word processing commands are covered.

Prerequisites: Computer Keyboarding Skills 107 or Basic Typing knowledge/skill.

- 109 Recordkeeping** - General recordkeeping; 40 Clock Hours (10 Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Students read chapters, answer study questions, and compute figures (using a computer calculator) and enter data on instructional or financial management computer programs.

Prerequisites/Corequisites: Computer Keyboarding Skills 108 or Basic Typing knowledge/skill.

- 110 Data Entry** - Data Entry Activities. 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the Apple IIe, IBM, or IBM compatible computer. The information compiled in Recordkeeping 109 is entered into the computer on an instructional program. Dexterity drills, which are done on the computer, improve speed and accuracy in keying information into the computer. Computer readouts are given to evaluate speed and accuracy.

Prerequisites/Corequisites: Recordkeeping 109.

- 111 WP I (Concepts/Application)** - Beginning Word Processing; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the WordPerfect software package. Students learn to enter and edit information including temporary margins, reveal codes, blocking, search & replace, and vertical centering.

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Prerequisites: Computer Keyboarding Skills 108 or Intermediate Typing knowledge/skill.

- 112 WP Application II** - Intermediate Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the WordPerfect software package. Students learn the following: Headers and footers, tables with graphics and math mode, outline mode, sorting, and decimal tabs. Prerequisites: WP I (Concepts/Application) 111 or Basic Word Processing knowledge/skill.
- 113 WP Application III** - Advanced Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the WordPerfect software package. Students learn the following: File management, macros, newspaper and parallel columns, line draw, merging, and creating indexes and tables of content. Prerequisites: WP Application II 112 or Intermediate Word Processing knowledge/skill.
- 114 Lotus I (Concepts/Application)** - Beginning Accounting Spreadsheet Application; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Lotus 1.2.3 software package. The students learn to enter data (utilizing basic relevant formulas), edit, save, retrieve and print information on the spreadsheet. Prerequisites: Computer Keyboarding Skills 108 or Basic Typing/Ten-key knowledge/skill.
- 115 Lotus Application II** - Intermediate Accounting Spreadsheet Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Lotus 1.2.3 software package. The students learn the following: Advanced formulas, margins, borders, formatting values, pointing, windows, fixed titles, basic database functions and basic graphing functions. Prerequisites: Lotus I (Concepts/Application) 114 or Basic Spreadsheet knowledge/skill.
- 116 Lotus Application III** - Advanced Accounting Spreadsheet Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Lotus 1.2.3 software package. The students learn the following: Macros (including macro libraries), combining files, multiple

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worksheets, copying and moving information between multiple worksheets, advanced database functions, and advanced graphing. Prerequisites: Lotus Application II 115 or Intermediate Spreadsheet knowledge/skill.

- 117 dBASE I (Concepts/Application)** - Beginning Database application; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the dBASE software package. A database provides a way to retrieve specific information quickly from a large amount of data. A database program may be applied to inventory, accounts payable, accounts receivable, general ledger, or any large collection of data. Students learn to create, edit (including append and browse), list, print, and retrieve databases. Prerequisites: Computer Keyboarding Skills 108 or Basic Typing/Ten-Key knowledge/skill.
- 118 dBASE Application II** - Intermediate Database Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the dBASE software package. Students learn the following: Modify the structure of a file, create and print basic reports, create database files with memos, indexing and sorting database files. Prerequisites: dBASE I (Concepts/Application) 117 or Basic Database knowledge/skill.
- 119 dBASE Application III** - Advanced Database Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the dBASE software package. Students learn the following: Delete records, search (including searches for one or more specific fields), display, mathematical calculations, dot commands, date commands, mailing labels, specify scopes, and queries. Prerequisites: dBASE Application II 118 or Intermediate Database knowledge/skill.
- 120 DOS I (Concepts/Application)** - Beginning Disk Operating System Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. Disk Operating System is a program that manages the computer system. Students learn the following: Set date and time, format a disk, format a disk with system, change disk drives, internal commands, finding files on the hard disk, and reading data from files. Prerequisites: Computer Keyboarding Skills 108 or Basic Typing knowledge/skill.

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- 121 DOS Application II** - Advanced Disk Operating System Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. Students learn to perform file operations such as saving data in the computer's memory back onto the disk, changing directories, copy files, delete files, create directories, create a config.sys file, create an autoexec.bat file, operate a program and load a program onto the hard disk.
Prerequisites: DOS I (Concepts/Application) 120 or Basic DOS knowledge/ skill.
- 122 Windows I (Concepts/Application)** - Beginning Windows Application; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. Windows, a graphical environment, offers the user new and more efficient ways to work with software applications programs. Students learn to run more than one software application at a time, switch among them and transfer information between them by using cut and paste in the Clipboard.
Prerequisites: Computer Keyboarding Skills 108 or Basic Typing knowledge/skill.
- 123 Windows Application II** - Advanced Windows Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. Students learn the following: Manage and organize files and directories using the Program Manager, create, edit and format documents, and access and apply accessories (calculator, calendar, notepad).
Prerequisites: Windows I (Concepts/Application) 122 or Basic Windows knowledge/skill.
- 124 Graphics I (Concepts/Application)** - Beginning Graphics Application: Graphs; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. Students learn to employ the Harvard Graphics program which enables the user to create, edit, save, retrieve, view and print bar and line graphs, utilizing the mouse in a structured environment. Prerequisites: Computer Keyboarding Skills 108 or Basic Typing knowledge/skill.
- 125 Graphics Application II** - Intermediate Graphics Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Harvard Graphics software package. Students learn the following: Pie graphs,

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organizational charts, bulletins, and other forms of desktop publishing, using the mouse in a structured environment.
Prerequisites: Graphics I (Concepts/Application) 124 or Basic Graphics knowledge/skill.

