Sample New Program Application

Texas Workforce Commission – Career Schools and Colleges

New Program Application: Cover Sheet

Career Schools and Colleges

For LICENSED SCHOOLS:
Send New Course with $225 Application fee to:
Texas Workforce Commission
Career Schools and Colleges - Controller
101 East 15th Street
Austin, TX 78778-0001

For SCHOOLS APPLYING FOR LICENSES:
Send New Course Application without $225 fee to:
Texas Workforce Commission
Career Schools and Colleges – Room 226T
101 East 15th Street
Austin, TX 78778-0001

Authority for Data Collection: *Texas Education Code, §132.055.*

Planned Use of the Data: To provide the information necessary to determine if the program is of such quality, content, and length to reasonably and adequately achieve the stated objectives for which it is offered, and to provide the total program cost.

School Name_ Ray's Computer Training _____ School #_ S0001 ____

School Mailing Address_ 2020 Wm. J. Bryan Pkwy. _____ School Phone _(555) 776-2020 ____

City/State/Zip:_ Bryan, Texas 77802 _____ School FAX_ (555) 776-4848 ____

School e-mail address_ ray.smith@rayscomptrng.com ____ Contact Person_ Raymond I. Smith, Jr. ____

Program Name:_ Computer Repair & Networking Technician _____

Stated Occupation(s):_ Computer and Network Support Technician _____

Classification of Instructional Programs (CIP) Code Number:_ 15.1202 _____

Program Length: _____208_____ _____ _____6.0_____
                (Course Time Hours)   (Quarter Credit Hours, if applicable)   (Semester Credit Hours, if applicable)

Number of Lessons (Correspondence Schools Only)_____ Total Program Price:_ $8000.00 ____

Projected completion rate for students who enroll in the program: _____85%_____

Projected employment rate for students who graduate from the p: _____78%_____

The information provided in this New Program Application is true and correct to the best of my knowledge.

_ Raymond I. Smith, Jr. _____   _____   _10/02/2013_____
Typed Name of School Director   Signature of School Director   Date

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

Computer Repair & Networking Technician

Admissions Requirements:

Individuals applying for this course are required to:

    a.   interview with an admissions counselor;

    b.   be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and

    c.   present proof of secondary education (high school diploma or GED certificate) or

    d.   in the event the applicant is unable to provide proof of secondary education, achieve a passing score on the Wonderlic Basic Skills Test (Verbal 200 and Quantitative 210)

Course Description:

This course of instruction prepares individuals for entry-level jobs as a computer repair and networking technicians. Graduates may find suitable employment with computer manufacturing, computer sales, and computer repair companies. Students will learn to troubleshoot and repair personal computers and network devices. Upon completion of this course students will be able to install, upgrade, and support personal computers and associated peripheral devices in a network environment.

Course Outline

Subject #	Subject Title	Course Time Hours Lec/Lab/Ext/Total	Semester Credit Hours
CRT 101**	Introduction to Computers & Networking	08 / 16 / 00 / 24	1.0
CRT 102**	Computer Hardware & Software	14 / 26 / 00 / 40	1.0
CRT 103**	Networking	24 / 56 / 00 / 80	3.0
CRT 104**	Employment Skills	06 / 18 / 00 / 24	0.5
CRT 105**	Computer Repair Externship	00 / 00 / 40 / 40	0.5
	Total Hours	52 / 116 / 40 / 208	6.0

The approximate time required to complete this course is six weeks for day students and twelve weeks for evening students.

** Single subjects making up this course may be taken individually at a cost of $50.00 per contact hour. Entrance requirements for each single subject will be demonstration of skills or completion of the prerequisite subject.

