



STUDENT CATALOG 2020-2021

VOLUME #9

CATALOG DATE MAY 27, 2021

**Welcome to
PITA**

**Where Your SUCCESS
Is Our FIRST Priority!!**

**Training and
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leading software
of today.**



PROFESSIONAL INSTITUTE OF TECHNOLOGY & ACCOUNTING SOFTWARE

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HISTORY/OWNERSHIP

Professional Institute of Technology & Accounting (PITA) was a ‘brainchild’ of three very unique individuals who have many years expertise in Technology, Accounting and Education field.

Steve & Laurie Clemens, Owner and Directors of Professional Institute of Technology & Accounting have lived in Las Vegas most of their life. Steve has been a business owner and upper level manager in the construction industry for over 30 years. He has managed a multi-million dollar contracting company for 15 years, and was responsible for upwards of 500 employees. Laurie has been in the computer training and HR industry for over 30 years. Her expertise in Education, Training, Payroll and Human Resources has given her a variety of perspectives. Laurie spent over 15 years as the Director of Career Education at a training facility in Las Vegas. Her greatest passion and expertise is helping the disabled, unemployed and vocational students return to work. Opening a school with her values and ideals was the next step in fulfilling a dream of serving the Las Vegas community in career education.

Our Philosophy

At Professional Institute of Technology & Accounting we recognize people are unique and have their own reason for choosing a new career. In respect to that, it is our pledge to never treat our students like a “number” or a “filled seat!”

We understand there were good reasons for choosing us, and we are privileged to collaborate with you in accomplishing your career goals. As you progress through your training, we are here to support you. We perceive you to be a mature adult and as such accountable for all studies as required. It is our objective to treat all students as professionals, and we expect the same from them.

Our motto is the Golden Rule! With that in mind, we want to share our philosophy to live by. You may find this useful for years to come. We encourage you to pass it on. We feel if more people in the world followed this simple plan, we would all be doing our part to change the world!!

It may be familiar to you, but remember, it’s just as easy as ABC.

Hours of Operation - NAC 394.381(6)(c)

Hours- Monday through Friday* from 8 am to 5pm

Testing Center Hours-Monday through Saturday* 8 am to 8 pm

*excluding all major holidays- see holiday list for closures. Page 38

Las Vegas Campus

The Professional Institute of Technology & Accounting campus is located at 2625 S. Rainbow Blvd. Building A and Building B Suite B-100. We are located just south of Sahara on Rainbow and Laredo. Our facility currently has 7 classrooms, equipped with state of the art workstations, 2 break rooms and an on-site testing center. In addition to classroom training some course can be offered as “Distance/E-Learning”, which allows you to study from home. This is normally on a case by case basis. The exception to this would be an agency program; you will be required to log hours in at the school, and have structured classroom time. Your admissions counselor will go over your specific individual program with you prior to enrollment.

**The Reno Campus was closed in April of 2019

**The Carson Campus was closed in October of 2017

RATIO OF STUDENTS

Professional Institute of Technology and Accounting strives to maintain a personal and individualized environment. Our maximum student to instructor ratio is 25 to 1. Most classes will average around 15 students per class.

ADMISSIONS PROCESS

A personal, on-campus interview with an admissions advisor is required before enrollment. All applicants must be at least 17 years of age.

Professional Institute of Technology and Accounting has some programs that require specific prerequisites regarding certifications and/or equivalent experience. Please refer to the Program Description section for these prerequisites.

Professional Institute of Technology and Accounting will ensure the student have the ability to benefit from the training program they enroll in. During the interview/tour we will review the student's past education and work experience to help them decide the best training plan.

Once you have completed the interview, tour, you will be provided a proposal for training that will list course cost, times, dates and hours of training. Financial options will be discussed at that time. Should you choose to enroll, you will be scheduled for orientation. The school is committed to the training of all that meet admissions requirements regardless of race, sex, religion, age, physical disabilities, natural origin, or sexual orientation.

NEW STUDENT ORIENTATION

New Student orientation is conducted every Friday at 12:30 pm. New Student Orientation lasts about an hour. All students are required to attend new student orientation before their start date. At student orientation you will do the following:

- Finalize all enrollment forms
- Complete enrollment agreement
- Briefed on the Code of Conduct and SAP Policies
- Receive user log-in, and brief description of time system
- Receive class schedule and student catalog

STUDENT RECORDS

Professional Institute of Technology and Accounting uses Orbund which is an online system that allows students to follow their academic progress in class. Each student will be given a username and password to access their academic records online. In this program, students can view their progress reports in real time and see what homework assignments are due. In addition, students will use Orbund for accessing:

- Homework assignments
- Grades
- Academic reports
- Class Schedules

- Submit assignments online
- Tests and Quizzes
- Contracts/Authorizations
- Certificates
- Proposals
- Authorizations

If a student needs a transcript, they need to submit a request to the registrar either in writing or via email and one will be furnished to them in 7 to 10 business days.

ADMISSIONS PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS

Professional Institute of Technology and Accounting makes every effort in the admissions process to accommodate potential students with special needs. The admissions advisor will ask the potential student what assistance they need to complete the admissions process. This may include assistance with:

- Interview
- Campus tour
- Completion of any subsequent paperwork

These accommodations may include, but are not exclusive to:

- Reading materials to the potential student
- Assisting potential student in filling out the intake form
- Physically assisting potential student during the campus tour

Additional assistance can be provided by administrative staff, instructors and or management staff.

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED

The transferability of certificates/certifications you earn at Professional Institute of Technology and Accounting is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate/certification you earn at Professional Institute of Technology is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Professional Institute of Technology and Accounting to determine if your certificate/certification will transfer.

CREDIT FOR PREVIOUS TRAINING

Students who have taken courses at a university or college but have not certified must take a certification pretest for that course and pass with a score or 85% or better. (In order to opt out of taking said course) They must also provide an official transcript for that course(s).

Credit for Previous training will be granted to any student who has taken the same course within two years from enrollment, and can provide a certification for that course. If it has been more than two years, you will be required to take that course UNLESS you have a valid vendor certification. Transfer credit will be reviewed by the schools registrar and/or the School Director, on a case by case basis as needed.

TRANSFER OR ARTICULATION AGREEMENTS

This institution has not entered into any transfer or articulation agreements with any other college or university.

ACADEMIC PROGRAM ORIENTATION

All students attend an orientation for classes. This orientation consists of going over their schedule, policies and procedures students must follow, rules of conduct, and each student receives a student catalog, and flash drive with their documents. Students are not fully enrolled until they attend their orientation. In the event of changes, All academic program changes MUST go through the funding agency, if funded by an agency, and the Professional Institute of Technology and be approved before any changes can be made. Students will not take it upon themselves to change classes unless approved by the approving authority. Students not funded meet with their education consultant and management staff to discuss program changes.

FINANCIAL INFORMATION & FINANCIAL ASSISTANCE

The Professional Institute of Technology and Accounting will make every effort to assist the student with outside funding , if an outside grant cannot be secured we will also accept self-payments for programs. The Professional Institute of Technology allows students the opportunity to make arrangements to pay for either a portion of their program (with an in house payment plan) or their entire program by check, debit/credit card or money order. The accounting department will work with each student to establish a payment plan and draft a promissory note that the student will be required to sign a payment agreement.

IN HOUSE PAYMENT PLANS

The professional Institute of Technology has 2 payment plans. 6 month and 12 month, we do not charge interest in this plan.

1. 6 month payment plans will be granted for tuition amounts that are \$2500.00 and below.
2. 12 month payment plans will be granted for tuition amounts of \$2501.00 and over.

For each plan we require 25% of the total tuition as a down payment, due the first day of class. The remaining balance is then divided by the granted months in order for a monthly payment amount to be determined. A Credit and/or debit card number will be held on file. It is the student's responsibility to come in on the scheduled pay date to arrange a payment. The Professional Institute will never run a payment on your behalf unless you have been notified prior or you have authorized us to do so. Please see the Accounting Department for a personalized payment plan and payment schedule.

3rd PARTY LOANS

Students who receive third party loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund to the institution they received the loan from. The Professional Institute is not responsible for 3rd party loans

Defaulting on loans could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

FEDERAL FINANCIAL ASSISTANCE

Professional Institute of Technology and Accounting does not accept Title IV funding.

ACCOUNTING DEPARTMENT

Accounting personnel can answer questions and provide information about financial programs, the application process and related deadlines. Appointments are recommended.

STANDARDS OF PROGRESS POLICY DEFINITIONS NAC394.381(6)(e)

Student Grading/Evaluation Definition:

Student grading is based off of three areas; Attendance, Performance, and Testing. A student must have 75% attendance, 70% testing, and 70% performance in order to pass a course and receive a certificate of completion.

Student Warning Definition

A documented meeting that indicates an immediate or impending problem with the student's conduct, attendance, grades or academic progress.

- Unsatisfactory Progress – Students who do not test or progress in the program as designed.
- Unsatisfactory Attendance – 100% attendance is encouraged, 75% is required. Compliance with Attendance policy is required.
- Unsatisfactory Testing and Performance – 70% or higher is required
- Unsatisfactory Conduct

Warning status occurs by the above infractions. A counseling form/meeting is completed with the student and PITA staff, and many times agency counselor. Action plans are created based on the infraction, plus the parameters of the program. Failure to successfully complete an action plan will result in probation, if the infractions are not corrected within the time frame indicated on the counseling form. The student will be required to retake the course/class if they do not meet SAP before the end of the class.

Student Probation Definition

A documented meeting in which a student is given time to try to redeem poor attendance, failing grades, failing performance, lack of progress or bad conduct. Students will be placed on probation status following unsuccessful warnings as defined above.

Students on warning and probation status students will have informal evaluations throughout the program and can be identified as at risk for probation.