- 126 Graphics Application III** - Advanced Graphics Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Harvard Graphics software package. Students learn the following: Multiple charts, slide show presentations, picture/symbol publications, and use of mouse in freehand drawings.
Prerequisites: Graphics Application II 125 or Intermediate Graphics knowledge/skill.
- 127 Letter Composition** - Composition of business letters; 30 Clock Hours (15 Clock Hours Lecture, 15 Clock Hours Lab) (2.0 Quarter Credit Hours). This course is designed to teach the students to compose business letters. First, the student reviews punctuation, clauses, phrases, and correct sentence structure. Then letters are composed involving subjects ordinarily used in the business field. The student strives to be brief and concise without being blunt. Spelling and vocabulary exercises are given throughout the course. The letters are typed on a typewriter or computer.
Prerequisites: WP Application III 113 or Intermediate Typing/Computer Keyboarding knowledge/skill.
- 128 Shorthand I** - Beginning Gregg Shorthand; 40 Clock Hours (20 Clock Hours Lecture, 20 Clock Hours Lab) (3.0 Quarter Credit Hours). Theory presentation including word beginnings, word endings, and brief forms. Students learn to read, copy and take familiar dictation (one and two minutes in duration). Emphasis is placed on a thorough foundation of theory knowledge in preparation for intermediate shorthand. Prerequisites: WP Application III 113 or Advanced Word Processing knowledge/skill or Intermediate Typing/Keyboarding knowledge/skill.
- 129 Shorthand II** - Intermediate Gregg Shorthand; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Review of theory principles, including word beginnings, word endings, and brief forms. Speed building (considering student readiness) is addressed. Shorthand phrasing is utilized in practice drills. Familiar dictation of three and five minutes duration is begun; unfamiliar dictation of one and two minutes is introduced. Transcription on typewriters or computers is introduced. Students are made aware of proper spelling and punctuation.
Prerequisites: Shorthand I 128 or mastery of Gregg Shorthand

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Theory and WP Application III 113 or Advanced Word Processing knowledge/skill or Intermediate Typing/Keyboarding knowledge/skill.

- 130 Shorthand III** - Advanced Gregg Shorthand; 60 Clock Hours (10 Clock Hours Lecture, 50 Clock Hours Lab) (3.5 Quarter Credit Hours). Advanced speed building and transcription (on typewriters or computers) is begun. Unfamiliar dictation of three and five minutes duration is stressed. Mailable letters are dictated and transcribed. Proper punctuation and spelling is expected. Prerequisites: Shorthand II 129 or mastery of Intermediate Gregg Shorthand and WP Application III 113 or Advanced Word Processing knowledge/skill or Intermediate Typing/Keyboarding knowledge/skill.
- 131 General Drafting I** - Beginning Mechanical Drawing; 60 Clock Hours (20 Clock Hours Lecture, 40 Clock Hours Lab) (4.0 Quarter Credit Hours). This course will include the use and care of drafting equipment, lettering, applied geometry, orthographic drawing and sketching, and pictorial drawing and sketching. Prerequisites: None
- 132 General Drafting II** - Intermediate Mechanical Drawing; 60 Clock Hours (10 Clock Hours Lecture, 50 Clock Hours Lab) (3.5 Quarter Credit Hours). This course will include: auxiliaries, sections and conventions, intersections and developments, principles of two-dimensional drawings (along with dimensions and notes), principles of pictorial drawings (including perspective and isometric drawings). Prerequisites: General Drafting I 131 or Basic Mechanical Drawing knowledge/skill.
- 133 General Drafting III** - Advanced Mechanical Drawing; 60 Clock Hours (10 Clock Hours Lecture, 50 Clock Hours Lab) (3.5 Quarter Credit Hours). This course will include: Working drawings, charts, graphs and diagrams, jigs and fixtures, and drawings of welded parts, gears and cams. Prerequisites: General Drafting II 132 or Intermediate Mechanical Drawing knowledge/skill.
- 134 Personal Interviewing Skills** - 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Personal grooming and presentation of oneself will be addressed. Students will complete sample application forms and prepare a resume and cover letter (letter of application). Prerequisites: Computer Keyboarding Skills 108, WP Application III 113 or Word Processing Intermediate knowledge/skill.
- 135 Machine Transcription** - 20 Clock Hours (5 Clock Hours Lecture, 15

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- Clock Hours Lab) (1.0 Quarter Credit Hours). Students transcribe mailable correspondence from voice dictation. Documents from several fields (business, legal, and medical) are employed. Prerequisites: WP Application III 113 or Advanced Word Processing knowledge/skill.
- 136 Introduction To Computers W/DOS and/or Windows** - 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM compatible computer, using the DOS and/or Windows software package, and either WP, Lotus, dBASE, or Graphics software training. Students learn basic terminology and basic commands of the Disk Operating System and/or Windows and a software program. Prerequisites: None
- 137 Architectural Drafting I** - Beginning Architectural Drafting; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting applications including the following: Building procedures, drawing presentations, foundation plans, floor plans, drawing symbols and dimension placement. Prerequisites: General Drafting III 133 or Advanced General Drafting knowledge/skill.
- 138 Architectural Drafting I** - Advanced Architectural Drafting; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting applications including the following: Complete set of plans including working drawings, foundation plans, floor plans, roof plans, section plans, elevation plans, cabinet plans, and bill of materials. Prerequisites: Architectural Drafting I 137 or Basic Architectural Drafting knowledge/skill.
- 139 Steel Structural Drafting** - 40 Clock Hours (10 Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting applications including the following: Steel structural symbols, structural steel shapes, detailing practices, and dimensioning practices. Prerequisites: Architectural Drafting II 138 or Advanced Architectural Drafting knowledge/skill.
- 140 Pipe Drafting** - 40 Clock Hours (10 Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting applications including the following: Pipe fittings and symbols, two-dimensional diagrammatic pipe drawings, pictorial diagrammatic pipe drawings, and dimensioning practices. Prerequisites: Architectural Drafting II 138, Advanced Architectural Drafting knowledge/skill, or Advanced Pipe Fitter knowledge/skill.

