



SCHOOL CATALOG

01/01/2026 – 12/31/2026

(Administrative Office, no classes will be held at this location)

450 N Brand Blvd Suite 600, Office 669

Glendale, CA 91203

Tel: (818) 276-6856

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***This institution delivers all educational programs exclusively through distance education.**

Website: www.thedreamacademy.co

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The Dream Academy is a private institution headquartered at 450 N Brand Blvd, Suite 600, Office 669, Glendale, CA 91203. This location houses the corporate administrative and business offices of the institution. **All instruction is delivered online via distance education; no classes are held at this physical location.** The institution does not conduct in-person orientations or other in-person student activities.

Hours of Operation

Monday through Friday: 9:00 AM to 5:00 PM

Saturday and Sunday: Closed

Programs Offered

The following non-degree certificate program is offered at this institution:

Certificate Program	Clock Hours	Duration
QuickBooks and Microsoft Office	195	13 instructional weeks

All instruction is delivered as live, synchronous distance education via Google Meet, with course materials, assignments, and assessments administered through Google Classroom. No instruction is delivered in person.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
1747 N Market Blvd, Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Website: www.bppe.ca.gov
Telephone: (888) 370-7589 or (916) 574-8900
Fax: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.osar.bppe.ca.gov.

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in

bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

The Dream Academy is not accredited by any accrediting agency recognized by the United States Department of Education. The institution is a private institution that is approved to operate by the Bureau, and approval to operate means compliance with state standards as set forth in the California Education Code (CEC) and Title 5 of the California Code of Regulations (5 CCR). The Bureau does not endorse any programs, and Bureau approval does not mean the institution exceeds minimum state standards.

The Dream Academy updates this catalog annually. Annual updates may be made using supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies are required to be included in the catalog by statute or regulations and are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Organizational Structure and Ownership

The Dream Academy is organized as a corporation in the State of California. The institution is owned by Hasmik Tsaturian, who serves as Chief Executive Officer and Director, and Sevak Grigorian, who serves as Chief Academic Officer and Chief Operating Officer.

Advisory Board Members

Edwin Sahakian — IT Professional, Software Developer

Naisa Ramos — Language Specialist

Mission Statement

The Dream Academy is an educational institution providing vocational training in computerized bookkeeping and business productivity applications. The institution's mission is to develop students' practical proficiency with QuickBooks Online and Microsoft 365 (Word, Excel, PowerPoint, and Outlook) through structured, instructor-led distance education. The Dream Academy is committed to high-quality instruction, accessibility, and the use of innovative learning resources delivered through distance education.

Goals and Objectives

The QuickBooks and Microsoft Office program is designed to develop practical, software-based competencies relevant to bookkeeping and office support work. Upon successful completion, graduates are able to perform the routine bookkeeping and business-document tasks for which QuickBooks Online and Microsoft 365 are commonly used, including transaction entry, bank reconciliation, financial reporting, business-document preparation, spreadsheet construction and analysis, presentation development, and email and calendar management. The program emphasizes hands-on practice with realistic exercises so students develop the procedural fluency needed to apply these skills in an office

environment. References to entry-level positions in this catalog describe the type of work for which the program's competencies are typically relevant.

Instructional Facilities

Administrative Office: 450 N Brand Blvd, Suite 600, Office 669, Glendale, CA 91203

The Dream Academy operates from a dedicated private office space within a professional business center (Regus). This location serves as the institution's administrative headquarters and is used for institutional administration, recordkeeping, and correspondence only. All 195 clock hours of instruction are delivered online via synchronous distance education through Google Meet. No classes are held at the physical location, and no in-person orientations or other in-person student activities are conducted.

Facility Features

- Dedicated private office space for administrative operations
- High-speed business internet connectivity
- ADA-compliant building with accessible entrances
- Parking available

Faculty Equipment

Both current instructors use their own personal computer equipment for distance education delivery (laptop with Intel Core or AMD processor, minimum 8 GB RAM, webcam, and microphone). The institution maintains laptop equipment available for issuance to any future instructor who does not have adequate personal equipment. All software access (Google Workspace, QuickBooks Online, Microsoft 365) is provisioned electronically through institution-issued accounts.

Student Equipment Requirements

As this is a 100% distance education program, the student is responsible for providing the following equipment. Compliance with these specifications is verified prior to admission through the Distance Education Readiness Assessment.

- Personal computer or laptop running a current version of Windows or macOS, 8 GB RAM recommended
- Webcam and microphone for live video sessions
- Reliable broadband internet connection
- Current web browser — Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari
- Adobe Acrobat Reader (free) for reading course PDFs

The Dream Academy strongly recommends that all students install reputable antivirus software and routinely keep it updated.

Library and Learning Resources

The Dream Academy provides all library and learning resources in digital format. The institution's online library serves as the official library, and students additionally access course-related learning materials through the institution's Google Workspace platform, including Google Classroom and Google Drive.

This digital delivery model ensures that all students, regardless of location, have equal, immediate, and continuous access to required learning materials at no additional cost.

Library Platform: <https://library.thedreamacademy.co>

How Students Access Resources

1. Upon enrollment, students receive an institutional Google Workspace account.
2. Students are enrolled in the program's Google Classroom.
3. Library resources and course materials are immediately available 24/7.
4. Students may download materials for offline use.

Transfer of Credit Policy

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

“The transferability of credits you earn at The Dream Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program 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 The Dream Academy to determine if your certificate will transfer.”

The Dream Academy does not recognize acquired life experience or prior experiential learning as a consideration for enrollment or for granting credit toward the program.