PROBATION FOR STUDENTS - Students who have had a warning and have failed to correct the infractions within the timeframe indicated on their warning form, will be placed on academic probation for no more than 33% of the total hours of program or 90 days maximum For long term programs, students on probation will meet monthly with PITA administration and agency counselor (if applicable) to evaluate progress. If a student on probation fails to achieve/correct satisfactory progress by required attendance, required grade or be in compliance with the code of conduct by the end of the probation, the student's enrollment will be terminated.

A student who is on probation will receive an Action Plan. The action plan will have details about the counseling for the student, date, action taken and terms of warning or probation. If a student does not pass a course, they may be restricted from moving to the next module, at the discretion of the program director and funding agency or based on prerequisites of the program/course.

A student will be placed on academic probation following academic warning when they do not meet the standards at the end of the warning process.

STUDENT PROBATION REMOVAL: Removal of academic probation requires that a student maintain satisfactory academic progress and attendance by the end of the probationary period.

Infraction Definition

Violence in any form, Cheating, Stealing, Discrimination, Threatening remarks, Drugs, Alcohol on school premises or adjoining property, or any other behavior or actions deemed a safety hazard to the staff or students will not be tolerated. Weapons are not permitted on campus by any student or staff. Immediate expulsion for these infractions with no entitlement to an appeal process.

Student Code of Conduct

Students must conduct themselves as a business professional. We are in a business environment and are expected to be courteous and respectful of all staff and fellow students. The following rules apply:

- Students who are disruptive may be asked to leave. To insure a positive learning environment for all, please make sure that your actions do not disrupt the instructor or other students in the class.
- Arrive on time and prepared for class. Chronically arriving late to class is distracting to other students.
- Turn off/silence all cell phones. Texting is not permitted during class.
- Listen to the instructor during lectures and other students during discussions. Refrain from off-task conversations that disrupt the learning of yourself and others.
- Students must conduct themselves in a manner that respects the dignity and rights of all persons.
- Students should treat other students with respect and dignity and be considerate of their learning circumstances.
- Student should not use profanity while on campus.
- Students should meet with the instructor in private when questioning professional competence, including methods of instruction.
- Students shall not discuss or compare individual programs. Some information is confidential and should not be shared or discussed with others.

Expulsion Definition

If the student is expelled for any reason other than below, they may exercise an appeal process. Appeals must be in writing to management. The student will be required to meet with the student counselor, client services and/or the school director in a joint meeting. The student may have a witness or representative during this meeting and efforts will be made to allow the student to reinstate their enrollment, if the infraction does not jeopardize any student or staff member.

REINSTATEMENT POLICY: Students whose programs have been terminated may be reinstated through the appeal process when permissible. The conditions of reentrance are as follows:

- A written statement describing the extenuating circumstances must be submitted to the Campus Director within 5 days if the initiation of termination
- The student will be notified in writing of the result of the appeal within 5 days of receipt of appeal. If the student does not prevail in the appeal process, the student will be terminated and/or not be readmitted.
- If a student prevails in the appeals process, and is reinstated, the student will be placed on probation for either 25% of their program or 60 days maximum.
- At the end of the expulsion probation the student will be returned to good standing if all requirements are met.
- At the end of the expulsion probation the student will be terminated if not compliant with the requirements. All documentation concerning expulsion probation, termination and appeals will be placed in the student's file.

Drop Student Definition

A student in a long term program, who fails to attend classes for 12 consecutive school days is considered a drop student. For a short term program once 41% of the total hours has passed this will apply.

Student Good Standing Definition

Student understands the requirements for success and maintains a performance level in accordance with SAP and Conduct.

Return to Good Standing definition

A student has successfully fulfilled the requirements of a Warning or Probation and has maintained necessary performance levels by the end of the warning or probation.

Academic Appeal Process

Reentrance to the School following withdrawal for any reason will be at the discretion of the School's Director and Faculty. A student may petition in writing for reinstatement within 3 months of dismissal. The Director and Faculty will review the student's previous academic records and their current situation in deciding regarding reinstatement. The student will be notified of the decision within 30 days from the date submitted.

Students accepted for readmission are entitled to the same rights and privileges and are subject to the same regulations as any student. For readmitted students, grades will remain the same for courses completed in the prior year. Incomplete courses will have to be repeated from the beginning.

Students who do not prevail in the appeal process will not be readmitted.

Students who successfully appeal a termination will be placed on academic probation for an evaluation period. All documentation concerning probation, expulsion, and appeals will be placed in the student's file.

ATTENDANCE POLICY - NAC 394.381(f)

Regular attendance is essential for academic progress and success in a career. Absences may jeopardize a student's ability to complete their program in a timely manner. All students are encouraged to attend the specified hours/days for their program each week. If a student is unable to attend, or needs to leave campus early on a given day(s), they should contact their instructor and/or client services.

Absences from class are unavoidable at times. For absences exceeding three (3) consecutive class days the student must arrange to meet with the instructor regarding make-up work. The instructor will assist in creating a makeup plan according to the students' progress in their current course.

Attendance is taken on a daily basis by the instructors and checked/reviewed on a weekly basis by the Administration. Professional Institute of Technology and Accounting encourages 100% attendance, and requires 75% attendance for graduation.

At any time during the program a student will be placed on warning status and can result in probation status for violation of attendance. Attendance violation is, including but not limited to:

- Three (3) consecutive absences in a row
- Not meeting the 75% attendance rate as required for SAP
- If a student must leave campus, they are required to log out with their instructor. The student can log in upon return. A student will be logged out if they cannot be located on campus. After 3 incidences of leaving early, students will be counseled. Continual early outs will be considered a violation of attendance policy, and will lead to counseling and warnings if applicable.

If a student is in violation of the attendance policy, they will be placed on warning status. Failure to successfully return to good standing from warning will lead to a written counseling form. If the student does not meet the standards of the action plan, on the written counseling form, the student is placed on probation. Failure to successfully return to good standing following probation will lead to program expulsion.

If the student's tuition is being sponsored by a funding agency, the agency's counselor will be notified on the third day of absence.

TARDY POLICY

For instructor led courses, students must be on time. If the student arrives late they will be marked accordingly. It is imperative to make every effort to be on time as being tardy results in missing time which will ultimately affect your attendance rate. More than 3 tardies will result in a written warning (counseling form).

EARLY DEPARTURE POLICY

Students leaving early are encouraged to make arrangements with their instructor to make up all missed assignments. Leaving early results in missing time which affects your attendance rate. Less than 75% attendance will result in warning status, probation status or termination from the program as stated above.

SATISFACTORY ACADEMIC PROGRESS POLICY

Evaluation of student achievement is based on meeting the objectives for each course. Students SAP will be reviewed within 25% of a class. (Unless it is the Basic and MS office classes (1 and 2 weeks classes) which is reviewed on the second day of the course)SAP is also monitored daily by the instructor. If a student is not meeting SAP before or after the 25% the instructor notifies the client services department where proper actions and/or warnings will be issued.

All students must maintain Satisfactory Academic Progress at all times, which includes the required standards for Attendance, Progress and Code of Conduct.

APPEALS PROCESS FOR REINSTATEMENT

Reentrance to the School following withdrawal for any reason will be at the discretion of the School’s Director and Faculty. A student may petition in writing for reinstatement within 3 months of dismissal. The Director and Faculty will review the student’s previous academic records and their current situation in making a decision regarding reinstatement. The student will be notified of the decision within 30 days from the date of the petition. Students accepted for readmission are entitled to the same rights and privileges and are subject to the same regulations as any student. For readmitted students, grades will remain the same for courses completed in the prior year. Incomplete courses will have to be repeated from the beginning. Students who do not prevail in the appeal process will not be readmitted.

GRADING POLICY

Gradable elements equal 100 points, Attendance at 25%, Performance at 40% and Testing at 35%. The same grading scale applies to all courses at Professional Institute of Technology and Accounting.

Instructors assign all grades based off of the class criteria for success and are solely based off of the individual’s performance.

Grading Scale		
Grade	Percentage	Grade Points
A+	97%	4.00
A	94%	4.00
A-	90%	4.00
B+	87%	3.00
B	84%	3.00
B-	80%	3.00
C+	77%	2.00
C	74%	2.00
C-	70%	2.00
F	69% or Less	0.00

Example I: Student does well in all areas

Gradable Elements	Score	Percentage	Calculation
Attendance	95	25%	23.75
Performance	90	40%	36
Testing	92	35%	32.2
Course Grade			91.95 = A-

Example II: Testing and performance are acceptable but attendance is not

Gradable Elements	Score	Percentage	Calculation
Attendance	50	25%	12.5
Performance	85	40%	34

leav	72	35%	25.2
Course Grade			71.7 = C-

Example III: Attendance and performance are acceptable but testing is not

Gradable Elements	Score	Percentage	Calculation
Attendance	85	25%	21.25
Performance	75	40%	30
Testing	50	35%	17.5
Course Grade			68.75 = F

Example IV: Attendance and testing are acceptable but performance is not

Gradable Elements	Score	Percentage	Calculation
Attendance	95	25%	23.75
Performance	55	40%	22
Testing	88	35%	30.8
Course Grade			76.55 = C

GRADE APPEALS PROCEDURE

The formal grade appeal procedure follows the local campus academic chain of command. At each level of grade appeal review, if the student continues to believe the grade is unjust or unfair the student can appeal to the next level. Generally, the sequence is:

1. Appeal to the instructor
2. Appeal to Client Services
3. Appeal to the School Director of the school (This is the final grade appeal level.)

A grade appeal form must be completed in order to file a formal grade appeal. The grade appeal form may be obtained from the student services at the school. The form should be completed and submitted according to the instructions provided on the form. The faculty member reviewing the appeal will respond in writing on the form or via email within 5 days. If after 5 days the grade appeal form is not returned with a decision, the student may move the grade appeal to the second level. At the second level, a decision or request for additional information will be sent within 10 days. After a decision is rendered at the first level and the second level, the student has 30 days from the date of that decision to make the third appeal. If the grade appeal is moved to the third level, the School Director will render a decision within 10 days and the decision is final.