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- 141 Electrical Drafting** - 40 Clock Hours (10 Hours, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting applications including the following: Electrical symbols, schematic diagram drawings, printed circuit drawings, and contractor electrical drawings.
Prerequisites: Architectural Drafting II 138, Architectural Drafting knowledge/skill, or Advanced Electrical knowledge/skill.
- 142 Topographical Drafting** - 40 Clock Hours (10 Hours, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting Applications including topographical symbols, plat drawings, contour map drawings, profile drawings, and dimensioning practices.
Prerequisites: Architectural Drafting II 138 or Advanced Architectural Drafting knowledge/skill.
- 143 CAD I** - Beginning Computer Aided Drafting; 60 Clock Hours (20 Clock Hours Lecture, 40 Clock Hours Lab) (4.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. This course includes the following: Structure of the CAD program and creating and editing two-dimensional drawings with dimensions and notes.
Prerequisites: General Drafting I 131 or Mechanical Drawing knowledge/ skill, and Computer Keyboarding Skills 108 or Advanced Keyboarding knowledge/skill.
- 144 CAD II** - Intermediate Computer Aided Drafting; 60 Clock Hours (10 Clock Hours Lecture/Worksheets, 50 Clock Hours Lab) (3.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. This course includes the following: Advanced features in modifying and editing single objects and group objects, creating libraries of symbols, and copying, moving, mirroring, layering, scaling, and plotting hard copies using a printer and plotter.
Prerequisites: CAD I 143 or Basic CAD knowledge/skill.
- 145 CAD III** - Advanced Computer Aided Drafting; 60 Clock Hours (10 Clock Hours Lecture/Worksheets, 50 Clock Hours Lab) (3.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. This course includes the following: Creating and modifying isometric drawings and applying CAD's 3D capability of creating three dimensional drawings.
Prerequisites: CAD II 144 or Intermediate CAD knowledge/ skill.
- 146 Office Procedures** - Secretarial Office Procedures; 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). This course is designed to incorporate the skills and

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techniques the student has learned thus far into a cohesive working setting. The students will use a secretarial practice set which includes: office-style dictation, transcription, incoming/outgoing mail, role-played telephone situations, filing and records management, preparing expense reports, and planning itineraries.

Prerequisites: Shorthand III 130 or Advanced Shorthand knowledge/ skill, Machine Transcription 135 or Machine Dictation knowledge/skill.

- 147 MWord I (Concepts/Application)** - Beginning Word Processing 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Microsoft Word software package. Students learn to enter and edit information including temporary margins, blocking, search & replace, and vertical centering.
Prerequisites: Computer Keyboarding Skills 108 or Intermediate Typing knowledge/skill.
- 148 MWord Applications II** - Intermediate Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Microsoft Word software package. Students learn the following: Headers and footers, tables with math mode, outline mode, sorting, and decimal tabs.
Prerequisites: MWord I 147 or Basic Word Processing knowledge/skill.
- 149 MWord Applications III** - Advanced Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Microsoft Word software package. Students learn the following: File management, macros, columns, line draw, windows, bookmarks, and linking documents.
Prerequisites: MWord Application II 147 or Intermediate Word Processing knowledge/skill.
- 150 ProWrite I (Concepts/Application)** - Beginning Word Processing 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Professional Write software package. Students learn to enter and edit information including temporary margins, blocking, search & replace, and vertical centering.
Prerequisites: Computer Keyboarding Skills 108 or Intermediate Typing knowledge/skill.

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- 151 ProWrite Applications II** - Intermediate Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Professional Write software package. Students learn the following: Headers and footers, tables, outline mode, sorting, and cut and paste. Prerequisites: ProWrite I 150 or Basic Word Processing knowledge/skill.
- 152 ProWrite Applications III** - Advanced Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Professional Write software package. Students learn the following: File management, macros, column manipulation, line draw, boilerplate/inserting files into a document, and merging. Prerequisites: ProWrite Applications II 151 or Intermediate Word Processing knowledge/skill.
- 153 WS I (Concepts/Application)** - Beginning Word Processing 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Wordstar software package. Students learn to enter and edit information including ruler line, auto indent, blocking, search & replace, and vertical centering. Prerequisites: Computer Keyboarding Skills 108 or Intermediate Typing knowledge/skill.
- 154 WS Applications II** - Intermediate Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Wordstar software package. Students learn the following: Headers and footers, tables, sorting, and comment lines. Prerequisites: WS I (Concepts/Application) 153 or Basic Word Processing knowledge/skill.
- 155 WS Applications III** - Advanced Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Wordstar software package. Students learn the following: File management, shorthand, newspaper and tabbed columns, windows, creating indexes and tables of content, and merging. Prerequisites: WS Application II 154 or Intermediate Word Processing knowledge/skill.