Subject Descriptions

CRT 101 – Introduction to Computers & Networking:

This subject introduces students to personal computers and how they are integrated into a network. Upon completion of this subject students will be able to: 1) turn on a computer, 2) open software applications, 3) use software applications, and 4) properly shutdown a computer. They will also be able to describe how personal computers and peripheral devices are interconnected on a network. (Lec 08 CT Hrs / Lab 16 CT Hrs / Ext 00 CT Hrs / 1.0 Sem Cr Hrs) [Prerequisites: None]

CRT 102 – Computer Hardware & Software:

Upon completion of this subject students will be able to describe: 1) the functions of computer hardware components and how they relate to each other, and 2) the installation and operation of different software applications. They learn how to: 1) disassemble and assemble a computer, 2) install and operate software on a computer, 3) troubleshoot hardware and software problems, 4) connect peripheral devices to the computer, and 5) repair hardware and software problems. (Lec 14 CT Hrs / Lab 26 CT Hrs / Ext 00 CT Hrs / 1.0 Sem Cr Hrs) [Prerequisite: CRT 101, Introduction to Computers]

CRT 103 – Networking

This subject introduces students to the skills necessary to install a computer and peripheral devices on a network. Upon completion of this subject students will be able to describe: 1) network components, their use, and how they are interconnected; 2) the advantages and disadvantages of different network topologies, and 3) the operation of a client/server environment. Students will learn how to: 1) wire a Microsoft Windows 2000 network, 2) plan, design, and setup a network that best suits the needs of the client, 3) diagnose and troubleshoot Windows 2000 in a network environment, and 4) provide effective customer support to clients. (Lec 24 CT Hrs / Lab 56 CT Hrs / Ext 00 CT Hrs / 3.0 Sem Cr Hrs) [Prerequisite: CRT 102, Computer Hardware & Software]

CRT 104 – Employment Skills

This subject is devoted to preparing students for their career as a computer repair technician. Students will learn how to: 1) find and explore job leads, 2) prepare a resume and cover letter, 3) interview and follow up on an interview, and 4) become a valued employee and advance within their chosen career field. (Lec 06 CT Hrs / Lab 18 CT Hrs / Ext 00 CT Hrs / 0.5 Sem Cr Hrs) [Prerequisite: CRT 103, Networking]

CRT 105 – Computer Repair Externship

During this portion of the course, students will put into practice the skills they have gained in previous subjects. They will learn how to: 1) deal with the real problems of customer service, 2) assist clients with defining their needs and setting up a computer network that meets those needs, 3) troubleshoot and repair computers under real workplace conditions, and 4) build personal computers based on the needs of the clients. (Lec 00 CT Hrs / Lab 00 CT Hrs / Ext 40 CT Hrs / 0.5 Sem Cr Hrs) [Prerequisite: CRT 104, Employment Skills]

Class Schedule

Day students will attend class Monday through Friday from 8:00 A.M. to 5:00 P.M for approximately six weeks. Class for evening students will be Monday through Friday from 6:00 P.M. to 10:00 P.M for approximately twelve weeks. For day students a ten-minute break will be taken every hour at ten-minutes until the hour and lunch will be from 12:00 P.M. to 1:00 P.M. For evening students there will be no meal time allowed and a ten-minute break will be taken every hour beginning at ten-minutes until the hour.

Dates school will be closed:

New Years Day
Martin Luther King Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
LBJ's Birthday
Labor Day
Veteran's Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day
Day After Christmas

Class Start Dates:

Classes for day students begin September 16, 2013, with successive classes beginning approximately every six weeks. Class for evening students will begin the same date with successive classes starting approximately every twelve weeks thereafter.

Tuition and Fees:

Registration	$100.00
Tuition	$6900.00
Books & Supplies	$500.00
Tool Kit	$500.00
Total Cost	**$8000.00**

Cost per Single Subject:

The cost for taking single subjects individually is $50.00 per course time hour of instruction. Prices for individual subjects are as follows:

CRT 101	Introduction to Computers & Networking	$1200.00
CRT 102	Computer Hardware & Software	$2000.00
CRT 103	Networking	$4000.00
CRT 104	Employment Skills	$1200.00
CRT 105	Computer Repair Externship	$2000.00

Attachment 2: SUBJECT SYLLABI (NOT TO BE INCLUDED IN THE CATALOG):

Provide a syllabus for each subject to include the following:

Syllabi for each subject are included on page 8 – 12 of this sample packet.