The Dream Academy does not grant credit toward the program through challenge examinations or achievement tests. The institution does not administer challenge examinations or achievement tests for the purpose of awarding credit, and no portion of the program may be satisfied by examination in lieu of completion of the required instruction.

Transferable credit will only be granted for courses:

- Earned at institutions approved by the Bureau, or at public or private institutions of higher learning, including foreign institutions.
- Taken in the same field of study as that required at the time of enrollment, as reflected in The Dream Academy's catalog in effect at the time of enrollment, and for no greater number of clock hours than required.
- Verified through an official transcript requested by and received by The Dream Academy directly from the institution at which the course was taken.

- Supported, where required, by course descriptions, course outlines, copies of college or university catalogs, or other documents reasonably necessary for The Dream Academy to evaluate the equivalency of the course in question.

The Chief Academic Officer reviews, evaluates, and determines the acceptability of all transferred coursework requested by the student. If a student wishes to petition the determination, the student may appeal to the Registrar's Office within 10 working days. The Chief Academic Officer will conduct a second review and notify the student through the Registrar within an additional 10 working days.

THE DREAM ACADEMY HAS NOT ENTERED INTO ANY ARTICULATION OR TRANSFER AGREEMENT WITH ANY OTHER COLLEGE OR UNIVERSITY.

Admission Requirements

The Dream Academy establishes specific written standards for student admission, related to the educational program offered, in compliance with 5 CCR §71770(a) and 5 CCR §71715(d)(2). The institution does not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program.

In accordance with 5 CCR §71770(a)(1), each student admitted to this program shall possess a high school diploma or its equivalent, or otherwise meet the institution's criteria for a qualified candidate for admission, including minimum levels of prior education, preparation, skills, or training. The Dream Academy has elected to require a high school diploma or its equivalent as its written admission standard for this program; the institution does not admit applicants under alternative criteria.

To be admitted to the QuickBooks and Microsoft Office program, an applicant must meet all of the following written admissions standards. All requirements are determined prior to admission and prior to execution of the enrollment agreement.

1. **Age.** Applicant must be at least eighteen (18) years of age at the time of enrollment.
2. **High school diploma or its equivalent.** Applicant must possess a high school diploma or its equivalent. The applicant must provide documentary evidence as part of the application: a copy of the diploma or equivalent. Unverified self-attestation is not accepted.
3. **Distance Education Readiness Assessment.** Applicant must complete and sign the institution's Distance Education Readiness Assessment and must satisfy all readiness criteria therein, as required by 5 CCR §71715(d)(2).

Applicants who do not meet all of the above standards are not qualified candidates for admission and will not be admitted to the program.

Admissions Procedure

The following six-step procedure describes how a prospective student is evaluated and admitted to the program. All admissions determinations are made prior to execution of the enrollment agreement and prior to the commencement of instruction.

1. **Application** — The applicant submits a completed application form containing identifying information, confirmation of age, and contact information.
2. **Proof of Education** — The applicant submits documentary evidence of a high school diploma or its equivalent as described above.

3. **Distance Education Readiness Assessment** — The applicant completes and signs the institution's Distance Education Readiness Assessment.
4. **Institution Review** — An admissions officer evaluates the applicant against each of the institution's written admissions standards. The officer (a) verifies that the documentary evidence of the applicant's high school diploma or its equivalent is authentic and legible, (b) reviews the completed Distance Education Readiness Assessment for completeness and confirms that the applicant has demonstrated readiness for the 100% distance education format, (c) considers whether the applicant has a reasonable prospect of completing the program, and (d) makes a written determination as to whether the applicant is a qualified candidate for admission under 5 CCR §71770(a). The review is an evaluative determination, not a clerical checklist; the admissions officer may decline admission even where the applicant has answered the assessment items affirmatively if other facts in the application indicate the applicant is unlikely to succeed in the program.
5. **Admission Decision** — Qualified applicants are notified of their admission in writing. The enrollment agreement is presented only after the admission decision has been made; execution of the enrollment agreement is the final step in the admissions process, not a precondition to it.
6. **Post-Admission Onboarding** — Admitted students receive Google Classroom and Google Meet login credentials, a written course schedule, and a welcome email identifying the program start date, the live class schedule, and the instructor's contact information. Post-admission onboarding is not a gating requirement for admission.

The institution's admissions standards are measurable: age is verified by government-issued identification, high school diploma status is verified by documentary evidence, and distance education readiness is verified by the completed and signed Distance Education Readiness Assessment. A separate post-admission technology check is conducted at the first live class session to confirm the represented capabilities; this confirmation is operational in nature and is not part of the admissions determination.

Foreign Students and Student Visas

The Dream Academy does not provide visa services and does not vouch for the immigration status of any student. The institution is not authorized to issue documentation in support of a student visa application, and the institution does not assess any charges in connection with this section because no such services are provided.

English Language Proficiency

All instruction at The Dream Academy is conducted in English. English language proficiency is required at the high school graduate level or G.E.D. equivalent. The high school diploma or equivalent required for admission, as documented under the Admission Requirements section of this catalog, serves as the institution's accepted documentation of English language proficiency. The Dream Academy does not provide English as a Second Language (ESL) instruction or other English language services.

Language of Instruction

All instruction at The Dream Academy is offered in the English language only. The institution's sole educational program, QuickBooks and Microsoft Office, is offered exclusively in English; the institution has qualified faculty sufficient to teach the single English-language group of students; and all course materials, assignments, and assessments are in English. The institution does not offer instruction in any language other than English.