MAKEUPWORK

Absences from class are unavoidable at times, however, students are encouraged to make up all assignments, examinations or other work missed as the result of any absence. The instructor can assist in creating a makeup plan according to the students' progress in their current course.

CERTIFICATION TESTING

Certification exams a separate cost to the program from the tuition unless otherwise noted in the course listing. Certification exam fees are listed on page 24. Depending upon your funding method, tests may or may not be included in the student's program.

Some classes require the student complete pre-testing before attempting the vendor certification exams, students will not be allowed to take the vendor certification exam until the student passes the pre-tests for that particular vendor exam and the instructor has signed off on the test request form. This procedure sets the student up for a positive result; it doesn't guarantee a passing score on the test but ensures the student is ready and has the capability of achieving a positive result.

GRADUATION REQUIREMENTS

Graduation Requirements for Professional Institute of Technology and Accounting are:

- Completion of the course/classes with the following:
- 70% and above passing grade for all courses in the program
- 75% attendance rate
- The student maintained the Professional Institute of Technology and Accounting Code of Conduct
- Student is in good financial standing

WITHDRAWAL POLICY

In order to withdraw, the student must notify the school in writing of their withdrawal.

For the purpose of determining a student's obligation for the time attended, a student will be considered to have withdrawn from their program when any one of the following occurs:

- Student notifies the school in writing of their withdrawal which must include the date they wish to withdraw or they will be withdrawn on the date of the letter, whichever is later.
- The School terminates the student's enrollment as provided in the enrollment agreement.
- Student fails to attend classes for 12 consecutive school days. In this case, the date of determination for withdrawal will be 12 consecutive school days after the last date of recorded attendance.

SUMMARY OF TERMINATION

Students who do not meet the standards described in the sections related to Satisfactory Academic Progress, attendance requirements, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog are subject to termination. Examples include, but are not limited to, the following:

- Violation of the attendance policy
- Failure to maintain satisfactory academic progress
- Violation of personal conduct standards
- Inability to meet financial obligations to the school

LEAVE OF ABSENCE (LOA)

The Professional Institute of Technology and Accounting leave of absence policy states that requests for an LOA are submitted in writing, include the reason for the student's LOA and are signed by the student. A student should request a Leave of Absence before the beginning date of the LOA unless unforeseen circumstances prevent it. The leave of absence may not exceed 180 days in any 12 month period or one-half their published program length, whichever is shorter. Multiple LOA's are permitted provided the total of the leaves does not exceed this limit.

No additional charges to the program will be incurred due to an LOA. An LOA may be extended provided that the extension meets all the requirements. The School Director approves or disapproves LOA's. The School Director will decide if the student must restart the course or pick up from the point the student left off. In addition, students who are being funded by an agency must request a LOA from their counselor.

CAREER SERVICES ASSISTANCE NAC 394.381 (6)(k)

Professional Institute of Technology and Accounting provides career assistance to all graduates in good standing. Professional Institute of Technology and Accounting employs a career services department who assists students with resume development, interview skills and career search techniques.

Career services personnel will advise students and graduates on available careers in the area for which the students have been trained. Employers are also invited to come to the campus for career interview sessions with our students and graduates.

In addition, Professional Institute of Technology and Accounting provides the opportunity for internships with our partner employers. Only those students who are satisfactorily progressing through their program will be allowed to participate in internships. **Internships typically last no more than 3 months.** They are not guaranteed to all students, and are available as our employer partners request students. Attendance or conduct issues are grounds for ineligibility for career services. Once denied services, a meeting with the Director to reinstate eligibility is required.

Although Professional Institute of Technology and Accounting cannot guarantee employment for its graduates, every reasonable effort will be made to assist students in this process.

STUDENT SERVICES

Professional Institute of Technology assist with career planning services, and referrals to other agencies to facilitate the career search process. Professional Institute of Technology does not assume responsibility for student housing. The institution does not have dormitory facilities under its control and does not offer student housing assistance.

STUDENT GUIDANCE AND ADVISING

Professional Institute of Technology is committed to helping students realize and use their own abilities to reach their professional, academic and career goals. The staff makes every effort to maintain communication with its students. Students may contact faculty members and administrative staff for both vocational and academic advising. Students experiencing personal problems that require professional help will be referred to appropriate agencies.

COMPLAINT/GRIEVANCE PROCEDURES

Professional Institute of Technology and Accounting maintains an open-door policy. If a student has a concern of any kind it should first be discussed with the Instructor. If the student is not satisfied with the result of that conversation the concern should be presented to the Client Services Administrator.

If a student's concern is not resolved in a reasonable period of time the student should submit the concern in writing to Professional Institute of Technology and Accounting, School Director. Within 10 business days of receiving the concern, the School Director will provide the student with a response.

If the student has any complaints, questions or problems which cannot be resolved with the school, write or call NV Commission on Postsecondary Education, 2800 E. St. Louis Ave Las Vegas, NV 89104 702-486-7330, <http://cpe.nv.gov>

INSTRUCTOR FREEDOM POLICY

For each course, a syllabus will be given to the student as which the instructor will follow. Instructors are encouraged to provide additional resources and personal experiences to enhance the students learning environment.

RETENTION OF STUDENTS FILES

Physical students file are retained on site for 5 years following a student's date of program completion. Only student transcripts are kept indefinitely.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT POLICY

Professional Institute of Technology and Accounting affords equal treatment and opportunity to all persons and prohibits discrimination based on race, color, sex, religion, age, national ancestry or origin, sexual orientation, or physical or mental disability in any of its functions or activities, including employment, educational programs and services, and admissions.

Professional Institute of Technology and Accounting will reasonably accommodate an individual's disability when appropriate. Specific information relating to reasonable accommodations is available from the School Director.

STUDENT'S RIGHT TO CANCEL - NRS 394.449

NRS 394.449 Requirements of policy for refunds by institutions.

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
 - (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 all the money the student has paid.
 - (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.
 - (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:
 - (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, or by the date on the withdrawal letter.

(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](#))

Example: Student enrolls in a 240-Hour program with fee of \$3,000 and cancels enrollment after attending 70 hours. Student attended 29% of the program (70÷240). Student refund would be calculated as follows:

<i>\$3,000 times 29%</i>	<i>\$870 is due</i>		
<i>Tuition Refund</i>	<i><u>\$3000.00 – 870.00</u></i>	<i>Total refund</i>	<i>\$1980.00</i>

*While our refund policy follows the regulations set forth by the NRS.394, we will make every effort to provide fair and equitable arrangements. We will work to ensure you are not overpaying for courses that were not delivered.

We value our relationship with our community will endeavor to provide both quality and ethical services to all students. It is our goal to ensure a win-win for all parties. Please feel free to discuss any issues and concerns with us.

STUDENT INDEMNIFICATION AGREEMENT

Students are protected with an indemnification clause regarding classes paid for but not delivered by The Professional Institute of Technology. If a Postsecondary Institution closes or fails to deliver classes the student may be eligible for a refund through the Commission on Postsecondary Education. Please refer to NRS 394.441 and NRS 394.553

REFUND PROCEDURE

Refunds are issued through the Professional Institute of Technology’s Accounting Department when a student withdraws from all classes. The issuance of refunds is not contingent upon notification of withdrawal by the student. All refunds are mailed within 15 days of the students’ last date of attendance. For students receiving funding from a third party, tuition refunds are first applied toward repayment of third party funding.

The Accounting Department will do a refund calculation based on Nevada Regulations. The refund calculation will determine if the student either owes the school or is due a refund. The Accounting Department will submit the calculations to the School Director for approval.

DELINQUENT TUITION PAYMENTS

Payments are monitored by the Accounting Department of Professional Institute of Technology and Accounting. If a payment is 15 days past due, the student/funding agency will be contacted by e-mail or letter. If there is no response within 15 days, the student/funding agency will be contacted by phone and if they are current students they may be locked out of training. If the student/funding agency cannot be contacted by phone a final demand letter will be mailed. If there is no response with 15 days of the final demand letter the delinquent account will be sent to a collection agency.

PAYMENT METHODS AND TERMS FOR ALL PROGRAMS

Payment methods are:

- Check
- Credit/Debit Card
- Cash
- Money Orders
- Third Party Payments
- Private Loans
- Paypal

Terms are dependent upon agreement with students and any third party participants.

PRIVACY OF EDUCATION RECORDS (FERPA)

The Family Educational Rights and Privacy Act of 1974 entitle all students to review their records, including grades, attendance and advising reports. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to amend the records, the student may, after complying with the Student Complaint Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

A student has the right to file a complaint with Family Policy Compliance, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the school's alleged failure to comply with the Act. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

Students may access their academic file at Professional Institute of Technology and Accounting by scheduling an appointment, Monday through Friday from 9am to 5pm. Records are maintained on campus for 5 years. Academic transcripts are maintained by the campus indefinitely. Should the campus ever close, transcripts will be transferred the Nevada Commission of Postsecondary Education and maintained indefinitely. (In accordance with NAC394.640) Transcripts are released upon request from the student, and include the following information:

- The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal
- The final grades or evaluations given to the student

SAFETY

Professional Institute of Technology and Accounting strives to provide a safe and healthy school environment. In compliance with the Student Right-to-Know and Campus Security Act of 1990 and to ensure a safe, secure environment, the school has adopted the following procedures:

Reporting a Crime or Emergency at Professional Institute of Technology and Accounting
Dial 911 for Emergency or 311 for Non - Emergency

Area Police/Fire Non - Emergency Numbers:

Clark County (Las Vegas) Police 702-828-3111 Non – Emergency
Las Vegas Fire Department 702-455-7311 Non – Emergency

1. Students should report all criminal acts or other emergencies occurring on campus to a member of the Professional Institute of Technology and Accounting Staff. Incidents may be reported by phone at 702-853-7482 or in person. A school representative will write an incident report and if necessary, distribute it to the proper agencies, including, but not limited to, local fire and police departments. The management staff, as well as other appropriate administrators, will be informed of the incident as well.
2. Only staff members are authorized to have keys to buildings; no students are to have access to campus facilities without staff supervision.
3. Professional Institute of Technology and Accounting has the authority to enforce the campus Student Code of Conduct, and, according to the Education Code, is the liaison with local police departments in all cases of criminal actions. Any action which is a violation of the criminal code of the State must be reported to the local police.
4. Campus safety information is available upon request. Fire and evacuation exits are posted throughout the campus.