CRT 101 – Introduction to Computers & Networking
Syllabus

Subject Description:	Introduction to Computers & Networking introduces students to personal computers and how they are integrated into a network. Upon completion of this subject, students will be able to: 1) turn on a computer, 2) open software applications, 3) use software applications and 4) properly shutdown a computer. They will also be able to describe how personal computers and peripheral devices are interconnected on a network.
Subject Hours:	24 course time hours (08 hours lec, 16 hours lab, 00 hours ext) 1.0 Semester Credit Hours
Performance Objectives:	turn on a computer select and open software applications use software applications save documents in selected software applications close documents and exit selected software applications properly shutdown a computer
Prerequisites:	None
Required Textbooks:	Runn, Charles. *Computers in Your Future.* 3rd ed. New York: Swartz, 2010.
Instructional Methods:	1. Lecture 2. Laboratory
Maximum Student : Instructor Ratio:	15 : 1
Materials and Media References:	Piggs, Mark. *Networking Computers.* 5th ed. Chicago: Delugie, 2012.
Daily Content Outline:	Day 1 Computer Basics, Opening Software Applications and Creating File Folders Day 2 Saving Documents, Closing Applications, and Opening Saved Documents Day 3 Closing Out Applications and Shutting Down The Computer

Basis of Grades:

Tests/Quizzes	15%
Final Exam	35%
Lab assignments	50%

CRT 102 – Computer Hardware and Software
Syllabus

Subject Description: Upon completion of Computer Hardware and Software students will be able to describe: 1) the functions of computer hardware components and how they relate to each other, and 2) the installation and operation of different software applications. They will also be able to: 1) disassemble and assemble a computer, 2) install and operate software on a computer, 3) troubleshoot hardware and software problems, connect peripheral devices to the computer, and 5) repair hardware and software problems.

Subject Hours: 40 course time hours (14 hours lec, 26 hours lab, 00 hours ext) 1.0 Semester Credit Hours

Performance Objectives: identify and describe the function of computer components
disassemble and assemble a computer
install computer hardware and make operational
install additional computer software applications
troubleshoot hardware and software problems
repair hardware and software problems
describe computer networking

Prerequisites: CRT 101, Introduction to Computers and Networking

Required Textbooks: Runn, Charles. *Computers in Your Future.* 3rd ed. New York: Swartz, 2010.

Smartt, Riley. *Networking Fundamentals.* 2nd ed. New York: Buttkis, 2012.

Instructional Methods:
1. Lecture
2. Laboratory

Maximum Student : Instructor Ratio: 15 : 1

Materials and Media References: Piggs, Mark. *Networking Computers.* 5th ed. Chicago: Delugie, 2012.

Daily Content Outline:

Day 1   Computer Hardware Components

Day 2   Installing Computer Software

Day 3   Troubleshooting Computer Hardware/Software

Day 4   Repair of Computer Hardware/Software

Day 5   Computer Networking Fundamentals

Basis of Grades:

Tests/Quizzes	20%
Final Exam	30%
Lab Assignments	50%

CRT 103 – Networking
Syllabus

Subject Description:	Networking introduces students to the skills necessary to install a computer and peripheral devices on a network. Students will learn to: 1) wire a Microsoft Windows 2000 network, 2) plan, design, and setup a network that best suits the needs of the client, 3) diagnose and troubleshoot Windows 2000 in a network environment, and 4) provide effective customer support to clients.
Subject Hours:	80 course time hours (24 hours lec, 56 hours lab, 00 hours ext) 3.0 Semester Credit Hours
Performance Objectives:	describe network components, their use, and how they are interconnected
	describe the advantages/disadvantages of different network topologies
	describe the operation of a client/server environment
	wire a Microsoft Windows 2000 network
	plan, design, and setup a network that best suits client needs
	troubleshoot Windows 2000 in a network environment provide effective customer support
Prerequisites:	CRT 102, Computer Hardware and Software
Required Textbooks:	Phunnie, Ima. *Networking Topologies.* 2nd ed. Boston: Gattis, 2011.
	Smartt, Riley. *MS Windows 2011 Networking.* 3rd ed. Palo Alto: Jobb, 2012.
Instructional Methods:	1. Lecture 2. Lecture 3. Simulated Workplace
Maximum Student : Instructor Ratio:	15 : 1
Materials and Media References:	Piggs, Mark. *Networking Computers.* 5th ed. Chicago: Delugie, 2012.