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- 156 DW I (Concepts/Application)** - Beginning Word Processing; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the DisplayWrite software package. Students learn to enter and edit information including temporary margins, deleting codes, blocking, search & replace, and vertical centering.
Prerequisites: Computer Keyboarding Skills 108 or Intermediate Typing knowledge/skill.
- 157 DW Application II** - Intermediate Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the DisplayWrite software package. Students learn the following: Headers and footers, tables with math mode, outline mode, sorting, and decimal tabs.
Prerequisites: DW I (Concepts/Application) 156 or Basic Word Processing knowledge/skill.
- 158 DW Application III** - Advanced Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the DisplayWrite software package. Students learn the following: File management, macros, column manipulation, line format/zone width and merging.
Prerequisites: DW Application II 157 or Intermediate Word Processing knowledge/skill.
- 159 AW I (Concepts/Application)** - Beginning Word Processing 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the Apple IIe Computer, using the Apple Writer software package. Students learn to set prefixes, enter and edit information including setting margins and tabs, temporary margins, and clearing memory.
Prerequisites: Computer Keyboarding Skills 108 or Intermediate Typing knowledge/skill.
- 160 AW Applications II** - Intermediate Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the Apple IIe Computer, using the Apple Writer software package. Students learn the following: Headers and footers, tables, blocking, search & replace, and vertical centering.
Prerequisites: AW I (Concepts/Application) 159 or Basic Word Processing knowledge/skill.

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- 161 AW Applications III** - Advanced Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the Apple IIe Computer, using the Apple Writer software package. Students learn the following: File management, form documents, merging, and glossary.
Prerequisites: AW Applications II 160 or Intermediate Word Processing knowledge/skill.
- 162 LEWP I (Concepts/Application)** - Beginning Word Processing 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Leading Edge software package. Students learn to enter and edit information including setting margins and tabs, temporary margins, decimal tabs, line spacing, and justified text.
Prerequisites: Computer Keyboarding Skills 108 or Intermediate Typing knowledge/skill.
- 163 LEWP Applications II** - Intermediate Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Leading Edge software package. Students learn the following: Blocking, vertical centering, outline mode, cut and paste, and dot leaders.
Prerequisites: LEWP I (Concepts/Application) 162 or Basic Word Processing knowledge/skill.
- 164 LEWP Applications III** - Advanced Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Leading Edge software package. Students learn the following: File management, column centered text, headers and footers, tables, and merging.
Prerequisites: LEWP Applications II 163 or Intermediate Word Processing knowledge/skill.
- 165 AWWP I (Concepts/Application)** - Beginning Word Processing 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the Apple IIe Computer, using the using the AppleWorks software package (word processing portion). Students learn to enter and edit information including setting margins and tabs, temporary margins, and adding, removing, and working with files on the desktop.
Prerequisites: Computer Keyboarding Skills 108 or Intermediate Typing knowledge/skill.

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- 166 AWWP Applications II** - Intermediate Processing 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the Apple IIe Computer, using the AppleWorks software package (word processing portion). Students learn the following: Headers and footers, blocking, search & replace, and vertical centering. Prerequisites: AWWP I (Concepts/Application) 165 or Basic Word Processing knowledge/skill.
- 167 AWWP Applications III** - Advanced Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the Apple IIe Computer, using the AppleWorks software package (word processing portion). Students learn the following: File management, form documents, merging, justified/unjustified text, proportional printing, and integrating files. Prerequisites: AWWP Applications II 166 or Intermediate Word Processing knowledge/skill.
- 168 SWP I (Concepts/Application)** - Beginning Word Processing 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Symphony software package (word processing portion). Students learn to enter and edit information, indentations, format lines, blocking, search and replace, and vertical centering. Prerequisites: Computer Keyboarding Skills 108 or Intermediate Typing knowledge/skill.
- 169 SWP Applications II** - Intermediate Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Symphony software package (word processing portion). Students learn the following: Headers and footers, sorting, special format codes, text tables, and variable tab settings. Prerequisites: SWP I (Concepts/Application) 168 or Basic Word Processing knowledge/skill.
- 170 SWP Applications III** - Advanced Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Symphony software package (word processing portion). Students learn the following: File management, windows, composing special characters, creating and using libraries, and integrating files. Prerequisites: SWP Application II 169 or Intermediate Word Processing knowledge/skill.

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- 171 AWSS I (Concepts/Application)** - Beginning Accounting Spreadsheet Application; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the Apple IIe Computer, using the AppleWorks software package (spreadsheet portion). Students learn the following: enter data (utilizing basic relevant formulas), edit, save, retrieve, and view and print information on the spreadsheet. Prerequisites: Computer Keyboarding Skills 108 or Basic Typing/Ten-key knowledge/skill.
- 172 AWSS Application II** - Intermediate Accounting Spreadsheet Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the Apple IIe Computer, using the AppleWorks software package (spreadsheet portion). Students learn the following: Advanced formulas, margins, formatting values, pointing, windows, fixed titles, and basic graphing functions. Prerequisites: AWSS I (Concepts/Application) 171 or Basic Spreadsheet knowledge/skill.
- 173 AWSS Application III** - Advanced Accounting Spreadsheet Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the Apple IIe Computer, using the AppleWorks software package (spreadsheet portion). Students learn the following: cell protection/ unprotection, arranging columns and rows, advanced graphing functions, recalculation orders, and integrating files. Prerequisites: AWSS Application II 172 or Basic Spreadsheet knowledge/skill.
- 174 QPro I (Concepts/Application)** - Beginning Accounting Spreadsheet Application; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Quattro Pro software package. The students learn to enter data (utilizing basic relevant formulas), edit, save, retrieve and print information on the spreadsheet. Prerequisites: Computer Keyboarding Skills 108 or Basic Typing/Ten-key knowledge/skill.
- 175 QPro Application II** - Intermediate Accounting Spreadsheet Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Quattro Pro software package. The students learn the following: Advanced formulas, margins, borders, formatting values, pointing, windows, fixed titles, basic database functions and basic graphing functions.