The Student Code of Conduct and the State Penal Code prohibit the possession, use and sale of alcoholic beverages and illegal drugs on campus.

COPYRIGHT POLICY

It is the policy of Professional Institute of Technology and Accounting to respect the copyright protections given by federal law to owners of digital materials and software. Professional Institute of Technology and Accounting will abide by all licenses.

VIOLATIONS AND PROHIBITIONS

It is against the school's policy for students to use school equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright protected materials or software except as permitted under copyright law or specific license.

Specifically, users are prohibited from:

- Copying or reproducing any licensed software on Professional Institute of Technology and accounting computing equipment, except as expressly permitted by the software license.
- Users may not use unauthorized copies of software on Professional Institute of Technology and Accounting owned computers or on personal computers housed in the school's facilities.
- Copying, downloading, or uploading audio recordings, music, movies, videos, and other kinds of copyright-protected files electronically.
- Posting copyrighted material on a Professional Institute of Technology and Accounting owned web site.

Additionally, faculty, staff, administrators and students must:

- Fully read, understand, and abide by all terms of software license agreements.
- Where applicable, remove any copyrighted material from the Web after the evaluation period has expired.
- Not accept unlicensed software from any third party.
- Not install, nor direct others to install, illegal copies of computer software or unlicensed software onto any school-owned or operated computer system.

ENFORCEMENT

Professional Institute of Technology and Accounting reserves the right to monitor network use for operation needs and to ensure compliance with applicable laws and school policies. The school has a legal duty to comply with applicable laws protecting the intellectual property rights of third parties and to respond to formal legal complaints that it receives.

The school reserves the right to authorize removal of any illegal copyright material or disconnecting a user's account if the user represents a serious threat to system integrity or poses a liability to the school. Professional Institute of Technology and Accounting may refer suspected violations of applicable law to appropriate law enforcement agencies.

If any provision of this policy is ruled invalid under law, it shall be deemed modified or omitted solely to the extent necessary to come into compliance with said law, and the remainder of the policy shall continue in full force and effect.

SYSTEM & NETWORK SECURITY

Students may not attempt to circumvent user authentication or security of any host, network, or account. This includes, but is not limited to, accessing data not intended for the Student, logging into a server or account the Student is not expressly authorized to access, or probing the security of other networks. Your virtual code of conduct and internet usage policy applies also, please review them.

Students may not attempt to interfere with service to any user, host, or network. This includes, but is not limited to; "flooding" of networks, deliberate attempts to overload a service, and attempts to crash a host.

Students may not use any kind of program/script/command, or send messages of any kind, which are designed to interfere with a user's terminal session, via any means, locally or by the Internet. Students who violate systems or network security may incur criminal or civil liability. Professional Institute of Technology and Accounting will cooperate fully with investigations of violations of systems or network security at other sites, including cooperating with law enforcement authorities in the investigation of suspected criminal violations.

RESPECT STUDENTS & STAFF

Please treat others the way you want to be treated. We trust our students to use their good common sense and good judgment in helping us to make a pleasant classroom environment.

NO ILLICIT MATERIALS

Pornography, 'hate group' Web sites or anything else considered offensive will not be tolerated and training will result in termination from Professional Institute of Technology and Accounting.

CELL PHONES

Cell phones are NOT allowed in the classroom or hands-on lab unless they are turned off or set to a silent or vibrate mode. If a student needs to answer a cell phone, please answer it outside the classroom or hands-on lab. Texting is not permitted during class.

DRESS CODE

While no formal dress code is required, students are expected to wear business casual attire while on school premises. Jeans are acceptable. Clean attire and non-revealing clothing is required. Open toed or flip-flop sandals are a hazard and not recommended for your safety.

PERFUME & COLOGNE

Many people are sensitive to the smell of perfumes and colognes. This can lead to respiratory problems, headaches, and itchy/watery eyes. Please minimize the use of perfumes and cologne. If it is determined that a student is affecting another student's health due to perfume or cologne use, the student will be asked to leave the classroom.

SMOKING AREAS

Professional Institute of Technology and Accounting is a non-smoking facility. There is a very nice courtyard with tables and a smoking area outside. Food and drinks are not allowed in the classroom. Breaks will be given twice per day. Please be mindful of trash and use all receptacles/ash trays for your cigarette butts and other items.

VIOLENCE AND WEAPONS

The Professional Institute of Technology believes in maintaining a safe and healthy environment, in part by promoting open, friendly, and supportive working relationships among all students and employees. Violence or threats of violence have no place in our business. Violence is not an effective solution to any problem. Students and employees are strictly prohibited from bringing any weapons, including knives, pistols, rifles, stun guns, Mace, etc., to the office. Neither threats of violence nor fighting will be tolerated. Furthermore, if you have a problem that is creating stress or otherwise making you agitated, you are encouraged to discuss it with a member of the staff. **Weapons are not permitted on campus by any student. Immediate expulsion for these infractions and no entitlement to an appeal process. We will contact law enforcement.**

Students are expected to immediately report to a member of the staff any violation of this policy. Any student or employee found threatening another student or employee or fighting will be subject to disciplinary action, up to and including termination or expulsion.

Professional Institute of Technology & Accounting is licensed by the following entities to operate as stated by each:

Nevada Commission on Postsecondary Education	Educational Institution
VUE Corporation Center	VUE Authorized Testing Center
Certiport	Certiport Authorized Testing Center
PAN	PAN Testing Center
Castle	Castle Testing Facility
NHA	National Health career Association Testing Center
Kryterion	Kryterion Authorized testing center
NTN	National Testing Network

Professional Institute of Technology & Accounting and its employees are members of the following organizations:

Microsoft Corporation	Microsoft IT Academy & MS Partner
Southern Nevada Human Resource Association	Member
Association of Information Technology Professionals	Member
Latin Chamber of Commerce	Member
Nevada Homeless Alliance	Community Partner

PROGRAMS OF STUDY

The following programs are offered:

Program	Instructor Led	Mentored Learning	E-Learning/Distance
Computer Applications	X	X	x
Graphic Design	X	X	x
Accounting and Bookkeeping Specialist	X	X	x
Medical Office	X	X	X
Information Technologies	X	X	X
Business	X	X	x

TEST FEES

- PITA is an Authorized Testing Center for VUE, Prometric, Certiport, PAN and Castle. Most tests will be taken at PITA site, with the exception of the LEED, which must be at the Corporate Prometric site.
- A+: \$235.00 Each
- Network +: \$340.00
- EC Council \$100.00
- Security +: \$370.00
- Cloud Essentials: \$130.00
- Microsoft: \$175.00 Each
- Microsoft MTA: \$100.00 Each
- Adobe: \$160.00 Each
- QuickBooks: \$170.00

• Autodesk:	\$150.00	CAPM:	\$325.00
• Cisco:	\$350.00 Each	LEED:	\$260.00
• PMP:	\$575.00	Microsoft IT	\$75-\$250
• Medical:	\$150.00 Each		

**As a testing center, certification exams can be taken at our school, for all programs requiring certification. Not all of the programs listed have test fees included. Check with the admissions counselor, or the vendor website for exam costs.

BOOKS & SUPPLIES FEES *Books and Supply costs subject to change

• Laptop Bundle- Includes 1 laptop with MS office software and a rolling laptop bag.	\$900.00
• Flash Drives (8gb)	\$10.00
• Basic Computer Book	\$20.00
• MS office Book (Word and Excel beg-Inter, MS Outlook and PowerPoint)	\$30.00
• Accounting book	\$30.00
• QuickBooks Book	\$100.00
• Medical Administration (CMAA) Book Bundle	\$160.00
• Medical Billing book (CBCS) Book	\$150.00 Each
• Medical Study Guides (CMAA, CEHRS,CBCS)	\$75.00 Each
• Medical Test Prep Package (CMAA, CEHRS,CBCS)	\$90.00 Each
• Electronic Health Records Book(CEHRS)	\$145.00
• CompTIA Books (A+, Net+, Sec+)	\$60.00 Each
• Adobe Books(Photoshop, Illustrator, InDesign, Dreamweaver	\$60.00 Each
• Cisco CCNA Book	\$90.00
• MS server Books(364,366)	\$50.00
• LEED Green Associate Book(printed)	\$60.00
• Project Management	\$100.00
• AutoCAD	\$70.00

Note* Note all test fees and book prices listed and are subject to change with little or no notice. Book prices are included in the tuition unless otherwise noted. All book fees include taxes paid. The Professional Institute of Technology also reserves the right to charge a voucher administration fee which would be no more than 10% of actual test fee.

Auxiliary FEES

Along with regular classroom hours, some students may need additional auxiliary services or supportive services or individualized coaching with instructors and/or mentors to complete their programs successfully. This service is mainly geared toward students on a long program who have no experience in the industry and retraining on a Workers Compensation program. For those students, additional hours beyond the training program will incorporate additional labs, individualized instruction and video training to ensure student competency and success. Many times, these students also perform work-based learning on site at PITA under the supervision of an instructor or management staff. Auxiliary hours do not change program certificate hours. **Auxiliary service fee hours are charged at a rate of \$25 PER HOUR.** Student Workers Comp proposals may vary on the number of auxiliary hours included in the contract based on student need.