Approximate Number of Days Between Receipt of Student Work and Institution's Response or Evaluation

Graded work in the QuickBooks and Microsoft Office program is returned to students within the following timeframes: quizzes administered through Google Gradebook are graded automatically with immediate feedback; written assignments are returned within twenty-four to seventy-two hours of submission; and projects and applied exercises are returned within two to three business days. All graded work includes inline written feedback aligned with the program's learning outcomes.

Non-Discrimination Policy

The Dream Academy does not discriminate on any basis, including sex, age, race, national origin, creed, religion, or disability in its program. The Dream Academy complies with the provisions of Title I of the Civil Rights Act of 1964 and 1974, the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all amendments therein.

Observed Holidays

The Dream Academy observes the following holidays for the year 2026 (no instruction is held on observed holidays; instructional hours missed due to a holiday are made up under the program's published schedule):

Thursday, January 1	New Year's Day
Monday, January 19	Birthday of Martin Luther King, Jr.
Monday, February 16	Washington's Birthday (Presidents Day)
Monday, May 25	Memorial Day
Friday, June 19	Juneteenth National Independence Day
Saturday, July 4	Independence Day
Monday, September 7	Labor Day
Monday, October 12	Columbus Day
Wednesday, November 11	Veterans Day
Thursday, November 26	Thanksgiving Day
Friday, December 25	Christmas Day

Program: QuickBooks and Microsoft Office

Program Level: The program is a non-degree vocational program and does not award a diploma or degree subject to 5 CCR §§ 71850 or 71865.

Language of Instruction: All instruction and course materials are delivered in English.

Program Description

The QuickBooks and Microsoft Office program is a 195 clock-hour, 13-instructional-week, non-degree vocational program offered in English, providing foundational training in computerized bookkeeping and office productivity applications relevant to entry-level bookkeeping and office support work. Instruction is organized around the workflows a bookkeeper or office clerk performs on the job — invoicing, accounts payable and receivable, bank reconciliation, financial reporting, business documents, spreadsheets, presentations, and email/calendar management. Content is delivered at a basic-to-intermediate level. No prior occupational experience or prior training in bookkeeping, accounting, or Microsoft Office is required; students build skill by completing realistic practice sets.

The 13-instructional-week curriculum progresses from accounting foundations and QuickBooks Online setup (Weeks 1–3), to transactional bookkeeping (Weeks 4–6), to Microsoft Office applications — Word, Excel, PowerPoint, and Outlook (Weeks 7–11), and concludes with integrated exercises and a final applied project (Weeks 12–13). Graduates develop foundational competencies in computerized bookkeeping (transaction entry, bank reconciliation, basic financial reporting using QuickBooks Online) and in business productivity applications (Microsoft Word document preparation, Microsoft Excel spreadsheets and data analysis, Microsoft PowerPoint presentations, and Microsoft Outlook email and calendar management).

Educational Objectives

Upon successful completion of the program, the student will be able to: (a) set up and operate a company file in QuickBooks Online, including chart-of-accounts construction, transaction entry, and basic financial reporting; (b) perform bank reconciliation and produce profit-and-loss and balance-sheet reports; (c) create and format business documents in Microsoft Word; (d) build and analyze spreadsheets in Microsoft Excel using formulas, functions, sorting, filtering, and charting; (e) create structured business presentations in Microsoft PowerPoint; (f) manage email and calendar functions in Microsoft Outlook; and (g) integrate the foregoing applications to complete realistic business workflows.

Method of Instruction

Distance Education (100% online). All 195 program clock hours are delivered as live, synchronous instruction via Google Meet, with all course materials, assignments, and assessments administered through Google Classroom. There is no in-person component, no in-person orientation, and no asynchronous instruction included in the program clock hours. Asynchronous activities are assigned as homework only and do not count toward the 195 program clock hours.

Instructional methods within the synchronous sessions include live instructor lecture, guided software demonstrations, supervised hands-on practice using QuickBooks Online and Microsoft Office applications, instructor-led applied exercises, and real-time question-and-answer and feedback. All 195 clock hours consist of real-time interaction between the student and the instructor.

Peer interaction is not required for the achievement of the program's learning outcomes. Peer interaction nonetheless occurs naturally within synchronous sessions through instructor-facilitated

discussion, group exercises, and informal exchange during class activities. The instructor also provides one-on-one assistance to students as needed, both during and outside scheduled sessions.

Regular and Continuous Faculty Interaction

Regular interaction between faculty and students is a continuous feature of the QuickBooks and Microsoft Office program and is provided through five mechanisms: live synchronous instruction by the assigned instructor during all scheduled class sessions; real-time engagement during instruction, including questions, discussion, and direct response; guided practice in which the instructor demonstrates each task step-by-step and observes students as they perform the task; ongoing communication outside scheduled sessions through institutional email and Google Classroom messaging; and individual support, in which the instructor provides one-on-one assistance to students as needed, both during and outside scheduled sessions. This structure ensures continuous instructor involvement throughout the program and supports each student's mastery of the program's competencies.

Program Length and Schedule

- Duration: 13 instructional weeks
- Total Clock Hours: 195
- Days: Monday through Friday
- Class Times: 5:00 PM – 8:00 PM Pacific Time
- Daily Hours: 3 clock hours per day
- Weekly Hours: 15 clock hours per week ($15 \times 13 = 195$ clock hours)
- Maximum Time Frame to Complete: 19.5 weeks (150% of program length)

When a holiday observed by the institution falls on a Monday through Friday during a scheduled cohort, that week's instructional hours are reduced accordingly. To preserve the 195 clock-hour requirement, the institution adds make-up days at the end of the cohort under the same Monday-through-Friday, 5:00 PM – 8:00 PM Pacific Time schedule. Total clock hours per cohort remain 195.