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Prerequisites: QPro I (Concepts/Application) 174 or Basic Spreadsheet knowledge/skill.

- 176 QPro Application III** - Advanced Accounting Spreadsheet Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Quattro Pro software package. The students learn the following: Macros (including macro libraries), combining files, multiple worksheets, copying and moving information between multiple worksheets, advanced database functions, and advanced graphing. Prerequisites: QPro Application II 175 or Intermediate Spreadsheet knowledge/skill.
- 177 SS I (Concepts/Application)** - Beginning Accounting Spreadsheet Application; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Symphony software package (spreadsheet portion). The students learn to enter data (utilizing basic relevant formulas), edit, save, retrieve and print information on the spreadsheet. Prerequisites: Computer Keyboarding Skills 108 or Basic Typing/Ten-key knowledge/skill.
- 178 SS Application II** - Intermediate Accounting Spreadsheet Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Symphony software package (spreadsheet portion). The students learn the following: Advanced formulas, margins, borders, formatting values, pointing, windows, fixed titles, and basic graphing functions. Prerequisites: SS I (Concepts/Application) 177 or Basic Spreadsheet knowledge/skill.
- 179 SS Application III** - Advanced Accounting Spreadsheet Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Symphony software package (spreadsheet portion). The students learn the following: Macros (including macro libraries), combining files, copying and moving portions of files (ranges), advanced graphing, and integrating files. Prerequisites: SS Application II 178 or Intermediate Spreadsheet knowledge/skill.
- 180 PDB I (Concepts/Application)** - Beginning Database application; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM

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or IBM Compatible Computer, using the Paradox software package. A database provides a way to retrieve specific information quickly from a large amount of data. A database program may be applied to inventory, accounts payable, accounts receivable, general ledger, or any large collection of data. Students learn to create, edit, list, print, and retrieve databases.

Prerequisites: Computer Keyboarding Skills 108 or Basic Typing/Ten-Key knowledge/skill.

- 181 PDB Application II** - Intermediate Database Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Paradox software package. Students learn the following: Modify the structure of a file, create and print basic reports, and sorting database files. Prerequisites: PDB I (Concepts/Application) 180 or Basic Database knowledge/skill.
- 182 PDB Application III** - Advanced Database Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Paradox software package. Students learn the following: Delete records, search (including searches for one or more specific fields), display, mathematical calculations, date commands, queries, and create custom reports. Prerequisites: PDB Application II 181 or Intermediate Database knowledge/skill.
- 183 AWDB I Concepts/Application** - Beginning Database application; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the Apple IIe computer using the Appleworks software package (database portion). A database provides a way to retrieve specific information quickly from a large amount of data. A database program may be applied to inventory, accounts payable, accounts receivable, general ledger, or any large collection of data. Students learn to create, edit, view, print, and retrieve databases. Prerequisites: Computer Keyboarding Skills 108 or Basic Typing/Ten-Key knowledge/skill.
- 184 AWDB Application II** - Intermediate Database Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the Apple IIe Computer, using the Appleworks software package (database portion). Students learn the following: Modify the structure of a file, create and print basic tables, work with categories, and arrange and sorting database files. Prerequisites: AWDB I Concepts/Application) 183 or Basic

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Database knowledge/skill.

- 185 AWDB Application III** - Advanced Database Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the Apple IIe Computer, using the Appleworks software package (database portion). Students learn the following: Delete records, search (including searches for one or more specific fields), print screen display, mathematical calculations, date commands, mailing labels, and file integration.
Prerequisites: AWDB Application II 184 or Intermediate Database knowledge/skill.
- 186 SDB I (Concepts/Application)** - Beginning Database application; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Symphony software package (database portion). A database provides a way to retrieve specific information quickly from a large amount of data. A database program may be applied to inventory, accounts payable, accounts receivable, general ledger, or any large collection of data. Students learn to create, edit, list, print, and retrieve databases.
Prerequisites: Computer Keyboarding Skills 108 or Basic Typing/Ten-Key knowledge/skill.
- 187 SDB Applications II** - Intermediate Database Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Symphony software package (database portion). Students learn the following: Modify the structure of a file, create and print basic reports, and sort database files.
Prerequisites: SDB I (Concepts/Application) 186 or Intermediate Database knowledge/skill.
- 188 SDB Applications III** - Advanced Database Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Symphony software package (database portion). Students learn the following: search (including searches for one or more specific fields), customize an entry form, mathematical calculations, mailing labels, and file integration.
Prerequisites: SDB Applications II 187 or Intermediate Database knowledge/skill.
- 189 Quicken** - Accounting/Check Writing Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit

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Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer, using the Quicken software package. Students learn the following: enter and edit information, memorize transactions, postdate checks, calculations, find, split transactions, financial statements and reports, and reconcile. Prerequisites: Computer Keyboarding Skills 108 or Basic Typing/Ten-Key knowledge/skill.

