

Training Provider Name	Address	Contact Information
<p align="center"><b>New Beginnings Computer Training, LLC</b></p>	<p align="center"><b>777 Beachway Dr. Suite 308 Indianapolis, IN 46224</b></p>	<p align="center"><b>317-550-7676 www.ComputerTrainingIndiana.com</b></p>

## ADMINISTRATIVE PROFESSIONAL - LEVEL I

### LEARNING METHODOLOGY

New Beginnings Computer Training believes the experience gained in the classroom forms the foundation of truly understanding concepts that are so important to a successful career in the IT industry. Some of the techniques utilized in our integrated learning methodology are:

- Discussions
- Demonstrations (live and via video)
- Hands-on
- Resources to use during and after class

### AWARD ATTAINMENT

- Certificate of Completion

Upon completion of the program requirements, students will be able to sit for the following third-party, information technology certification exams:

- Microsoft Office Specialist \*
- IC3 Digital Literacy Certification

\*Student will choose which two (2) Microsoft Office Specialist Certifications they want to test for.

**All certifications are contingent on the student passing the required Industry Certification Exams**

### BRIEF DESCRIPTION OF THE PROGRAM

The **ADMINISTRATIVE PROFESSIONAL I** program is comprised of courses designed to prepare learners for an entry level administrative assistant career. It offers courses in Microsoft Office Suite and Digital Literacy.

### COURSE DESCRIPTION

Program Length is 20/360 Clock Hours. Each course is typically 8-10 weeks long at 17-24 hours per week

- **Microsoft Word**  
To provide the student with the knowledge of:
  - Create and Manage Documents
  - Format Text, Paragraphs and Sections
  - Create Tables and Lists
  - Create and Manage References
  - Insert and Format Graphic Elements
  
- **Microsoft Excel**  
To provide the student with the knowledge necessary to:
  - Create and Manage Worksheets and Workbooks
  - Manage Data Cells and Ranges
  - Create Tables
  - Perform Operations with Formulas and Functions

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- Create Charts and Objects
- **Microsoft PowerPoint**  
To provide the student with the knowledge necessary to:
  - Create and Manage Presentations
  - Insert and Format Text, Shapes, and Images
  - Insert Tables, Charts, SmartArt, and Media
  - Apply Transitions and Animations
  - Manage Multiple Presentations
- **Microsoft Outlook**  
To provide the student with the knowledge of:
  - Manage the Outlook Environment for Productivity
  - Manage Messages
  - Manage Schedules and Rooms
  - Manage Contacts and Groups
- **Digital Literacy**
  - Computing Fundamentals
  - Key Applications
  - Living Online

### PREREQUISITES

There are no prerequisites for this program.

### VOCATIONAL OBJECTIVES

The **Administrative Professional -Level I** program is designed for those seeking a career as an Entry Level Administrative Assistant.

### AVAILABLE CLASS DATES AND TIMES

Classes begin typically every 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month. Actual class start date is finalized at time of enrollment.

<b>Days</b>	Class Begins:	8:00 a.m.	Class Ends:	12:00 p.m.
<b>Afternoons</b>	Class Begins:	12:30 p.m.	Class Ends:	4:30 p.m.
<b>Evenings</b>	Class Begins:	5:00 p.m.	Class Ends:	9:00 p.m.
<b>Classes Meet:</b>	<input checked="" type="checkbox"/> M	<input checked="" type="checkbox"/> T	<input checked="" type="checkbox"/> W	<input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F
<b>Number of Weeks:</b>	20	<b>Total Clock Hours:</b>	360	

**Fridays are reserved for additional study and Progress Assessments. Program Assessments are a mandatory part of the program. Students are expected to attend 2 hours on Fridays. IF they cannot attend on Fridays, they are**

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**expected to attend 2 hours extra Monday through Thursday. It is up to the student to arrange with their instructor or school directors.**

### ADMISSION REQUIREMENTS FOR THE PROGRAM

All programs are open to those who can benefit from the training offered by New Beginnings Computer Training. Prospective students are invited to visit the school and discuss their training needs, career goals and objectives with our staff. A student's ability to benefit from specific courses is determined by interviewing and assessment testing. Our admission requirements are explained below. If you have any questions, feel free to call our 317-550-7676 or send us an email at [info@computertrainingindiana.com](mailto:info@computertrainingindiana.com)

#### Age Requirements

You must be at least 16 years of age or older to apply as a rule. Parents or prospective students ages 14-16, we will review individual circumstances with parental approval.