Instructional Outline (13 Weeks)

Week	Topic	Instructional Focus	Clock Hours
1	Introduction to Accounting Concepts and Business Software	Basic accounting principles, software overview	15
2	QuickBooks Setup and Company File Creation	Company setup, preferences, chart of accounts setup	15
3	QuickBooks Navigation and Chart of Accounts	Navigation, account types, customization	15
4	Transaction Entry: Invoices, Bills, and Payments	Customer invoices, vendor bills, payment processing	15
5	Banking, Reconciliation, and Reports	Bank feeds, reconciliation, financial reports	15

Week	Topic	Instructional Focus	Clock Hours
6	Payroll Basics and Accounts Management	Payroll setup, processing, managing accounts	15
7	Microsoft Word Fundamentals	Document creation, formatting, templates	15
8	Microsoft Excel: Spreadsheets and Formulas	Spreadsheet basics, formulas, functions	15
9	Microsoft Excel: Data Analysis and Charts	Data manipulation, charts, conditional formatting	15
10	Microsoft PowerPoint: Presentations	Slide creation, design, animations, presenting	15
11	Microsoft Outlook: Email and Calendar Management	Email, contacts, calendar, tasks	15
12	Integrated Applications: Accounting and Office Tasks	Combined QuickBooks and Office workflows	15
13	Final Applied Project and Assessment	Comprehensive final project and exam	15
Total			195

Learning Outcomes by Week

Week 1 — Introduction to Accounting Concepts and Business Software. Explain basic accounting terminology (assets, liabilities, equity, income, expenses); identify the purpose and function of QuickBooks and Microsoft Office; describe how these applications support business operations. Assessment: accounting concepts quiz.

Week 2 — QuickBooks Setup and Company File Creation. Create a new company file in QuickBooks Online; configure basic company settings and preferences; set up a chart of accounts appropriate for a small business. Assessment: company file setup project.

Week 3 — QuickBooks Navigation and Chart of Accounts. Navigate the QuickBooks interface efficiently; add, edit, and delete accounts; understand different account types and their uses. Assessment: chart-of-accounts customization exercise.

Week 4 — Transaction Entry: Invoices, Bills, and Payments. Create and edit customer invoices; enter vendor bills accurately; process customer payments and vendor bill payments. Assessment: 10-transaction entry assignment.

Week 5 — Banking, Reconciliation, and Reports. Connect bank accounts to QuickBooks; reconcile bank and credit-card accounts; generate Profit & Loss and Balance Sheet reports. Assessment: bank reconciliation project.

Week 6 — Payroll Basics and Accounts Management. Set up employees in QuickBooks; process basic payroll transactions; manage customer and vendor accounts. Assessment: payroll processing exercise.

Week 7 — Microsoft Word Fundamentals. Create, format, and edit professional business documents; use templates for letters, memos, and reports; insert and format tables, images, headers, and footers. Assessment: professional document creation project (also includes mid-program practical assessment covering Weeks 1–7).

Week 8 — Microsoft Excel: Spreadsheets and Formulas. Create and format spreadsheets; use basic formulas (SUM, AVERAGE, COUNT, MIN, MAX); apply cell formatting and styles. Assessment: spreadsheet creation with formulas.

Week 9 — Microsoft Excel: Data Analysis and Charts. Use intermediate functions (IF, VLOOKUP, HLOOKUP); sort, filter, and organize data; create and format charts and graphs. Assessment: data analysis project with charts.

Week 10 — Microsoft PowerPoint: Presentations. Create professional presentations using templates; add and format text, images, and shapes; apply transitions and animations appropriately. Assessment: business presentation creation.

Week 11 — Microsoft Outlook: Email and Calendar Management. Compose, send, and organize email messages; manage contacts and address books; schedule appointments and meetings. Assessment: email management and scheduling exercise.

Week 12 — Integrated Applications: Accounting and Office Tasks. Export QuickBooks reports to Excel; create Word documents incorporating data from Excel; complete integrated business workflows. Assessment: integrated project using multiple applications.

Week 13 — Final Applied Project and Assessment. Complete a comprehensive final project simulating a real-world business scenario; demonstrate proficiency across all applications. Assessment: final applied project and final written examination.

Required Textbooks

None. Students are not required to purchase any textbooks. All instructional materials are developed by the institution and provided to students through Google Classroom at no additional cost.

Components of Instruction

The following physical and digital materials, resources, and tools support the curriculum and learning process for the QuickBooks and Microsoft Office program. All materials and software access are provided by the institution at no additional cost to the student, except for student-required equipment identified in the Instructional Facilities section.