Programs Info

Program	Hours	Vocational Goal
Information Technology		
CompTIA A+ – stand alone	160	PC Tech/Help Desk
CompTIA Network+ - stand alone	112	Network Technician
CompTIA Security+ - stand alone	80	Security Admin./Specialist
Cisco CCNA	192	Systems Administrator/Data Center Network Admin.
Accounting & Bookkeeping		
Accounting & Bookkeeping Specialist	304	Bookkeeper, Accounts Receivable/Payable Clerk & Payroll
QuickBooks Certification	80	Bookkeeper, Accounts Receivable/Payable Clerk
Medical		
Medical Admin. Assistant CMAA	64	Medical Front Office Clerk
Certified Billing & Coding Specialist CBCS	192	Medical Biller, Medical Coder
Certified Electronic Health Records CEHRS	64	Electronic Records Specialist, EMR Clerk
Project Management	96	IT Project Manager, Project Coordinator, Construction Mgr.
LEED Green Technologies	96	Sustainability Specialist, Energy Engineer
AutoCAD	128	Drafter-Mechanical/Architectural, Project Coordinator

COMPLETE COURSE LISTING

As a testing center, certification exams can be taken at our school for all programs requiring certification. Not all of the programs listed have test fees included.

Computer Applications

BEGINNING-ADVANCED COURSES

Courses are offered as Instructor Led (Unless otherwise noted). These courses are software related as well as technical. Some courses may have certification exams associated with them when applicable.

Keyboarding

16 hours – \$300.00

Students will learn the basics of the keyboard and practice labs to build up speed and accuracy (**once enrolled students have unlimited access to the keyboarding lab and programs**)

Basic Computers

32 hours – \$600.00

Digital lifestyles are a part of every individual, whether it is to use email programs, or set up your home computer to budget your finances. Topics include Computer Basics, Internet and the World Wide Web, Productivity Programs, Computer Security and Privacy, and Digital Lifestyles.

Microsoft Word Beginning/Intermediate

16 hours – \$300.00

Create word processing documents, create and format documents, and add lists, tables, and images to documents. Students will also be able to Build tables and images and perform advanced functions in MS word, such as columns rows and graphs. Students will also be prepared to take the certification exam to obtain MOS certification

Microsoft Word Advanced

32 hours – \$600.00

Advanced features of MS Word including knowledge for MOS Word 2010 Certified User. Certification optional. Additional test fee required.

Microsoft Excel Beginning/Intermediate

16 hours - \$300.00

Students will master the tasks of excel, such as entering and editing cell data, selecting cell ranges, and formatting worksheet data. Print worksheets, add comments, complete basic calculations and formulas, and create charts using Excel

Microsoft Excel Advanced

32 hours - \$600.00

Advanced features of MS Excel including knowledge for MOS Excel 2010 Certified User. Certification optional. Additional test fee required.

Microsoft PowerPoint Beginning/Intermediate

16 hours – \$300.00

Create dynamic marketing presentations, inserting and deleting slides, selecting and sizing objects, working with placeholders, manipulating and formatting text, as well as inserting both shapes and symbols in PowerPoint animation, formatting and charts.

Microsoft Outlook Beginning/Intermediate

16 hours – \$300.00

Create calendars, meeting management, tasks, and create contact information, and activity management and file organization.

Microsoft Access Beginning/Intermediate Online

16 hours – \$300.00

Create, modify, and access databases, as well as how to build tables, forms, and reports. Learners will also be able to use queries and filters to sort through data.

MS OFFICE BUNDLES

MS Office Essentials-Beginning

128 hours-\$2392.00

Enhance your Computer and Office skills to obtain employment opportunities in Office, Receptionist, Clerical, Customer Service.

- Basic PC Intro to Computers/Internet 32 Hours
- Key Boarding 16 Hours
- MS Word Beg/Intermediate 16 Hours
- MS Excel Beg/Intermediate 16 Hours
- MS PowerPoint Beg/Intermediate 16 Hours
- MS Outlook Beg/Intermediate 16 Hours
- Career Search/Job Readiness 16 Hours

MS Office Essentials-Advanced

192 hours-\$3588.00

Enhance your Computer and Office skills to obtain employment opportunities in Office, Receptionist, Clerical, Customer Service. This course includes a certification In MS Word

- Basic PC Intro to Computers/Internet 32 Hours
- Key Boarding 16 Hours
- MS Word Beg/Intermediate 16 Hours
- MS Word Advanced 32 Hours
- MS Excel Beg/Intermediate 16 Hours
- MS Excel Advanced 32 Hours
- MS PowerPoint Beg/Intermediate 16 Hours
- MS Outlook Beg/Intermediate 16 Hours
- Independent Study Lab-Test prep 16 Hours

ACCOUNTING COURSES AND PROGRAMS

QuickBooks Certification Course

ONET Code: 43-3011.00

64 hours – \$2495.00

Tuition 2,225.00 plus Books \$100.00 Test 170.00

This class is designed to prepare a student for the QuickBooks Certifications. Students will learn the basic functions of QB and how to run reports, payroll and accts payable, accts receivable. In addition student will learn how to access various features within the system Students will master modules of QuickBooks, from Chart of

Accounts, to Accounts payable, Receivable, Invoicing, Payroll and GL. Students will be able to perform the function of accounting clerk in an office. This course includes QuickBooks Certified User Certification. Tuition includes cost of books, pretesting, and 2 certification attempts.

Accounting& Bookkeeping Specialist Program ONET CODE: 43.3031.00 304 hours-\$7495.00

7220.00 Tuition plus Books 100.00 Test 175.00

This Instructor led comprehensive course of instruction will introduce the fundamentals and responsibilities of the accounting professional. It is intended to provide the knowledge and skills to proficiently perform the functions of a bookkeeper and, to a certain degree, of an accountant. The student will learn the basics of Excel spreadsheets and during the last part of the course will also learn the basic utilization of QuickBooks. The Class topics will include: Definition of an Account, Concept Of “Debit” And “Credit”, Definitions of “Assets”, “Liabilities” and “Owner’s Equity”, The Accounting Equation and Bookkeeping Systems, Accounting Cycle, Accounting Period, Accounting Rules (GAAP), The Cash and Accrual Basis of Accounting, Chart of Accounts, General Journal, Transaction Analysis, Correcting Entries, General Ledger, Cash, Credit Card, Petty Cash, Cash Flow and Profit, Receivables, Allowance for Doubtful Accounts, Payables, Inventory Methods, Lower Of Cost Or Market, Depreciation, Payroll, Bank Reconciliation, Trial Balance, Ten Column Worksheet, Adjusting Entries, Financial Reports, Close Temporary Accounts, Post Closing Trial Balance. This course includes course book and 2 certification exams.

CAREER ENHANCEMENT/SOFT SKILLS COURSES

Career Skills/Job Readiness

16 hours - \$300.00

Interview process, from obtaining an invitation to an interview to follow-up after the interview, as well as proper interview demeanor, including listening and answering, asking questions, effective communication, and negotiations. Students will have confidence in getting past screening interviews, navigating tough interviews, resolving objections, and managing the follow-up process. Students will successfully create a resume. This is an instructor led course

Business Communications

32 hours – \$1995.00

Students will master business writing skills and be able to effectively communicate in a business setting, and also how to prepare for a writing task, skills for effective word choice, sentence building, and paragraph design.

Business Math

16 hours – \$1475.00

Improve basic math skills and master basic mathematical calculations commonly used in business settings. Students will successfully compute fractions and decimals, the order of operations for combined computations, and solve equations and word problems. They will master use of proportions, ratios, and percentages, and use of a calculator for business applications.

Call Center Customer Service

48 hours – \$2475.00

When working as a call center agent, it's important to understand how to respond to a variety of customer issues, problems or complaints. The importance of offering customer-centric service is the foundation of your job responsibilities. In this course, we'll offer students a brief introduction to the responsibilities of a call center agent, whether you work from home, a customer service department, or an independently based call center. We'll explain some of the basic dos and don'ts of telephone etiquette, how to answer calls, and the impact your own tone and attitude can have on callers. We'll also introduce problem-solving techniques to help you provide quality and excellent services to customers.

Customer Service 101

16 hours – \$1475.00

Customer service is a crucial buzzword in the corporate world today. Just about every company seems to understand just how important customer service is and many have started to find ways to improve and measure customer service. In this course we are going to look at what customer service is and isn't and identify how you can understand and provide good customer service. This course will show you how to give not just "good" or "average" service but **great** customer service.

GRAPHICS PROGRAMS

Graphics and Web Design Specialist Onet Code 27.1024.00 448 hours - \$7980.00
Tuition 5,985.00 Plus book 180.00 /Test Fee 450.00

This course will take a new Adobe user and teach them the necessary skills to work in the Graphic Design Field and prepare them for the Adobe Certifications. This course includes classes in **Adobe Photoshop**, the first program in the series where students will master the core skills that are common to many creative fields, such as working with layers and selections, adjusting, manipulating and retouching photos, painting, adding text, automating and preparing files for output. **Illustrator**, similar to Photoshop is a popular vector-based drawing program where the student can import or create an image then transform that image using several drawing and shaping tools. **InDesign**, a layout program that is essential tool for design firms, ad agencies, magazines, and newspapers, book publishers and freelance designers and Dreamweaver, in the **Dreamweaver** class students will learn to create and design a webpage. Integrated options allow the user to manage and arrange the webpages and create a website. This program enables you to apply for Marketing; Graphics and Web Designer positions. Course price does not reflect test fees. See below for descriptions on each specific course.