#### Education Requirements

The minimum education requirement for all programs is a high school diploma (HSD), Certificate of Completion (COC), General Education Development (GED®) or High School Equivalency (HSE).

New Beginnings Computer Training, LLC accepts applicants who are deemed capable of successfully completing the training offered. If an applicant does not have a high school diploma or a GED and is beyond the compulsory age for high school education in the state, a test approved by the US Department of Education will be administered to determine the applicant's Ability to Benefit from the training provided. Ability to benefit is defined as the demonstrated aptitude to successfully complete the educational program to which the applicant has applied and to subsequently be employed in a training-related field. Students working through third party payers will have completed testing prior to enrollment.

### QUALIFICATIONS FOR TEACHING FACULTY

All members of the teaching faculty shall possess the following minimum qualifications:

- A four-year degree from an approved institution in the major area they are assigned to teach; **or**
- A two-year degree from an approved institution in the major area they are assigned to teach; **or**
- Practical experience of not less than two years in the major area they are assigned to teach; and

In addition, knowledge of the educational literature in the field, of the methods and techniques of handling industrial, commercial and occupational/vocational training.

### PROGRAM COSTS

GENERAL FEES		
Registration	\$	100.00
Tuition	\$	3,299.00
Textbooks	\$	400.00
Other	\$	0.00
<b>SUBTOTAL OF CHARGES</b>	<b>\$</b>	<b>3,799.00</b>

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### NONREFUNDABLE CHARGES

Registration	\$	100.00
Textbooks	\$	400.00
Curriculum	\$	0.00
<b>Total Nonrefundable Fees</b>	<b>\$</b>	<b>500.00</b>

### ADDITIONAL FEES

Industry Certification Exam 1	\$	150.00	IC3
Industry Certification Exam 2	\$	150.00	MOS: Microsoft Office Specialist
Industry Certification Exam 3	\$	150.00	MOS: Microsoft Office Specialist
<b>Total Additional Fees</b>	<b>\$</b>	<b>450.00</b>	

**All Exam fees are subject to change without notice and based on vendor fees. Each candidate's eligibility period for testing is determined by the test vendor. Candidates who do not schedule their exams before expiration of the eligibility period will forfeit their exam fees.**

### REFUND / CANCELLATION POLICY OFFICE FOR CAREER AND TECHNICAL SCHOOLS RESIDENT REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USD OE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each resident postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
  - a. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
  - b. The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
  - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

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- d. If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a Postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

**This institution is regulated by:**  
 State Workforce Innovation Council  
 Office for Career and Technical Schools  
 10 N Senate Avenue, Suite SE 308  
 Indianapolis IN 46204  
[OCTS@dwd.in.gov](mailto:OCTS@dwd.in.gov)  
<http://www.in.gov/dwd/2731.htm>  
 317-234-8338 or 317-232-1732

### **FOR VA STUDENTS:**

Federal VA Policy:

**Title 38 US Code CFR 21.4255 Refund Policy; Non-Accredited Courses for IHL/NCD**

1. A refund of the unused portion of the tuition, fees and other charges will be made to the veteran or eligible person who fails to enter or fails to complete the course as required by Veteran Administration regulation. The refund will be within 10% (percent) of an exact pro rata refund. No more than \$10.00 of the established registration fee will be retained if a veteran or eligible person fails to enter and complete the course.
2. The code states that the exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

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3. This policy will change upon accreditation of the school by an accrediting body recognized by the U.S Department of Education. The State Approving Agency will be notified accordingly. 317-234-8338 or 317-232-1732