Software and Applications

- QuickBooks Online — cloud-based accounting application; each student is provided access to a sample company file for hands-on practice (<https://qbo.intuit.com>)
- Microsoft 365 — Word, Excel, PowerPoint, and Outlook, provided through institution-issued accounts (<https://www.microsoft.com/microsoft-365>)
- Google Classroom — learning management system used for materials, assignments, and assessments (<https://classroom.google.com>)
- Google Meet — platform for all 195 clock hours of live, synchronous instruction (<https://meet.google.com>)

Digital Instructional Materials

- Course handouts and reference guides (PDF)

- Lesson slide presentations
- Screencast video demonstrations of QuickBooks Online and Microsoft Office operations
- Instructor-prepared tutorials and step-by-step walkthroughs

Hands-On Practice Materials

- QuickBooks Online sample company files with pre-loaded sample data
- Simulated customer sales invoices, vendor invoices, cash receipts and disbursements, employee time sheets and paychecks, and bank statements
- Microsoft Excel exercise files for spreadsheet, formula, and data-analysis practice
- Microsoft Word templates for business document drafting exercises
- Microsoft PowerPoint template files for presentation exercises
- Microsoft Outlook email and calendar exercises

Reference Resources

- QuickBooks Online product help documentation — available within the software; also at <https://quickbooks.intuit.com/learn-support/>
- Microsoft 365 help documentation — available within each application; also at <https://support.microsoft.com>
- Chart of accounts reference materials
- Basic accounting terminology glossary prepared by the institution

Assessment Components

- Quizzes and written assessments administered through Google Classroom
- Practical software exercises evaluated by the instructor during live sessions
- A final applied project integrating QuickBooks Online bookkeeping tasks and Microsoft Office deliverables

Assessment and Skills Measurement

Student learning is measured through ongoing formative assessments and summative assessments administered through Google Classroom. Grades are recorded and maintained in the Google Classroom Gradebook, where students have continuous access to their own grades and instructor feedback.

- **Formative Assessments** — Weekly software-based assignments; guided practice exercises during synchronous sessions; homework (asynchronous; not counted toward clock hours); instructor observation during live demonstrations.
- **Summative Assessments** — Mid-program practical assessment (Week 7); final applied project (Week 13); final examination (Week 13).

Grading Weights

- Weekly assignments: 40%
- Mid-program assessment: 20%
- Class participation: 10%
- Final project and exam: 30%

Grading Criteria

- Technical Accuracy — Correct use of the software application and accurate data entry, formulas, and software operations.
- Completion of Tasks — All required components of the assignment are fully completed.
- Application of Skills — Demonstrated ability to apply concepts to practical, business-realistic scenarios.
- Professional Presentation — Organization, clarity, and professional appearance of work product.

Graduation Requirements

To successfully complete the QuickBooks and Microsoft Office program, students must:

1. Attend a minimum of 80% of scheduled instructional hours (156 of 195 hours);
2. Complete all required assignments and assessments;
3. Achieve a minimum cumulative grade of 75% (C);
4. Pass the final applied project assessment; and
5. Complete the program within the maximum time frame of 19.5 weeks (150% of program length).

Student Expectations

- Join live Google Meet sessions at 5:00 PM Pacific Time, Monday through Friday, with required software ready
- Follow along with instructor demonstrations in real time during synchronous sessions
- Complete hands-on practice exercises during synchronous class sessions
- Complete homework assignments outside of class time (asynchronous; not counted toward clock hours)
- Communicate with instructors via Google Classroom (announcements, comments, private messages)
- Maintain professional online learning etiquette during all synchronous sessions

Description of Instruction Provided

Students who successfully complete the QuickBooks and Microsoft Office program develop knowledge, skills, and competencies relevant to entry-level bookkeeping and office support work using industry-standard software applications.

QuickBooks Competencies

Students develop the ability to set up and manage a company file in QuickBooks Online, including creating and maintaining a chart of accounts, recording financial transactions (invoices, bills, and payments), performing bank and credit card reconciliations, and generating and interpreting basic financial reports such as profit-and-loss statements and balance sheets.

Microsoft Excel Competencies

Students develop skills in creating, formatting, and managing spreadsheets; applying formulas and functions (such as SUM, AVERAGE, and IF); organizing and analyzing data; and producing charts and visual data presentations for business use.

Microsoft Word Competencies

Students develop the ability to create and format professional business documents — including letters, reports, and memos — using standard formatting tools, templates, and document features.

Microsoft PowerPoint Competencies

Students develop the ability to create and deliver structured business presentations, incorporating text, images, charts, and basic design elements appropriate for business communication.

Microsoft Outlook Competencies

Students develop proficiency in managing email communications, organizing contacts, scheduling appointments and meetings, and maintaining calendars in a professional environment.

Integrated Application Competencies

Students develop the ability to apply multiple software applications together to complete integrated tasks — such as exporting financial data, preparing reports, and communicating information effectively. Students also develop accuracy, organization, and the ability to complete tasks consistent with standard business practices.

These competencies are developed through a structured sequence of instruction and measured through weekly assignments, practical exercises, and a final applied project.

Upon successful completion of the program, students will be able to:

Occupations and Job Titles

The program's competencies are typically relevant to entry-level positions including:

- Bookkeeper
- Accounting Clerk
- Accounts Payable / Accounts Receivable Clerk
- Administrative Assistant
- Office Manager
- Data Entry Specialist

Tuition Policies

Schedule of Total Charges

Schedule of Total Charges for a Period of Attendance and Estimated Schedule of Total Charges for the Entire Educational Program for the QuickBooks and Microsoft Office program:

Item	Amount
Hours	195
Total Tuition	\$5,031
Registration Fee (non-refundable)	\$100
STRF Assessment (non-institutional)	\$0.00
Estimated Total Charges (entire program)	\$5,131

Schedule of Total Charges for a Period of Attendance: \$2,575 at enrollment and \$2,556 at midpoint of the program. Estimated Total Charges for the Entire Program: \$5,131.

The STRF assessment is currently \$0 per \$1,000 of institutional charges, as established by the Bureau.

Tuition Payment Policy

The Dream Academy's tuition and fees may be satisfied by payment by check, money order, or credit card. Cash payment for tuition and fees will only be accepted when paid at the administrative office.

