

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

MICROSOFT OFFICE SPECIALIST (9062)

Program Credentials:

- Certification of Completion
- Microsoft Office Specialist - Word
- Microsoft Office Specialist - Excel
- Microsoft Office Specialist - PowerPoint
- Microsoft Office Specialist - Outlook

Note - All certifications are contingent on the student passing the required Industry Certification Exams.

Brief Description of the program:

The MOS program prepares students to pass the following four industry certification exams.

- MOS: Microsoft Office Word (418)
- MOS: Microsoft Office Excel (420)
- MOS: Microsoft Office PowerPoint (422)
- MOS: Microsoft Office Outlook (423)

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.

Available Class Times

Days	Class Begins:	8:00 a.m.	Class Ends:	12:00 p.m.
Afternoons	Class Begins:	12:30 p.m.	Class Ends:	4:30 p.m.
Evenings	Class Begins:	5:00 p.m.	Class Ends:	9:00 p.m.
Classes Meet:	<input checked="" type="checkbox"/> M	<input checked="" type="checkbox"/> T	<input checked="" type="checkbox"/> W	<input checked="" type="checkbox"/> Th <input type="checkbox"/> F
Number of Weeks:	16	Total Clock Hours:	256	

Prerequisites or admission requirements for the program?

Enrollment Procedures Programs are open for regular enrollment to men and women who possess a high school diploma. We do accept those who are in the process of completing their GED or its equivalent, or have approximate 9th grade reading comprehension and basic math skills. 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.

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Program Costs:

Category/Item	Fee	Itemization/Explanation
GENERAL FEES		
Registration	\$ 100.00	
Tuition	\$ 3,199.00	
Textbooks	\$ 500.00	
Other	\$ 0.00	
SUBTOTAL OF CHARGES	\$ 3,799.00	
NONREFUNDABLE CHARGES		
Registration	\$ 100.00	
Textbooks	\$ 500.00	Caveat - Once Distributed to the Student
Curriculum	\$ 0.00	
Total Nonrefundable Fees	\$ 600.00	
ADDITIONAL FEES		
Industry Certification Exam 1	\$ 150.00	MOS: Microsoft Office Word 2013 (418)
Industry Certification Exam 2	\$ 150.00	MOS: Microsoft Office Excel 2013 (420)
Industry Certification Exam 3	\$ 150.00	MOS: Microsoft Office PowerPoint 2013 (422)
Industry Certification Exam 4	\$ 150.00	MOS: Microsoft Office Outlook 2013 (423)
Total Additional Fees	\$ 600.00	

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 (USDOE) 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.

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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.
 - 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
<http://www.in.gov/dwd/2731.htm>
317-234-8338 or 317-232-1732