- 190 Anatomy** - Introduction to Human Anatomy and Physiology; 40 Clock Hours (20 Clock Hours Lecture, 20 Clock Hours Lab) (3.0 Quarter Credit Hours). Lab involves workbook assignments and use of the computer program, Bodyworks, An Adventure in Anatomy. The categories covered: Cell & Tissues, Skin, Skeletal System, Central Nervous System, Peripheral Nervous System, the Sense Organs, Endocrine Control, the Circulatory System: Blood, Heart, and Lymph Glands, the Respiratory System, Digestive System, Urinary System, and Reproduction. These categories are studied with especial attention as to how they relate to medical transcription (definitions, spelling, and location of body parts and diseases that affect those body parts). Prerequisites: None
- 191 Medical Terminology I** - Building a Medical Vocabulary; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves text/workbook assignments and transcription of medical definitions. Students study the more difficult terminology relevant to 13 different medical branches or specialties, including body structure, the blood and other body fluids, the circulatory and lymphatic systems, the respiratory system and the digestive system. Each student is assigned a cassette recorder with earphones and a foot pedal. The student will listen to the pronunciation of terminology; the workbook contains an explanation of each specialty along with definitions and visual images of anatomical parts associated with the particular specialty. The student is also assigned either a typewriter or computer to practice typing the terminology as the terms are being dictated. The student will complete exercises to evaluate mastery of each specialty to determine readiness to proceed to the next chapter. Prerequisites: Typing I 101, Computer Keyboarding Skills I 107, or Basic Typing Skill/Knowledge, Anatomy 190 or Basic Anatomy Knowledge/Skill. *****NOTE*** Anatomy 190 is NOT a prerequisite for a student enrolled in the Legal Secretary Program.**
- 192 Medical Terminology II** - Building a Medical Vocabulary; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves text/workbook assignments and transcription of medical definitions. Continuation of Medical Terminology II including the following specialties: the urinary

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system, the reproductive system, the muscular and skeleton system, the nervous system and psychological disorders, the integumentary system, and the endocrine system. Again, the student is assigned a cassette recorder with earphones and a foot pedal, and a computer or typewriter for learning purposes.

Prerequisites: Medical Terminology I 191

193 Medical Machine Transcription I - Transcription of medical reports; 40 Clock Hours (5 Clock Hours Lecture, 35 Clock Hours Lab) (2.0 Quarter Credit Hours). Once the student is familiar with the terms presented in Medical Terminology I & II 191 & 192, he/she will transcribe dictation of medical reports, such as history and physical examination reports, operative records, discharge summaries, radiology reports, pathology reports, death summaries, and autopsy reports. The material has been dictated by physicians with various accents, including Midwestern, New England, Southern, Hispanic, British and Oriental. The student will transcribe the dictation on the WordPerfect word processing program. The printouts will be examined for proper spelling, punctuation, grammar, correct terminology, and medical format. Prerequisites: Medical Terminology II 192.

194 Medical Machine Transcription II - Transcription of medical reports; 40 Clock Hours (5 Clock Hours Lecture, 35 Clock Hours Lab) (2.0 Quarter Credit Hours). Upon completion of Medical Machine Transcription I 193, the student will transcribe material of increasingly difficult medical terminology. The dictation will include reports and records from the major medical specialties. In addition, one case study includes material for a speech and a journal article; another includes letters. The material is dictated by physicians; in later lessons, foreign voices (accents) and background noises are included on the cassette tapes for a realistic setting. The student will transcribe the dictation on the WordPerfect word processing program. The printouts will be examined for proper spelling, punctuation, and grammar, as well as correct terminology and medical format. Prerequisites: Medical Machine Transcription I 193.

195 Medical Office Procedures I - 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). The purpose of this course: to correlate those skills obtained in the previous required courses, plus the addition of new skills, into a cohesive medical office setting. The following subjects will be covered: office-style dictation and transcription (shorthand), mail processing, telephone/office etiquette, and filing. The following skills will also be studied and will employ the use of a computerized database program: appointment scheduling, methods for collecting payment, insurance processing,

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diagnostic coding, and new patient entries.

Prerequisites: Medical Machine Transcription II 194.

- 196 Medical Office Procedures II** - 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). Continuation of Medical Office Procedures I 195. The following skills will employ the use of a computerized database program: retrieving and posting patient accounts, posting ailment details, printing daily reports, patient billing, unique payments, entering and printing hospital rounds and reports, including hospital codes, and preparing financial reports. Prerequisites: Medical Office Procedures I 195.
- 197 Legal Terminology and Transcription I** - 40 Clock Hours (10 Clock Hours Lecture, 35 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves textbook/workbook assignments of legal terminology, definitions, and proper usage. Students are evaluated on these terms to determine readiness to proceed to the machine transcription of documents employing these terms. Each student is assigned a computer and a transcribing machine with earphones and foot pedal. The workbooks contain visual images of properly formatted legal documents for student reference. Legal terms and dictation are from the following legal fields: courts and legal systems, general law, pretrial litigation, trial and procedure litigation, civil actions, criminal law, probate, real property, contracts and leases, domestic relations, and commercial paper. The printouts will be examined for proper spelling, punctuation, and grammar, as well as correct terminology and legal format. Prerequisites: Typing I 101, Computer Keyboarding Skills I 107, or Basic Typing Skill/Knowledge, WP Application III 113 or advanced word processing knowledge/skill, and Medical Terminology I 191.
- 198 Legal Terminology and Transcription II** - 40 Clock Hours (10 Clock Hours Lecture, 35 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves continuation of textbook/workbook assignments of legal terminology, definitions, and proper usage. Students are evaluated as they are in Legal Terminology and Transcription I before proceeding to the machine transcription. Legal terms and dictation are from the following legal fields: bankruptcy, agency, equity, partnerships, corporations, personal injury litigation, mechanics lien, credit, collection and default management, change of venue, and mortgage foreclosure. The printouts will be examined for proper spelling, punctuation, and grammar, as well as correct terminology and legal format. Prerequisites: Legal Terminology and Transcription I 197.
- 199 Legal Office Procedures I** - 30 Clock Hours (5 Lecture, 25