Repayment Policy

All financial obligations are to be met prior to withdrawal or graduation. Arrangements for repayment of tuition are to be made prior to withdrawal or graduation. A student who becomes indebted to The Dream Academy due to unpaid deferred tuition, damage or loss of equipment or materials, or for other reasons may be denied further enrollment and release of official academic transcripts. Release of information to potential employers or other agencies may be denied until all indebtedness has been cleared.

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website www.bppe.ca.gov."

Student Tuition Recovery Fund (STRF)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program." CCR §76215(a)

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education
1747 N Market Blvd, Suite 225, Sacramento, CA 95834
Telephone: (888) 370-7589 or (916) 574-8900 Fax: (916) 263-1897

To be eligible for STRF, you must be a California resident or be enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss because of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4)-year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a Social Security Number or a Taxpayer Identification Number.”

Cancellation, Withdrawal, and Refund Policies

Student's Right to Cancel

You have the right to cancel your enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Federal Student Financial Aid Funds

The Dream Academy does not participate in federal student financial aid programs.

Cancellation Prior to Start of Class

If you cancel prior to the start of scheduled classes or never attend class (no-show), the school will refund all monies paid, less the non-refundable \$100 registration fee.

Cancellation Within the First Seven Days

Students have the right to withdraw or cancel their Enrollment Agreement without penalty or obligation within the seventh business day from the first day of the initial class session. A withdrawal or cancellation notice must be submitted in writing to the school in accordance with the methods described under “Method of Delivering Notice to Cancel or Withdraw” below.

Method of Delivering Notice to Cancel or Withdraw

The same procedures and delivery methods apply to both cancellation of the enrollment agreement and withdrawal from the program. A student who wishes to cancel or withdraw must deliver a signed written notice to the Chief Academic Officer at The Dream Academy. The notice must identify the student by full legal name, state the student’s intent to cancel or withdraw, and bear the student’s signature and the date.

The institution accepts written notice delivered by any of the following three methods: (1) electronic mail to the institution’s administrative email address info@thedreamacademy.co, with the signed notice attached as a PDF or other readable image; (2) United States Postal Service first-class mail, certified mail, or recognized commercial carrier, addressed to The Dream Academy, 450 N Brand Blvd, Suite 600, Office 669, Glendale, CA 91203; or (3) hand delivery to the administrative office at the same address during posted business hours.

The effective date of the notice to cancel or withdraw is the date the institution actually receives the notice, and in no event is the effective date later than the date received by the institution. Notice delivered by email is effective on the date the institution receives the email; notice delivered by mail is effective on the date the institution receives the mailing; notice delivered by hand is effective on the date of hand delivery.

Cancellation or withdrawal may also be accomplished by the student’s conduct. A student who fails to attend scheduled live class sessions for fourteen (14) consecutive calendar days without prior approved leave of absence, and who does not respond to the institution’s outreach attempts during that period, will be deemed to have withdrawn from the program by conduct. The effective date of a withdrawal by conduct is the last date of recorded attendance.

Withdrawal After Seven Days

Students who withdraw after the seventh day of the first session have the right to receive a pro-rata refund for the portion of the course not taken, in accordance with Section 71750 of Title 5 of the California Code of Regulations.

Pro-Rata Refund Calculation:

1. The amount owed equals the daily charge for the program (total institutional charge divided by the number of days in the program) multiplied by the number of days the student attended or was scheduled to attend prior to withdrawal.
2. All amounts paid by the student in excess of what is owed will be refunded.
3. Refunds will be made within 45 days of the student's withdrawal or cancellation.

Distance Education Refund Provisions

Synchronous (Real-Time) Instruction: Refunds are calculated based on the scheduled synchronous class hours attended or scheduled to attend, using the pro-rata calculation above.

Asynchronous (Not Real-Time) Components: Homework and practice assignments completed outside of scheduled class time are not counted toward clock hours and do not affect refund calculations. Students retain access to submitted asynchronous work regardless of withdrawal. As such, asynchronous activities are not included in tuition calculations and do not affect refund determinations under 5 CCR §71750.

School Closure

If the school closes before a student graduates, the student may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address provided in this catalog.

Refund Policy (5 CCR §71750)

- (a) The school will make refunds that are no less than the refunds required under 5 CCR §71750.
- (b) If the institution has collected money from a student for transmittal on the student's behalf to a third party and has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution will refund the money to the student within 45 days.
- (c) The institution will refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program.

Faculty Members and Qualifications

The Dream Academy has qualified instructors for the program. Each instructor possesses the academic, experiential, and professional qualifications required by 5 CCR §71720(b), including a minimum of three years of experience and training in the subject area being taught.

Both instructors also serve as owners of The Dream Academy; this dual role is disclosed in the interest of full transparency.

The curriculum for the QuickBooks and Microsoft Office program is developed in-house by the institution's qualified faculty. Sevak Grigorian and Hasmik Tsaturian serve as the curriculum content creators.

Both instructors are assigned to teach every scheduled cohort, with specific module assignments set by the institution prior to each cohort's start date.