Adobe Photoshop Certification 112 hours \$2205.00 Tuition

1995.00 Plus book 60.00 /Test Fee 150.00 This basic to intermediate course is intended to expose the student to the interface and functions of Adobe Photoshop. Photoshop was originally designed for editing print images and has since morphed into the industry standard for so much more. It's not just for digital artists any more, it's for anyone who creates web pages or presentations – or who has ever taken a picture. Everyone should know how to create, enhance or change an image, or create amazing effects. In this course, you will learn about the many resources available to you in Photoshop – how to paint and edit images; how to use brushes and pen tools; how to rotate, scale and distort – and so much more. You will complete projects that will get you comfortable with illustrating, designing, retouching, creating assets for film and visual effects, and creating mock web sites or components of. And you'll never look bad in a picture again.

Adobe Illustrator Certification

Tuition 1995.00 Plus book 60.00 /Test Fee 150.00 112 hours – \$2205.00

This basic to intermediate course is intended to expose the student to the interface and functions of Adobe Illustrator, a software program for vector based drawing. The student will learn to create complex and attractive designs, logos, advertisements, and other illustrations with ease using this software. However, creating complex designs can be overwhelming if the student is not familiar with the tools present in Adobe Illustrator and their features. This is an entry level to intermediate course that most students can learn with basic computer and study skills.

Adobe InDesign Certification

Tuition 1995.00 Plus book 60.00 /Test Fee 150.00

112 hours - \$2205.00

Adobe InDesign is a page design program that allows you to design high quality brochures, flyers, business cards, postcards, books and even pages for digital publishing such as those for the iPad and Kindle. InDesign gives you the power to do everything you need, from inserting and sizing graphics, adding text, creating interactive forms, and even packaging your work for a commercial printer. Adobe InDesign CC is the latest version to the Adobe InDesign software program. Along with new features that improve function and increase ease-of-use, it still contains the same features that made other versions so popular. This course was designed to walk you through the program step-by-step, teaching you what you need to know to gain a working knowledge of InDesign. Those who have never used InDesign before will walk away being able to create anything from a simple page to a book. Those who have enjoyed InDesign in the past will learn the new features and how they incorporate and work with the other features they love and depend on.

Adobe Dreamweaver Certification

Tuition 1995.00 Plus book 60.00 /Test Fee 150.00

112 hours - \$2205.00

This basic to intermediate course is intended to expose the student to the interface and functions of ADOBE DREAMWEAVER. Adobe Dreamweaver is a professional web design program created to produce highly professional websites from a standard HTML & CSS site to fully functioning web portfolio website. With its powerful interface you can quickly create layouts, manage site content and check for any code based browser compatibility issues. Dreamweaver's built in file synchronization manager, allows a designer to track the upload and download of site components in just one click.

The Dreamweaver software is designed to work closely with other Adobe Creative Suite packages such as Flash, Photoshop, and Illustrator to allow you to quickly and easily import and manipulate animations and graphics. The coding within Dreamweaver will aid any web designer to stay well ahead of the game when considering web standards with each new Dreamweaver version generating code that complies with the ever evolving web standards set by the W3C.

IT PROGRAMS

CompTIA A+

ONET CODE:15.1151.00

160 hours – \$4275.00

3755.00 Tuition plus Book 60.00 Test 470.00

This course is intended to provide and equip the student with the skills necessary to become a computer technician. The material covered in this course will help prepare the student to take the CompTIA A + certification exams, which are divided into 2 components: Exam 220-1001 (Hardware) will test your ability to install, configure and maintain all the hardware technology involved in a personal computer. Exam 220-1002 (Operating Systems) will cover the configuration, repair and troubleshooting of the Windows Operating System 2 Certification exams required

CompTIA Network +

ONET CODE: 15.1142.00

112 hours – \$3695.00

3295.00 Tuition plus Book 60.00 Test 340.00

This course is intended to expose the student to various network concepts and principles of data communications and networking requirements, including networking models, protocols, hardware and

software, securing TCP/IP, and how to apply these concepts in network management. Emphasis is on network media, switching and routing, and protocols such as RTP, EGIRP, SNMP and DHCP. Students learn to evaluate, select, and implement different data network options as well as troubleshoot the network. The material covered in this course will help prepare the student to take the CompTIA Network + certification exam, N10-007.

CompTIA Security+ ONET CODE: 15.1152.00
2865.00 Tuition plus Books 60.00 Test 370.00

80 hours – \$3295.00

This course is intended to expose the student to various security concerns involved in information technology and their associated network environment. A careful examination of security policies for accessing, handling and storage of sensitive data is addressed. Emphases are on the awareness of basic security risk and the detection and mitigation of data compromise. This course will include an exposure to software and when applicable hardware tools used to detect and or prevent unauthorized attempts to access data stored on workstations and network servers. The material covered in this course will help prepare the student to take the CompTIA Security + certification exam, SY0-501.

Cisco CCNA Certification ONET CODE 15.1199.02 192 hours – \$5075.00
4655.00 Tuition plus Book 70.00/Test 350.00

This hands-on instructor led course teaches students the fundamentals of Cisco Networking. This course is designed specifically to prepare students for the CCNA Exam. The Cisco CCNA network associate certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. Books and test preps provided & course focuses on real world knowledge and practical skills for the workforce. Pre and post assessments and E-learning provided.

MICROSOFT IT CERTIFICATIONS

IT Specialist Network/Security 112 hours \$2895.00
2700.00 Tuition plus Books 95.00/Test 100.00

This course helps you prepare for Certiport IT Specialist/Network Security exam, and build an understanding of these topics: Candidates for this exam are familiar with the concepts and the technologies of Network Security administration. Candidates will receive hands-on experience with Security in Windows-based networking, Active Directory, account management, and system recovery tools and concepts. It Specialist students are assumed to have completed and/or are currently taking academic courses and/or job experiences that address the exam objective domain. **ONET CODE: 15.1142.00**

IT CAREER BUNDLED PROGRAMS

The IT Field has many areas: Students can choose to specialize in certain areas of IT, whether it is Systems, Networks, Support, or Data Analyst. Below is a list of fields/programs especially designed to allow a student to specialize in a particular area.

Desktop Support Technician

352 Hours- \$7,995.00

\$6,635.00 Tuition plus Books \$180.00 Tests \$1,180.00

This program allows a student to learn the fundamentals and perform the task of a Technical Support Representative. This position can be for a Call Center, or for a private company working the “Help Desk” line. Some positions also require hands on Technical Support/PC Repair skills.

Courses Required:	CompTIA A+ Certification	160 hours	ONET :15.1151.00
	CompTIA Network + Certification	112 hours	ONET :15.1142.00
	CompTIA Security + Certification	80 hours	ONET :15.1152.00

This course is intended to provide and equip the student with the skills necessary to become a computer technician. The material covered in this course will help prepare the student to take the CompTIA A+, Network+, and Security+ certification exams. There are 4 certification exams required in this program. The course will prepare the student to understand how computers function individually and in a network environment and the security needed to keep them safe from physical and cyber threats. Books and exams (3) total included.

***CompTIA now offers a new designation once you pass all three certifications above. You are then allowed to call yourself a “Certified Security Infrastructure Specialist”! CSIS.**

Computer Support Specialist

432 Hours-\$8,995.00

\$7,535.00 Tuition plus Books \$180.00 Tests \$1,280.00

This program allows a student to learn the fundamentals and perform the task of a Technical Support Representative. This position can be for a Call Center, or for a private company working the “Help Desk” line. Some positions also require hands on Technical Support/PC Repair skills. This course is intended to equip the student with the skills necessary to become a computer technician, with specialization in Network Administration. This course will prepare the student to understand how computers function individually and in a network environment and the security needed to keep them safe from physical and cyber threats, with extra focus on this is conducted in a Microsoft Network environment. Books and exams included (4)

Courses Required:	CompTIA A+ Certification	160 hours	ONET :15.1151.00
	CompTIA Network + Certification	112 hours	ONET :15.1142.00
	CompTIA Security + Certification	80 hours	ONET :15.1152.00
	IT Specialist Network Security	80 hours	ONET :15.1142.00

Computer Applications/ Construction & Green Technologies

LEED Certification Green Associate ONET 13.1199.05 **96 hours \$3695.00**

3435.00 Tuition plus (students provided e-book at no cost) Test 260.00

LEED Green Associate is the introductory level of accreditation and sets you apart from your competition as a green building expert. This course covers all required areas to be successful on the Green Associate Exam, including: site, water, energy, materials, air quality, & design innovation. In addition, becoming a LEED Green Associate is the mandatory first step for any individual interested in pursuing a specialized LEED AP Credential. As a part of this course, students also will focus on plans, bidding, estimation, and other technical information related to construction technologies, and office related construction positions. Books and exams included

AutoCAD Certified User

4475.00 Tuition plus Book 70.00 Test 150.00 ONET CODE: 17.3011.01 **128 hours \$4,695.00**

This course teaches the students the basic features and functionality of AutoCAD design program. This class is a guide to AutoCAD that will help you learn how to use this computer-aided drafting tool to create professional mechanical and architectural drawings. This is a lecture-lab course in which the instructor will introduce topics and demonstrate. Students will then practice the activity to achieve mastery of the course objectives. Activities will be assigned during class time and for homework. There will be a comprehensive final exam and final project. Student will learn to successfully create drawings to be used in industry and will successfully pass the certification test. This will be accomplished through teacher lecture, teacher-led practice, and student practice and homework assignments. Books and exams included

Project Management Certifications CAPM/PMP **96 hours \$3695.00**

3270.00 Tuition plus Books 100.00 Test 325.00

ONET CODES: 15.1199.09 OR 11.9021.00

The more important a project, the more it needs a standardized system to plan and organize it to be completed efficiently. The Project Management Institute's PMP (Project Management Professional) and CAPM (Certified Associate Project Manager) certification are the industry-leading standard for verifying a project manager's ability to successfully shepherd projects from beginning to end. This study guide will prepare you to initiate, plan, execute, monitor, control, and close a project using project quality standards as laid out in Guide to the Project Management Body of Knowledge (PMBOK). Topics covered include · Integration Management · Scope Management · Project Time Management · Cost Management · Quality Management · Human Resource Management · Communications Management · Risk Management · Procurement Management · Practice Exams Books and exams included

