



Affordable
Computer
Training



AFFORDABLE COMPUTER TRAINING

500 N. Rainbow Blvd. Ste 222

Las Vegas, Nevada 89107

Phone: 702 646-2615

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2021 COURSE CATALOG

Effective Date of Catalog: April 1, 2021

Introduction

The Affordable Computer Training Program focuses on providing hands on training in various software programs that students can use in the work environment where computer skills are required.

Ownership

The School is owned by Affordable Computer Training. The officer of the school is Dr. Joni Flowers, School Director.

Faculty Members:

Dr. Joni Flowers
Kathy Apfel
Brenda Gayle Bryant
Dr. Edith Caldwell
Adrian Foster
Serina Hillerson
Art Porras

School Location/Facility

The School is located at 500 N. Rainbow Blvd. Ste222, Las Vegas, Nevada, 89107. Our facilities comprise of 1,144 square feet of classroom space and campus offices.
Class size is limited to 20 students per instructor.

Administrative and School Office Hours

Administration: 9:00 am – 5:00; Tuesday thru Friday
School: 9:00 a.m. – 5:00 pm. Monday thru Saturday

Observed Holidays

New Year's Day
Martin Luther King's Birthday
President's Day
Memorial Day
Independence
Day Labor Day
Veteran's Day
Thanksgiving

Board of Directors of the Affordable Computer Training

Dr. Joni Flowers, Founder, President & Executive Director
Dusty Armstrong-Woods
Joe Coe
Martin Drapacz
Tony Gladney
Kali Fox Miller
Jerrie Merritt
Gordy Prouty

Placement Services

Placement in a job is not guaranteed nor promised to students who complete the course.
Accommodations for people with disabilities will be provided if requested one week prior to the course start date.

Student Conduct

At the discretion of the school, a student may be dismissed from the school for conduct deemed to be detrimental to the well-being of fellow students, instructors, or staff. The school is dedicated to preparing our students with skills needed for today's workforce. Students are expected to conduct themselves in a professional and ethical manner at all times. Offensive or suggestive language towards staff or other students, or cheating are grounds for dismissal. Incidents such as intoxication, drugs, alcohol on school premises; behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to staff members; or any other stated or determined infraction of conduct will be considered or lead to dismissal without a refund. Any student who violates the standards of conduct must meet with the director to determine if expulsion is warranted.

Method of Payment

We accept cash, checks, money orders, debit, and credit cards. Checks should be made payable to the Cultural Diversity Foundation.

Payment Information

All payments will be made at the time of registration for all classes.

Tuition

Tuition for each course ranges from \$160 - \$320 per course. (See course listing for tuition fee.) Textbook not included (\$26.00)

Standards of Progress:

Students are assessed through each class and given an end-of-course exam (EOC). The minimum passing score for each EOC is 80%. Any student who scores less than 80% must attend additional training at the convenience of the school and retake the EOC. If the student scores less than 80% a second time, the student must be evaluated by the director to determine if a new training plan can be accomplished or if the student should be expelled. Any student expelled for failure to meet the standards of progress must re-enroll in the course should they wish to continue.

Attendance:

Attendance will be taken at the beginning and end of each 8-hour course to verify student enrollment. Due to the short-term nature of the school's programs, students must attend 100% of all scheduled class meeting times. If a student is tardy or absent more than 10% of any scheduled class, the time must be made up at the convenience of the school and must be completed prior to graduating.

Classroom Location:

500 N. Rainbow Blvd, Room 222, 2nd floor
Las Vegas, NV 89107

Nevada Student Refund Policy

NRS 394.449 Requirements of policy for refunds by institutions.

- (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
- (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
- (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
- (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

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

- (a) Date of cancellation by a student of his or her enrollment;
- (b) Date of termination by the institution of the enrollment of a student;
- (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
- (d) Last day of attendance of a student, whichever is applicable.

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

4. For the purposes of this section:

- (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
- (b) The period of time for a training program is the period set forth in the enrollment agreement.
- (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

(Added to NRS by 1985, 989; A 1989, 1460; 1995, 325; 2005, 635 **NRS 394.449**)

Nevada Student Indemnification per NRS 394.553

Nevada has an account for student indemnification per NRS 394.553 which may be used to indemnify a student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

AFFORDABLE COMPUTER TRAINING PROGRAMS

Microsoft Office Specialist (MOS) certification is for those looking to demonstrate proficiency in one or more Office programs.