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Lab) (1.5 Quarter Credit Hours). The purpose of this course: to correlate those skills obtained in the previous required courses, plus the addition of new skills, into a cohesive legal office setting. The following subjects will be covered: Filing and records management, telephone/office etiquette, mail processing, preparation and maintenance of up-to-date calendar, word processing log, and office-style dictation and transcription (shorthand and machine).

Prerequisites: Legal Terminology and Transcription II 198.

- 200 Legal Office Procedures II** - 30 Clock Hours (5 Lecture, 25 Lab) (1.5 Quarter Credit Hours). Continuation of Legal Office Procedures I. This course includes: preparation of client billing sheets, income and expense reports, payroll, and legal documents with special attention given to macros, document assembly, and form documents. In addition, the students will provide daily schedules, including client interviews and court dates and filing deadlines. A template diskette is supplied with the workbook which contains form documents used in most legal offices. Application of this diskette along with form documents created by the students greatly decreases repetitive typing.
Prerequisites: Legal Office Procedures I 199.
- 201 Computerized Accounting** - 60 Clock Hours (10 Lecture, 50 Lab) (3.5 Quarter Credit Hours). Students are presented a full-cycle accounting course, which includes accounting principles and procedures used to record, classify, and summarize financial data. This computerized version offers a full featured integrated accounting system that includes general ledger, accounts payable, accounts receivable, payroll systems, sales, purchases, cash receipts and cash payments journals.
Prerequisites: Computer Keyboarding Skills 108 or Basic Typing/Ten-Key knowledge/skill.
- 202 Internet I (Concepts/Applications)** - Beginning Internet; 25 Clock Hours (5 Clock Hours Lecture, 20 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. Topics covered: Electronic Mail, (including filtering junk e-mail), basic features of a web browser, domain name and classification, IP address, web site address, e-mail attachments, and intranet.
Prerequisites: Windows I 122 or basic Windows knowledge/skill.
- 203 Internet Application II** - Intermediate/Advanced Internet Application; 25 Clock Hours (5 Clock Hours Lecture, 20 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. Topics included: Search engines (including basic, intermediate, and advanced commands of various search engines), bookmarks, locating another's e-mail address, off-line browsing, and electronic signatures.

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Prerequisites: Internet I 202 or basic Internet knowledge/skill.

- 204 Web Page Design I (Concepts/Applications)** - Beginning Web Page Design; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer using a word processing program. Students explore and design basic home pages (including tables, text, and hyperlinks), and customer feedback forms, add graphic images, scrolling text, animation, and background sound to home pages, and create an entirely new web design. Prerequisites: Internet II 203 or advanced Internet Applications knowledge/skill, and WP Application III 113 or advanced word processing knowledge/skill.
- 205 Web Page Design Application II** - Intermediate Web Page Design; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer using graphic and spreadsheet programs. Students create new presentations (including text and slides), apply design templates and save as a web page, insert graphics, movies, sounds, hyperlinks, animation effects, and create access buttons; create worksheets and charts, then save the worksheet as a web page. Prerequisites: Web Page Design I 204 or Basic Web Page Design knowledge/skill, Graphics Application III 126 or advanced graphics knowledge/skill, and Lotus Application III 116 or advanced spreadsheet knowledge/skill.
- 206 Web Page Design Application III** - Advanced Web Page Design; 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer using a database program. Topics covered: Export tables and reports as HTML documents and insert hyperlinks, create data access pages and add records to a database, create group data access pages and create a complete web site using a word processing program, a spreadsheet program, a graphics program and a database program. Prerequisites: Web Page Design Application II 205 or Intermediate Web Page Design knowledge/skill, Graphics Application III 126 or advanced graphics knowledge/skill, Lotus Application III 116 or advanced spreadsheet knowledge/skill, WP Application III 113 or advanced word processing knowledge/skill and dBASE Application III 119 or advanced database knowledge/skill.

GRADING AND MARKING SYSTEM USED

Computer/Typing/Calculator Printouts/Plotting are checked for accuracy and form. If the printout is incorrect, the errors are explained to the student; and if necessary, the paper is corrected and/or printed again. Students are given extra time at the

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computer/typewriter/calculator for corrections if necessary. A minimum of 70 per cent accuracy of each assignment/lesson will be produced before proceeding to next assignment/lesson.

Shorthand students read and transcribe from homework assignments. If the student cannot read 70 per cent of the assignment, he/she therefore has not mastered that lesson. The lesson is repeated until the student can read it, before going to the next lesson. Speed drills are given at the proper student level for optimum results.

Drafting students' drawings/printouts/plottings are checked for 70 per cent accuracy. If necessary the drawings/ printouts/ plottings are corrected before the students proceeds to the next assignment. Students are given extra time at the drafting table/computer, if necessary, for corrections and reinforcement.