MEDICAL OFFICE COURSES

Medical Office Specialist

416 hours \$8995.00

7745.00 Tuition plus Books 800.00 Test 450.00

ONET CODES: 43.6013.00 AND 29.2071.00

Students will learn Microsoft Office software and the skills needed to provide administrative support a Medical Office environment. The medical office administration program focuses on administrative skills used in health care offices. Students will learn computer skills, insurance claim processing, and medical coding and billing, medical records collections and front office management procedures with specialization in Medical Billing and Coding & Insurance and Electronic Health Records. Certification for **CMAA, CBCS & CEHRS** will be provided. This course will have pre and post testing, and skill assessments as they progress through. This is a combination of instructor led courses, supplemented with lab assisted learning and e-learning software. Students may enroll in the complete program or specific courses, if they already have skills and/or prior training. Assessments will be administered by faculty for anyone wishing to enroll in specific courses as opposed to complete program. Books and exams included (3)

Medical Office Administration (CMAA)	160 hours	ONET 43.6013.00
Certified Electronic Health Records Specialist (CEHRS)	64 hours	ONET 29.2071.00
Certified Billing & Coding Specialist (CBCS)	192 hours	ONET 43.6013.00

Basic Medical Terminology Online

Online Book included no cost

64 hours \$1520.00

Students will learn Medical office terms and procedures used in medical offices, hospitals and insurance companies, as well as the human body physiology and terminology. Upon completion of the course, student will be able to Define the meaning of medical terminology word roots, suffixes, and prefixes; Recognize and understand basic medical terms; Identify and decipher medical abbreviations; Spell and pronounce basic medical terminology; Analyze unfamiliar terms using the knowledge of word roots, suffixes and prefixes gained in the course; Understand human anatomy and physiology studies, medical terminology, basic chemistry, cell and tissue structure, and the 11 systems of the human body (integumentary, skeletal, muscular, nervous, endocrine, circulatory, lymphatic, digestive, respiratory, urinary and reproductive). Books and exams included

Medical Administration Assistant (CMAA)

160 hours \$3600.00

3215.00 Tuition plus Books 235.00 / Test 150.00

Students will expand their knowledge on Medical office procedures, policies to include Records Management, HIPPA, OSHA and an Introduction into Medical Billing and Insurance. Upon completion student will be able to perform the duties of a Front Office Receptionist/Medical Assistant, create medical files, document insurance and medical related forms, and understand importance of OSHA and HIPPA compliance and schedule appointments and other duties of medical front office personnel. Books and exams included

Certified Billing & Coding Specialist (CBCS)

4160.00 Tuition plus Books 250.00 Test 150.00

192 hours 4560.00

Students will learn and master billing and coding for medical insurance filing ICD9 codes Students will master procedures for all aspects of submitting, tracing, appealing, and transmitting claims for today's full range of health plans. Diagnostic coding, procedural coding, office and insurance collection strategies, Medicare, Managed Care, and more are presented. Books and exams included

Certified Electronic Health Records Specialist (CEHRS)

2490.00 Tuition plus Books 235.00 /Test 150.00

64 hours 2875.00

The Certified Health Record Specialist (CEHRS) is responsible for obtaining and documenting patient information. You can specialize in varying areas or one aspect of the electronic health records such as entry level coders, encoding within a hospital setting, abstractors and/or coding specialist, HIPAA Compliance Officers, and HIM (Health Information Managers). The duties will vary with size and specialty of the facility. Students will master the skills to take the certification exam for CEHRS, Certified Electronic Health Records Specialist. Test consists of the following topics: Medical Errors; Government Health Initiatives; Medical Records; Doctor's Office Responsibilities; Patient Flow; E.H.R. Books and exams included

Medical Billing and Coding Automation

256 hours 5995.00

Certified Electronic Health Records Specialist (CEHRS) 64 hours ONET 29.2071.00

Certified Billing & Coding Specialist (CBCS) 192 hours ONET 43.6013.00

5210.00 Tuition plus Books 485.00 /Test 300.00

This course includes the Billing and Coding course as well as the Electronic Health records course. This course is designed to take a Medical professional and train them in the following areas: healthcare industry regulatory and legal compliance, how to use an Electronic Health Record (EHR) system and learn the requirements of a certified EHR system, how to manage patient appointments and other requests within the EHR, Learn about health insurance and medical billing and coding regulatory compliance and how to process claims, documentation auditing for diagnostic and procedural coding accuracy. Students enrolled in this course will certify in CBCS and CEHRS. Books and exams included (2)

Certified Billing & Coding Specialist (CBCS) 192 hours

Certified Electronic Health Records Specialist (CEHRS) 64 hours

*Pre-requisites for this course are 2 years' experience in the medical field in the last five years or must have taken CMAA course in the last year.

Non-licensable courses offered / Assistive technology based

Dragon Naturally Speaking (1 on 1 Custom Training)

\$75.00 an hr. for assessments and training

Dragon NaturallySpeaking is speech recognition software. It turns your talk into text and can make virtually any computer task easier and faster, helping you become more productive than ever before. Because every student is different and has different needs the student must complete an assessment with the instructor to assess the students' needs for training. The assessment will determine how many hours will be charged to the student and/or the agency. The assessment may also include supplies that must be purchased by the agency. PITA only contracts to do the training. Equipment is between the client and said agency and PITA does not receive any funds toward this purchase. Put with the soft skills. ***Service we provide. Not licensable with CPE***

Jaws or Zoom Text -Visually Impaired Assistance training (1 on 1 Custom Training)

\$55.00 an hr. for assessments and training

JAWS is a software for Visually Impaired Individuals to learn computers and MS Office. It has a voice recognition software as well as command line for blind or visually impaired to navigate windows and other programs. Helping you become more productive than ever before. Because every student is different and has different needs the student must complete an assessment with the instructor to assess the students' needs for training. The assessment will determine how many hours will be charged to the student and/or the agency. The assessment may also include supplies that must be purchased by the agency. PITA only contracts to do the training. Equipment is between the client and said agency and PITA does not receive any funds toward this purchase. Like with the soft skills. ***Service we provide. Not licensable with CPE***

Soft Skills Course

20 hours – \$350.00

Now that you have the technical computer skills down, you need to learn how to use your soft skills to obtain and keep a job. Soft skills are the number one requirement for employers. Students will learn the following topics as outlined by the Department of Labor's Skills to pay the Bills program. Professionalism, Communication, Networking, Enthusiasm and Attitude, Critical Thinking & Problem Solving and Teamwork. This is a highly motivating hands on class with team building and mock interviews. ***Service we provide. Not licensable with CPE***

Scheduled holidays are as follows:

On holidays weeks there is an altered schedule of Tuesday-Friday or whatever days apply.

Remaining 2020

Columbus Day**	October 12th, Monday
Veteran’s Day**	November 11 th , Wednesday
Thanksgiving**	November 26 th , Thursday
Christmas Break**	Dec. 19 th - Jan. 3 rd , 2021

Holidays

2021

2022

New Year’s Day**	January 1 st , Wednesday	January 3 st , Monday
MLK Day**	January 18 th , Monday	January 17 th , Monday
Presidents Day**	February 15 th , Monday	February 14 th , Monday
Spring Break**	March 29 – April 2, 2021	April 11 – April 15, 2022
Memorial Day**	May 31 th , Monday	May 30 th , Monday
Fourth of July**	July 5 th , Monday	July 4 th , Monday
Labor Day**	September 6 th , Monday	September 5 th , Monday
Columbus Day**	October 11th, Monday	October 11th, Tuesday
Veteran’s Day**	November 11 th , Thursday	November 11 th , Friday
Thanksgiving**	November 25 th , Thursday	November 24 th , Thursday
Christmas Break**	Dec. 20 th - Jan. 4 th , 2021	Dec. 19 th -Jan. 2 nd , 2023

**No classes

The school may at any time change or modify the Student Calendar to the extent the school determines necessary, in its discretion, by reason of any: (a) act of God, including, without limitation, any natural disaster or inclement weather; (b) fire; (c) riot; (d) local, state or national emergency; (e) business necessity; (f) war; (g) act of terrorism; (h) civil insurrection; (i) strike or other labor difficulty; (j) rule, order, regulation and/or law of any governmental entity; and/or (k) school-sponsored activity. The school will promptly notify the student body as soon as practical following any determination by the school to change or modify the Student Calendar. If the school exercises any of its rights to change or modify the Student Calendar, the student's Enrollment Agreement with the school will remain in full force and effect, and the student will not be relieved of any of his or her obligations thereunder.

Tentatively Scheduled Classes

The school has the right to reschedule the program start date when the number of students is too small Minimum of 5; students will be entitled to a refund pursuant to NRS 394.449.