Daily Content Outline:

Day 1	Assessing Client Needs
Day 2	Designing Computer Networks
Day 3	Designing Computer Networks
Day 4	Designing Computer Networks
Day 4	Wiring Computer Networks
Day 5	Wiring Computer Networks
Day 6	Wiring Computer Networks
Day 7	Wiring a MS Windows 2000 Network
Day 8	Troubleshooting Computer Networks
Day 9	Repairing Computer Networks
Day 10	Providing Effective Customer Service and Support

Basis of Grades:

Tests/Quizzes	15%
Final Exam	25%
Lab Assignments	60%

CRT 104 – Employment Skills
Syllabus

Subject Description: During Employment Skills students will develop an effective resume and cover letter. They will also learn how to: 1) research job leads, 2) dress for an interview, 3) interview effectively, 4) follow-up an interview, and 5) keep a job and advance in their careers.

Subject Hours: 24 course time hours (06 hours lec, 18 hours lab, 00 hours ext) .5 Semester Credit Hours

Performance Objectives:
demonstrate how to find and explore job leads

create a resume and cover letter

demonstrate interviewing techniques

describe following up the interview

describe personal qualities that are conducive to keeping a job and advancing in one's career

Prerequisites: CRT 103, Networking

Required Textbooks: DaJob, Igot. *Effective Resume Preparation.* Los Angeles: Smiff and Wesson, 2013.

Laiter, Seyuu, and Igotta Geaux. *The Complete Interview Guide.* 2nd ed. Detroit: Big Blue, 2010.

Instructional Methods:
1. Lecture
2. Laboratory
3. Simulated Interviewing

Maximum Student : Instructor Ratio: 15 : 1

Materials and Media References: Geaux, Igotta. *The Employability Game.* Chicago: Gogettum, 2009.

Daily Content Outline:

Day 1   Researching Job Leads and Elements of an Effective Resume

Day 2   Dressing for the Interview and Resume/Cover Letter Preparation

Day 3   Practice Interviews and Critiques, Interview Follow-up, and Job Advancement

Basis of Grades:

Tests/Quizzes	10%
Final Exam	10%
Lab Assignments	80%

CRT 105 – Computer Repair Externship
Syllabus

Subject Description: During their externship, students will have the opportunity to practice the skills they have gained during their classroom training. They will refine their customer service skills, assist fellow workers in building computers to customer specifications, troubleshoot and repair hardware and software problems, and develop an effective career success strategy.

Subject Hours: 40 course time hours (00 hrs lecture, 00 hrs lab, 40 hrs externship) .5 Semester Credit Hours

Performance Objectives: demonstrate effective customer service

demonstrate assisting clients in defining their needs

demonstrate troubleshooting and repair of computers

demonstrate building a computer that meets client needs

demonstrate setting up and making operational a computer network that meets the requirements of the client

Prerequisites: CRT 104, Employment Skills

Required Textbooks: None

Instructional Methods: 1. On-The-Job Training

Maximum Student : Instructor Ratio: 5 : 1

Materials and Media References: Runn, Charles. *Computers in Your Future.* 3rd ed. New York: Swartz, 2010.

Smartt, Riley. *Networking Fundamentals.* 2nd ed. New York: Buttkis, 2012.

Phunnie, Ima. *Networking Topologies.* 2nd ed. Boston: Gattis, 2011.

Smartt, Riley. *MS Windows 2011 Networking.* 3rd ed. Palo Alto: Jobb, 2012.

Piggs, Mark. *Networking Computers.* 5th ed. Chicago: Delugie, 2012.

Geaux, Igotta. *The Employability Game.* Chicago: Gogettum, 2009.

Daily Content Outline: Days 1 – 5 (Day Students)
Days 1 – 10 (Evening Students)

Practice Effective Customer Service, Assist Clients, Work as a Team Member, Troubleshoot and Repair Computers, Build Computers, Wire Networks and Make Operational, and Practice Personal Traits Conducive to Continued Employment and Career Advancement

Basis of Grades:

Externship Coordinator's Report	15%
Extern Site Supervisor's Extern Evaluation Report	75%
Student Externship Report	10%

Attachment 3: Externship Information

    a. The externship schedule for day students will be eight hours per day, five days per week for one week. The externship schedule for evening students will be four hours per day, five days per week for two weeks.

    b. The maximum number of externs expected in the course at any one time is 30.

    c. Copies of externship agreements between the school and externship sites are included.

    d. Evaluation of externs with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the midpoint and end of the externship. Ratings on the written evaluations will be averaged for the final report. Evaluation forms are included.

    e. The externship coordinator will visit the externship sites at least once per week.

    f. The externship coordinator will be in daily telephone contact with the externship site supervisor.

    g. Externs are required to attend a meeting on the last day of their externship. During this meeting they will discuss their externship observations/experiences. .

    h. Although not required, students are encouraged to keep a daily journal of their externship experiences and observations.

    i. Students are required to write a final report that will be turned in on the day of their externship meeting.