The following grades will be awarded for each subject:

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C
60% - 69%	=	D
0% - 59%	=	F

POLICY REGARDING SATISFACTORY PROGRESS

1. Definition of Satisfactory Progress: Evidence that the student has mastered the objective of the assignment. Accurate printouts/drawings/ transcriptions/worksheets are evidence of satisfactory progress. The students are given extra time, if necessary, at the computer/typewriter/ calculator/drafting table for corrections.
2. Definition of Grading Period/Frequency: Eight (8) weeks shall make up a grading period.
3. Satisfactory Progress/Probation Policy/Conditions for Termination/Readmittance

Satisfactory Progress requires a "C" or better average at all times during the program. If the student falls below this grade average, the student will be placed on probation during the next thirty (30) days. If he/she does not bring the average up by the end of that probationary period, he/she will be terminated and all Federal financial assistance will cease. Students may re-enter the program on the advice of the instructor and the school Director on a probationary basis and only after one grading period has passed.

A student must satisfactorily complete a minimum number of hours

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(percentage of work) toward his/her educational goal based on time increments and complete his/her course in a 1.5 times the normal time frame for completion. For example, the Computer Aided Drafting Program is 895 clock hours and normally takes nine months to complete. A student taking 24 hours a week must complete each 447.50 hours with a "C" average within 6.75 months and 895 hours in no more than 13.5 months. Half-time students must complete each 447.5 hours in 13.5 months and 895 hours in no more than 27 months. All other programs will be computed proportionally.

Upon re-entry, students receiving Federal financial aid will not be disbursed additional funds until hours previously paid for have been completed, and the student is again in satisfactory progress as described above.

A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the school Director. The decision of the Director shall be final. Special consideration will be made for mitigating circumstances (that is illness, death in the family, etc).

6. System for providing Progress Reports

The progress reports will be handed to the student or, if necessary, mailed to the student.

INCOMPLETES, WITHDRAWALS, REPETITION, REMEDIAL WORK

Students with course incompletes, withdrawals, repetitions, and those doing remedial work are eligible to remain in the program if the student is otherwise making satisfactory progress and the time needed to make up and complete the program is within the maximum program allowed time frame period.

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ATTENDANCE/TARDINESS POLICY

1. Absence shall be charged for a full day when the student attends none of the scheduled classes on that day. Students are expected to be on time and attend classes regularly. Habitual tardiness (arriving 35 - 45 minutes late or leaving early) disrupts the educational environment and is discouraged. Excessive absences or tardiness may lead to expulsion.
2. School holidays, such as summer vacation and Christmas holidays, etc., shall not be considered as days of absence.

Conditions for Probation

If a student misses more than seven (7) consecutive school days the student will be counseled and placed on probation.

Conditions for Termination

Students will be terminated on the following conditions:

- A. More than ten (10) consecutive school days missed
- B. More than 20% of the total clock hours in a program

Conditions for Readmittance for Unsatisfactory Attendance

Students whose enrollments are terminated for violation of the attendance policy may not reenter before the start of the next grading period. This does not circumvent the approved refund policy.

Makeup Work

The student will have one week to make up work resulting from an absence. This make up work will not remove the absence.

Leaves of Absence

1. Leaves of absence for reasonable purposes acceptable to the school director shall not exceed a total of 60 calendar days. The student shall notify the director in writing of the desired leave of absence.
2. A student may have no more than two leaves of absence per 12-month period.
3. The school attendance records shall clearly show the dates for which the leave of absence was granted. A written statement as to why the leave of absence was granted signed by both the student and the school director indicating approval shall be

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placed in the individual student file.

POLICY REGARDING STUDENT CONDUCT

Students shall conduct themselves in a manner appropriate to the edification and promulgation of the learning situation. Conduct that is disruptive to other students or faculty will not be tolerated. If necessary, the student will be counseled and given a chance to conduct himself/herself in an appropriate manner.

1. Causes for Termination:

If, after counseling, the student's behavior does not improve, the student will be terminated for the remainder of the grading period.

2. Causes for Readmission:

After the conclusion of the grading period in which the student was terminated, the student may request a consultation with the director of the school. At the discretion of the director, the student may be readmitted.

REQUIREMENTS FOR GRADUATION

1. Successfully complete all required courses for the certificate.
2. Grade Average - 70% overall grade average
3. The maximum time frame allowed is: 1.5 times the number of clock hours.

SCHOOL'S PLACEMENT POLICY

Placement assistance is offered to full-program graduates.

FINANCIAL AID

Department of Assistive and Rehabilitative Services and WIA offer financial aid for eligible participants. Federal Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal loans are available for those who qualify. Private loans are offered to those students who register for full programs. Faris Computer School, Inc. is approved by the Veteran's Education of Texas Veterans Commission to provide educational training for veterans and other eligible persons.

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POLICIES AND PROCEDURES TO RESOLVE STUDENT GRIEVANCES/COMPLAINTS

If a student has a problem, he/she should discuss it with the instructor. If the response is not satisfactory, the student should then talk with the director. If the response is again not satisfactory, the student may address the unresolved complaint to the:

Career Schools and Colleges
Texas Workforce Commission
101 East 15th Street
Austin, Texas 78778-0001
(512) 936-3100

Questions concerning accreditation may be addressed to the:

Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, GA 30346
(770) 396-3898

APPROVAL STATEMENT

Approved and regulated by Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

Accredited by the Accrediting Commission of the Council on Occupational Education effective October 1, 1997.

THE INFORMATION CONTAINED IN THIS CATALOG/ADDENDUM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

(signature)