Key Boarding (16 Hours)

Keyboarding Classes start Every Monday Morning (8 am- 12 pm and 1-5 pm)

Computer Basics (32 Hours)

Basic Computer classes begin every other week (1-5 pm only)

4/5/2021-4/15/2021	4/19/2021-4/29/2021
5/3/2021-5/13/2021	5/17/2021-5/28/2021
5/31/2021-6/10/2021	6/14/2021-6/24/2021
6/28/2021-7/9/2021	7/12/2021-7/22/2021
7/26/2021-8/5/2021	8/9/2021-8/19/2021
8/23/2021-9/2/2021	9/6/2021-9/16/2021
9/20/2021-9/30/2021	10/4/2021-10/14/2021
10/18/2021-10/28/2021	11/1/2021-11/11/2021

11/15/2021-11/25/2021	11/29/2021-12/9/2021

MS Office Essentials-Advanced (192 Hours)

MS Office Essentials begin every Monday (8-12 or 1-5 pm)

Microsoft Office Applications Beg-Inter (16 Hours each)

MS Office Applications begin every Monday (8-12 or 1-5 pm)

Microsoft Office Applications Advanced (32 Hours)

8:00 AM – 12 NOON

4/19/2021-7/8/2021	5/3/2021-7/22/2021
5/17/2021-8/5/2021	5/31/2021-8/19/2021
6/14/2021-9/2/2021	6/28/2021-9/16/2021
7/12/2021-9/30/2021	7/26/2021-10/14/2021
8/9/2021-10/28/2021	8/23/2021-11/11/2021
9/6/2021-11/25/2021	9/20/2021-12/9/2021
10/4/2021-1/6/2022	10/18/2021-1/20/2022
11/1/2021-2/3/2022	11/15/2021-2/17/2022
11/29/2021-3/3/2022	12/13/2021-3/17/2022

1:00PM – 5:00 PM

4/19/2021-7/8/2021	5/3/2021-7/22/2021
5/17/2021-8/5/2021	5/31/2021-8/19/2021
6/14/2021-9/2/2021	6/28/2021-9/16/2021
7/12/2021-9/30/2021	7/26/2021-10/14/2021
8/9/2021-10/28/2021	8/23/2021-11/11/2021
9/6/2021-11/25/2021	9/20/2021-12/9/2021
10/4/2021-1/6/2022	10/18/2021-1/20/2022
11/1/2021-2/3/2022	11/15/2021-2/17/2022
11/29/2021-3/3/2022	12/13/2021-3/17/2022

QuickBooks Certification Course (64 Hours)

8:00 Am to 12:00 PM

6/1/2020-6/25/2020	11/16/2020-12/10/2020
4/26/2021-5/20/2021	9/7/2021-9/30/2021
1/31/2022-2/24/2022	6/20/2022-7/14/2022
11/14/2022-12/8/2022	

1:00 PM to 5:00 PM

6/8/2021-7/22/2021	11/15/2021-12/9/2021
5/22/2022-5/26/2022	9/12/2022-10/6/2022

Accounting and Bookkeeping Specialist (304 Hours)

8:00 Am to 12:00 PM

2/10/2020-5/28/2020	8/3/2020-11/12/2020
1/4/2021-4/22/2021	5/25/2021-9/2/2021
10/4/2021-1/27/2022	2/28/2022-6/16/2022
8/2/2022-11/10/2022	

1:00 PM to 5:00 PM

4/27/2020-8/6/2020	9/8/2020-12/17/2020
3/8/2021-6/24/2021	8/2/2021-11/10/2021
1/10/2022-4/28/2022	5/31/2022-9/8/2022

Medical Office Specialist (416 Hours)

8:00 Am to 12:00 PM

2/18/2020-8/20/2020	8/24/2020-3/4/2021
3/8/2021-9/9/2021	9/13/2021-3/4/2022

1:00 PM to 5:00 PM

None scheduled	

Medical Administration Assistant (CMAA) 160 Hours

8:00 Am to 12:00 PM

2/18/2020-4/30/2020	8/24/2020-10/29/2020
3/8/2021-5/20/2021	9/13/2021-11/18/2021

1:00 PM to 5:00 PM

None scheduled	

Certified Billing & Coding Specialist (CBCS) 192 Hours

8:00 Am to 12:00 PM

1:00 PM to 5:00 PM

5/4/2020-7/23/2020	11/2/2020-2/4/2021
5/25/2021-8/12/2021	11/22/2021-2/24/2022

None scheduled	

Certified Electronic Health Records Specialist (CEHRS) 64 Hours

8:00 Am to 12:00 PM

7/27/2020-8/20/2020	2/8/2021-3/4/2021
8/16/2021-9/9/2021	2/28/2022-3/24/2022

1:00 PM to 5:00 PM

None scheduled	

Medical Billing & Coding Automation (256 Hours)

8:00 Am to 12:00 PM

5/4/2020-8/20/2020	11/2/2020-3/4/2021
5/25/2021-9/9/2021	11/22/2021-3/24/2022

1:00 PM to 5:00 PM

None scheduled	

LEED Green Associate Course (96 Hours)

8:00 Am to 12:00 PM

4/26/2021-6/3/2021	8/2/2021-9/10/2021

1:00 PM to 5:00 PM

6/14/2021-7/22/2021	10/12/2021-11/18/2021

Project Management CAPM/PMP 96 Hours

8:00 Am to 12:00 PM

6/14/2021-7/22/2021	9/20/2021-10/28/2021

1:00 PM to 5:00 PM

4/26/2021-6/3/2021	8/2/2021-9/10/2021

AutoCAD (128 Hours)

8:00 Am to 12:00 PM

None scheduled	

1:00 PM to 5:00 PM

4/26/2021-6/17/2021	

Graphics and Web Design Specialist Program (448 Hours)

8:00 Am to 12:00 PM

10/5/2020-5/6/2021	5/10/2021-11/18/2021

1:00 PM to 5:00 PM

None scheduled	

Adobe Photoshop (112 Hours)

8:00 Am to 12:00 PM

5/10/2021-6/24/2021	11/22/2021-1/20/2022
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1:00 PM to 5:00 PM

None scheduled	
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Adobe Illustrator (112 Hours)

8:00 Am to 12:00 PM

6/28/2021-8/12/2021	1/24/2022-3/10/2022
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1:00 PM to 5:00 PM

None scheduled	
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Adobe In-Design (112 Hours)

8:00 Am to 12:00 PM

8/16/2021-9/30/2021	3/14/2022-5/5/2022
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1:00 PM to 5:00 PM

None scheduled	
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IT Tracks

Desktop Support Technician and Computer Support Specialist Programs

8:00 Am to 12:00 PM

1/19/2021-3/25/2021		A+ Certification	4/26/2021-7/2/2021	
4/5/2021-5/20/2021		Net+ Certification	7/6/2021-8/19/2021	
5/25/2021-6/24/2021		Security+ Certification	8/23/2021-9/23/2021	
6/28/2021-8/12/2021		MS Server #366	9/27/2021-11/11/2021	

1:00 PM to 5:00 PM

6/28/2021-9/2/2021		A+ Certification	9/7/2021-11/10/2021	
9/7/2021-10/21/2021		Net+ Certification	11/15/2021-1/13/2022	
10/25/2021-11/24/2021		Security+ Certification	1/18/2022-2/17/2022	
11/29/2021-1/27/2022		MS Server #366		

11/29/2022-2/17/2022		A+ Certification	2/22/2022-5/5/2022	
2/22/2022-4/7/2022		Net+ Certification	5/9/2022-6/23/2022	
4/18/2022-5/19/2022		Security+ Certification	6/27/2022-7/28/2022	

5/23/2022-7/28/2022		A+ Certification	8/1/2022-10/6/2022	
8/1/2022-9/15/2022		Net+ Certification	10/11/2022-11/23/2022	
9/19/2022-10/20/2022		Security+ Certification	11/28/2022-1/12/2023	
		MS Server #366		

MS MTA Networking Fundamentals: Exam 98-366 (112 Hours)

8:00 Am to 12:00 PM

1:00 PM to 5:00 PM

6/28/2021-8/12/2021	
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9/27/2021-11/11/2021	
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Cisco CCNA Certification 192 Hours

8:00 Am to 12:00 PM

1:00 PM to 5:00 PM

None scheduled	

None scheduled	

Las Vegas staff

Management

<u>First Name</u>	<u>Last Name</u>	<u>Title</u>	<u>Phone</u>	<u>Extension</u>	<u>Email</u>
Laurie	Clemens	Owner/School Director	702-853-7482	1305	Laurie.clemens@lv-pita.com
Steve	Clemens	President/Instructor	702-853-7482	1312	Steve.clemens@lv-pita.com
Kacie	Steinmuller	HR Manager/Registrar	702-853-7482	1304	kacie.steinmuller@lv-pita.com

Administration

<u>First Name</u>	<u>Last Name</u>	<u>Title</u>	<u>Phone</u>	<u>Extension</u>	<u>Email</u>
Chona	Penniman	Education Consultant	702-853-7482	1307	chona.penniman@lv-pita.com
Lavel	Claytor	Administrative/Instructor	702-853-7482	1300	Lavel.claytor@lv-pita.com
Denise	Harrop	Test Proctor/Administration	702-853-7482	1300	denise.harrop@lv-pita.com
Eleanor	Sarmiento	Test Proctor/Edu. Consultant	702-853-7482	1300	Eleanor.sarmiento@lv-pita.com
Linh	Vu	Ed. Consultant/Teaching Assistant	702-853-7482	1300	Linh.vu@lv-pita.com

Instructors

<u>First Name</u>	<u>Last Name</u>	<u>Title</u>	<u>Phone</u>	<u>Extension</u>	<u>Email</u>
Joann	Cass	Applications Instructor	702-853-7482	1300	joann.cass@lv-pita.com
Sherry	McMahan	Dragon Speech Instructor	702-853-7482	1300	yesplus@yahoo.com
Jorge	Mendez	Sr. Applications Instructor backup tech	702-853-7482	1300	Jorge.mendez@lv-pita.com
Robert	Sanchez	Accounting Instructor backup apps	702-853-7482	1300	robert.sanchez@lv-pita.com
Ginelle	Oswald	IT Instructor/backup apps	702-853-7482	1321	Marina.gibson@lv-pita.com
Rachelle	Hernandez	AutoCAD/Graphics Instructor	702-853-7482	1300	Starlit34@gmail.com
Steve	Clemens	PM/LEED Instructor/CAD	702-853-7482	1312	steve.clemens@lv-pita.com
Jason	Rackham	IT Instructor/backup apps/QB	702-853-7482	1300	Jason.rackham@lv-pita.com
Hector	Morales	Admin/Applications Instructor/backup IT	702-853-7482	1321	hmorales@lv-pita.com
Barbara	VanSinderen	Medical Instructor	702-853-7482	1300	Barbara.vansinderen@lv-pita.com

All instructors and contract trainers are verified through requirements of Post-Secondary Education.
NAC394.831(6)(l)