MICROSOFT OFFICE SPECIALIST, WORD, 16 Hours

Microsoft Office, Word Level 1

Students will create, edit, and enhance standard business documents using MS Office Word

Microsoft Office Word Level 2

Students will create complex documents and build personalized efficiency tools using MS Office Word,

MICROSOFT OFFICE SPECIALIST, EXCEL, 16 Hours

Microsoft Office Excel Level 1

Learn how to create a spreadsheet for a personal budget, enter & calculate data; format Spreadsheet

Microsoft Office Excel Level 2

Learn how to create a spreadsheet for a personal budget, enter & calculate data; format Spreadsheet

MICROSOFT OFFICE SPECIALIST, POWERPOINT, 16 Hours

Microsoft Office PowerPoint, Level 1

Learn how to create a slide presentation; insert graphics, and slide transitions

Microsoft Office PowerPoint, Level 2

Learn how to use advanced features in PowerPoint such as animation, inserting tables, charts, video, and audio

MICROSOFT OFFICE SPECIALIST, ACCESS, 16 Hours

Microsoft Office Access Level 1

Learn Access Basics; Design a Database; Build a Database; Work with Forms; Sort, Retrieve, Analyze Data; Work with Reports; Access with Other Applications; Manage an Access Database

MS Office Access Level 2

Students will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance

QUICKBOOKS SPECIALIST, 16 Hours

QuickBooks Level 1

Students will learn how to use the QuickBooks Online version. Student will learn how to use the QuickBooks basics, set up a company, work with lists, set up inventory, sell your product, invoice for services, process payments, work with bank accounts, enter and pay bills with QuickBooks.

QUICKBOOKS Level 2

Students will learn to memorize transactions, customize forms, use other QuickBooks accounts, create reports, create graphs, track and pay sales tax, and prepare payroll with QuickBooks

**Course Listing
April 2021**

OFFICE APPLICATIONS	
<p>Microsoft Office Word Level 1 (#001) Students will create, edit, and enhance standard business documents Textbook Fee: \$26 Fee \$260 Day Date Time Location: CDF Rm 222</p> <p>M 04/26/21; T 04/27/21; W 04/28/21; T 04/29/21 Meets for 4 Class Periods 5:30 pm – 9:30 pm</p>	<p>PC Basics (#016) PC Basics (#016) Introduction to PC Basics is designed to familiarize students with computers and their applications. Students will learn fundamental concepts of computer hardware and software; open & save files; download files; and become familiar with a variety of computer applications, such as word processing, Internet, and Email. Students will learn how to key by touch on standard keyboard; create well organized documents; Type using the home row; Not look at the keyboard while typing; Increase typing speed and accuracy. Note: If the student can pass a Keyboarding pretest with 80% accuracy, keyboarding fee will be waived</p> <p>Fee: \$260 Day Date Time Location: CDF Rm 222 TH 04/29/21- F 04/30/21 9:00 am - 1:00 pm Meets for two class periods</p>
<p>Microsoft Office Excel Level 1 (#003), 16 Hours Learn how to create a spreadsheet for a personal budget, enter & calculate data; format spreadsheet Textbook Fee: \$26 Fee \$260 Day Date Time Location: CDF Call to schedule a class. Meets for 4 Class Periods 1:30 pm – 5:30 pm Rm 222</p>	<p>Microsoft Office PowerPoint Level 1 (#005) Learn how to create a slide presentation; insert graphics, and slide transitions Textbook Fee: \$26 Fee \$260 Day Date Time Location: CDF Rm 222</p> <p>Meets for 2 Wednesdays Call to schedule a class.</p>
<p>Microsoft Office Access, Level 1 Learn how to identify the basic components of an Access database, Build the structure of a database; manage data in tables; query a database; design forms; generate reports; Share data between Access and other software applications</p> <p>Textbook \$26 Fee: \$260 Location: CDF Rm 222 M 04/26/21, W 04/27/21; F 04/28/21, 5:50 - 9:30 pm; S 04/29/21, 9:00 a.m. - 1:00 pm Meets for 4 Class Periods</p>	<p>Microsoft Office Outlook Office Level 1 (#012) Learn how to compose and send email; schedule appointments and meetings; manage contact information; schedule tasks and to-do lists; create notes Textbook Fee \$26 Fee \$160 Day Date Time Location: CDF Rm 222 Call to schedule a class.</p>