Faculty Roster

Instructor	Education	Certifications / License	Experience
Sevak Grigorian	BS Accountancy; BS Information Systems	Enrolled Agent (EA); QuickBooks Online Certified	3+ years teaching experience in QuickBooks and Microsoft Office subject matter

Instructor	Education	Certifications / License	Experience
Hasmik Tsaturian	MS Taxation; BS Accountancy	Certified Public Accountant (CPA)	3+ years teaching experience in QuickBooks and Microsoft Office subject matter

Financial Aid Programs

The Dream Academy does not participate in federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

The Dream Academy does not offer institutional financial aid, scholarships, grants, deferred-tuition arrangements, installment payment plans, or any other form of financial aid or payment assistance. All tuition and fees are due as set forth under the Tuition Payment Policy and the Schedule of Total Charges. The institution does not arrange, broker, recommend, or refer students to private student loans or any other third-party lending product, and the institution does not receive any compensation or consideration from any lender. The references to “unpaid deferred tuition” in the Repayment Policy of this catalog describe the consequences of past-due balances that may arise during the ordinary course of enrollment; they do not establish a deferred-payment program or financial aid arrangement.

If a student obtains a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Standards for Student Achievement

The Dream Academy has specific standards students are expected to achieve in order to maintain satisfactory academic progress in the program. These standards are based on grades, attendance, and program completion. Satisfactory progress is defined by the following criteria:

Students are given the opportunity to attempt program completion not to exceed 1.5 times the normal duration of the program (19.5 weeks). Students must achieve a minimum cumulative grade average of 75%.

All students must meet the minimum standards of academic achievement while enrolled. The student's progress is reviewed at evaluation points of 25%, 50%, 75%, and at completion.

The Dream Academy permits students to take part in remediation when failing a test. To maintain satisfactory academic progress, a student must achieve a cumulative grade average of 75%.

A student may have absences of up to 20% of the total course length; however, the student will be required to complete make-up sessions for missed assignments. While the student is on an approved leave of absence, the time will not be counted as absent time.

Attendance Policy

It is essential for The Dream Academy to maintain a record of attendance for each student. It is the student's responsibility to log in online at scheduled class times. Specific hours of attendance are required for graduation. If a student fails to meet the required hours of training, this will result in denial of graduation status. All students are expected to be online on time for each class and complete the required work to the best of their ability.

If a student must be absent from class, the student should contact The Dream Academy prior to the start of class, noting the reason for the absence and when the student is expected to return.

The Dream Academy does not differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences. If a student misses more than 20% of the maximum time required for the program, unsatisfactory attendance will occur. Unsatisfactory attendance may lead to Probation status until the student has brought attendance to at least 80% of scheduled hours and the cumulative grade point average to 75%. This may include make-up hours, make-up assignments, and tests. Excessive absences may result in probation, suspension, or termination.

Probation Policy for Attendance

If a student fails to maintain attendance of at least 80% of scheduled instructional hours, the student shall, at a minimum, be placed on "Attendance Probation", unless extenuating circumstances are established. The length of probation shall be the period required for the student to reach a minimum of 80% of scheduled class hours. The probation period may be extended to provide assurance that the student achieves and maintains satisfactory attendance progress. The student will be allowed to make up hours, assignments, and exams where possible and to be removed from probation. No more than two terms on probation will be allowed.

Dismissal and Suspension

The Dream Academy reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance does not meet the institution's standards or who fails to abide by its rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student grievance procedures set forth in this catalog.

Leave of Absence Policy

If a student requests a leave of absence, the student must submit a written request to the Student Services Department stating the basis of the request, the expected return date, and the date of the request, with the student's signature. Submission does not automatically constitute approval.

A leave of absence may not exceed 60 days. Only one leave of absence will be granted per student during any 12-month enrollment period. If the leave of absence is approved, the student may return prior to or at the end of the leave of absence and resume training without paying additional tuition. Students requesting a leave of absence must understand that, upon return, a revised course completion date will be established.

Student Complaint and Grievance Policy

Students who encounter difficulties, problems, or have complaints should first bring the matter to the attention of their instructor. If the instructor is unable to resolve the situation, the student should meet with the institution's Director for a final resolution.

Students are encouraged at all times to communicate concerns to faculty and administration to seek amicable solutions. A written grievance, addressed to the institution's Director, must be received from the student within 48 hours after the incident occurs.

The Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the above steps have been followed, the Director will call a Grievance Committee Hearing within 72 hours of receipt of the report. All documentation must be submitted with the report, signed and dated by the student. The CEO will chair a committee meeting consisting of not less than three representatives. All persons involved with the incident must be present at the hearing. The committee will hear all sides, will meet privately to review the information and evidence, and will vote on a decision. The decision will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, submit copies of all documents and a cover letter explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education
1747 N Market Blvd, Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Telephone: (888) 370-7589 or (916) 574-8900
Fax: (916) 263-1897

Student Services

The Dream Academy offers advisory and academic support services to its students.

Accreditation

The Dream Academy does not offer any program that is accredited by an accrediting agency recognized by the United States Department of Education.

Advisory Services

The Dream Academy's Director, Chief Academic Officer, and instructors are available to advise students and assist them in overcoming any difficulties they may encounter. Advisory services are part of the teaching process offered by The Dream Academy.

Technical Support

Students receive initial guidance on accessing the institution's distance education platforms — Google Classroom and Google Meet — and on the technical requirements for participation at the time of admission, prior to the start of instruction. Students and faculty receive technical support for the institution's instructional platforms (Google Classroom, Google Meet, QuickBooks Online, Microsoft 365). Students may request assistance by email or through Google Classroom direct messaging. During synchronous sessions, the instructor provides basic troubleshooting (login, navigation, assignment

submission) without interrupting instruction for other students. Technical support requests are typically addressed within twenty-four hours. Vendor-level support is available from Google, Intuit, and Microsoft for platform-level issues.

Placement Services

The Dream Academy does not offer placement services and cannot and does not guarantee employment.