**Course Listing
May 2021**

OFFICE APPLICATIONS	
<p>Microsoft Office Word Level 1 (#001) Students will create, edit, and enhance standard business documents Textbook Fee: \$26 Fee \$260 Day Date Time Location: CDF Rm 222 M 05/03/21; T 05/04/21; TH 05/06/21; F 05/07/21 Meets for 4 Class Periods 9:00 am – 1:00 pm</p>	<p>PC Basics (#016) PC Basics (#016) Introduction to PC Basics is designed to familiarize students with computers and their applications. Students will learn fundamental concepts of computer hardware and software; open & save files; download files; and become familiar with a variety of computer applications, such as word processing, Internet, and Email. Students will learn how to key by touch on standard keyboard; create well organized documents; Type using the home row; Not look at the keyboard while typing; Increase typing speed and accuracy. Note: If the student can pass a Keyboarding pretest with 80% accuracy, keyboarding fee will be waived Fee: \$260 Day Date Time Location: CDF Rm 222 F 05/07/21- 05/08/21 1:30-5:30 pm. F 05/14/21-05/15/21 1:30-5:30 pm. Meets for two class periods</p>
<p>Microsoft Office Word Level 2 (#002), 16 Hours Students will create complex documents and build personalized efficiency tools using MS Office Word Textbook Fee: \$26 Fee \$260 Day Date Time Location: CDF Rm 222 M 05/10/21; T 05/11/21, TH 05/13/21; F 05/14/21 9:00 am – 1:00 pm Meets for 4 Class Periods</p>	<p>Microsoft Office PowerPoint Level 1 (#005) Learn how to create a slide presentation; insert graphics, and slide transitions Textbook Fee: \$26 Fee \$260 Day Date Time Location: CDF Rm 222 W 05/05/21; F 05/07/21; Meets for 2 Class Periods 5:30 pm - 9:30 pm SA 05/08/21; S 05/09/21 9:00 am – 1:00 pm; Two day class. Meets four hours each day</p>
<p>Microsoft Office Excel Level 1 (#003), 16 Hours Learn how to create a spreadsheet for a personal budget, enter & calculate data; format spreadsheet Textbook Fee: \$26 Fee \$260 Day Date Time Location: CDF M 05/17/21; T 05/18/21; TH 05/20/21; F 05/21/21 9:00 am – 1:00 pm; Meets for 4 Class Periods</p>	<p>Microsoft Office PowerPoint Level 2 (#006) Learn how to use advanced features in PowerPoint such as animation, inserting tables, charts, video, and audio Prerequisite: Introduction to MS Office PowerPoint Textbook Fee: \$26 Fee \$260 Day Date Time Location: CDF Rm 222 SA 05/15/21; S 05/16/21 9:00 am – 1:00 pm; Two day class. Meets four hours each day</p>
<p>Microsoft Office Excel Level 2 (#004) Learn how to create a spreadsheet using charts, advanced formulas, and pivot Tables Textbook Fee: \$26 Fee \$260 Day Date Time Location: CDF Rm 222 M 05/24/21, T 05/25/21, TH 05/27/21, F 05/28/21 9:00 am – 1:00 pm; Meets for 4 Class Periods</p>	<p>Microsoft Office Outlook Office Level 1 (#012) Learn how to compose and send email; schedule appointments and meetings; manage contact information; schedule tasks and to-do lists; create notes Textbook Fee \$26 Fee \$160 Day Date Time Location: CDF Rm 222 M 05/03/21, 5:30 - 9:30 pm F 05/21/21 1:30 pm – 5:30 pm</p>
<p>QuickBooks Desktop 2018 Level 1 (#015) Students will learn how to use the QuickBooks. Student will learn how to use the QuickBooks basics, set up a company, work with lists, set up inventory, sell your product, invoice for services, process payments, work with bank accounts, enter and pay bills with QuickBooks. The course is taught in the classroom. Textbook \$26 Fee: \$260 Location: CDF Rm 222 1:30 pm - 5:30 pm M 05/03/21; T 05/04/21; TH 05/06/21; F 05/07/21</p>	



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