Housing

The Dream Academy does not have dormitory or other housing facilities under its control. The institution is not residential and delivers all instruction online through distance education.

Privately operated rental housing is available in the city of Glendale, California, where the institution's administrative office is located, and in surrounding communities. Based on publicly available rental market data current as of the date this catalog was prepared, the estimated monthly rental cost for an unfurnished apartment in Glendale ranges approximately as follows: studio apartments, \$1,800 to \$2,500 per month; one-bedroom apartments, \$2,000 to \$3,000 per month; and two-bedroom apartments, \$2,800 to \$4,000 per month. Actual rental costs vary by neighborhood, building, square footage, amenities, and lease terms, and rental rates change over time; the figures above are provided solely as an estimation of cost or range of cost and are not representations or guarantees by the institution. Students are encouraged to consult current rental listings to verify pricing at the time they are seeking housing.

THE DREAM ACADEMY HAS NO RESPONSIBILITY TO FIND OR ASSIST A STUDENT IN FINDING HOUSING.

The institution does not operate, own, manage, sponsor, recommend, or endorse any housing facility. Inclusion of the rental cost estimates above is provided solely to satisfy the disclosure required by 5 CCR §71810(b)(13) and does not constitute a recommendation of any housing option.

Student Records Policy

The Dream Academy abides by the requirements of CEC §94900 and 5 CCR §§71810, 71920, and 71930 with respect to the maintenance, production, and retention of student records.

Records Maintained

- Written records and transcripts of formal education, training, testing, or experience relevant to admission
- Dates of enrollment, withdrawal, leaves of absence, and graduation
- Documents showing total amount of money received and dates received
- Documents specifying refund amounts, calculations, dates, and recipients
- Copies of advisory notices or warnings regarding student progress
- Complaints received from students

Record Retention (CEC §94900 and §94900(b))

The institution shall maintain, for a period of not less than five years, complete and accurate records of all of the following information:

- (d) The educational programs offered and the curriculum for each.
- (e) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty that demonstrate compliance with this chapter's minimum standards for faculty qualifications.

Permanent Records: Student transcripts are maintained permanently.

Records Security

All student records, including admissions documentation, the Distance Education Readiness Assessment, enrollment agreements, attendance records, grades, transcripts, and correspondence, are maintained in electronic form within the institution's administrative recordkeeping system and within Google Workspace under institution-controlled accounts.

- Access to electronic student records is restricted to the institution's owner-administrators using individual login credentials with multi-factor authentication enabled. No third party has access to the institution's electronic recordkeeping systems.
- Records stored within Google Workspace are protected by enterprise-grade encryption in transit and at rest. Records transmitted between the institution and students are transmitted only over encrypted channels (HTTPS for Google Classroom and Google Meet; TLS for institutional email).
- All records required by 5 CCR §71920 and CEC §94900 are maintained in California in compliance with 5 CCR §71930(a).
- Records are maintained in a manner that permits the institution to produce any student file or component thereof on demand for Bureau inspection.

Access to Records (FERPA Compliance)

Students have the right to:

- Inspect and review their records
- Request amendments to inaccurate or misleading records
- Consent to disclosures of personally identifiable information
- File complaints with the U.S. Department of Education or the Bureau for Private Postsecondary Education

Access to Records by Students

The Dream Academy abides by the policy of compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA defines educational records as all records that schools or education agencies maintain concerning their students. FERPA affords students certain rights with respect to their educational records, summarized below:

- **A.** The right to inspect and review their records. Students should contact the Director's office to determine the location of appropriate records and the procedure for reviewing such records.
- **B.** The right to request that any records believed to be inaccurate or misleading be amended. The request should be submitted in writing to the Director's office. If the request for change is denied, the student has a right to a hearing on the issue.

- **C.** The right to consent to disclosures of personally identifiable information contained in the student's education records. The school must have written permission from the student before releasing any information from the student's record.
- **D.** The right to file a complaint with the U.S. Department of Education and/or California's Bureau for Private Postsecondary Education if the student feels these rights are being violated. Complaints should be in writing and sent to:

U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-4605

California Bureau for Private Postsecondary Education
1747 N Market Blvd, Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov
Telephone: (888) 370-7589 or (916) 574-8900 Fax: (916) 263-1897

Department of Labor Job Classifications

The Dream Academy identifies the job classifications for its program using the United States Department of Labor's Standard Occupational Classification (SOC) codes at the Detailed Occupation (six-digit) level.

QuickBooks and Microsoft Office Program — SOC Codes

- 43-1011 — First-Line Supervisors of Office and Administrative Support Workers
- 43-2011 — Switchboard Operators, Including Answering Service
- 43-2021 — Telephone Operators
- 43-2099 — Communications Equipment Operators, All Other
- 43-3021 — Billing and Posting Clerks
- 43-3031 — Bookkeeping, Accounting, and Auditing Clerks
- 43-3051 — Payroll and Timekeeping Clerks
- 43-3061 — Procurement Clerks
- 43-3099 — Financial Clerks, All Other
- 43-9061 — Office Clerks, General

“AS A PROSPECTIVE STUDENT, YOU ARE ENCOURAGED TO REVIEW THIS CATALOG PRIOR TO SIGNING AN ENROLLMENT AGREEMENT. YOU ARE ALSO ENCOURAGED TO REVIEW THE SCHOOL PERFORMANCE FACT SHEET, WHICH MUST BE PROVIDED TO YOU PRIOR TO SIGNING AN ENROLLMENT AGREEMENT”