Ray's Computer Training
2020 Wm. J. Bryan Parkway
Bryan, Texas 77802

August 10, 2013

Mr. Joe Ybarra
General Manager
University Computer Networking Services, Inc.
12345 South Texas Avenue
Bryan, Texas 77802

Dear Mr. Ybarra:

First let me introduce myself. My name is Raymond Smith and I am the owner/operator of Ray's Computer Training. The reason I am contacting you is that we are about to begin offering a new course of instruction at our training facility entitled Computer Repair & Network Technician.

The final subject in this course is a 40 hour externship in which the students will work in a local business or company as a Computer and Network Support Technician under the guidance of a journeyman technician.

We would like to place externs in this course with your company. The externship schedule required for day students is 8 hours per day for 5 consecutive days. The schedule for night students would be 4 hours per day for 10 days over a two week period.

If your company can accommodate some of our externs, please fill in the following information and return to our office.
_____**Yes** – Our company is willing to accept externs from the Computer Repair & Network Technician course of Ray's Computer Training. The maximum number of externs we can accommodate from this course is _____.

_____No – Our company is currently unable to accept externs from the Computer Repair & Network Technician course. If we are able to accommodate externs in the future, we will contact Ray's Computer Training.

_____   _____   _____
Typed Name of Authorized Company Official   Signature of Authorized Company Official   Date

Thank you very much for taking the time to provide this information. Our aim is to provide the best training available to students. If you have any questions and/or comments, please do not hesitate contacting me at either (555) 776-2020 or through my e-mail, ray.smith@rayscomptrng.com.

Sincerely,

Raymond I. Smith
Director
Ray's Computer Training

Computer Repair & Networking
Technician Extern Evaluation Form

Date: _____   **Company Name:** _____

Student Name: _____   **Address:** _____

Graduation Date: _____   _____

Phone: _____

Skills	Outstanding	Excellent	Acceptable	Needs Improvement	Unsatisfactory
Customer Service					
Cooperation					
Timeliness					
Computer Troubleshooting					
Computer Repair					
Network Troubleshooting					
Network Repair					
Network Design & Setup					
Software Installation					
Software Troubleshooting					
Software Repair					
Works as Team Member					
Computer & Network Assembly					

Additional Comments: _____

_____

_____

_____

_____

_____

_____

_____

Extern Site Supervisor's Name: _____

Extern Site Supervisor's Signature: _____

Job Title: _____   **Date:** _____

Attachment 4: Attach a letter from the certification or licensing agency indicating approval of course content (if applicable): N/A

Attachment 5:   Occupational Expert Support for Course Content and Length

FIVE Occupational Expert Support forms completed by members of the course advisory committee are attached (see p. 17).

Attachment 6: Equipment, Hardware, Tools, Instruments, and Software

A. Please provide the following:

- List the equipment, hardware, tools, instruments, and software by <u>name</u>, <u>description</u>, <u>quantity</u>, and <u>age</u>. The listing of equipment, hardware, tools, instruments, and software is provided below.

- Mark with an asterisk (*) those items that have not yet been acquired and state the expected date of acquisition. Items not yet acquired are marked with an asterisk (*) on the listing below. The expected acquisition date for equipment not yet acquired is November 1, 2014.

- State the maximum ratio of students to each equipment item. The maximum ratio of students to each equipment item is indicated on the listing below.

B. N/A

C. N/A

Course Specific Instructional Equipment

Equipment	Number and Description	Age	Student : Equipment Ratio
* Computers, Dell	20 each Pentium IV, 1.5 Ghz with 256 Mb of RAM	New	1 : 1
* Monitors, Dell	20 each 17 inch Color Monitors	New	1 : 1
* Oscilloscopes	10 each, Hewlitt-Packard	New	2 : 1
* Electronic VOM	10 each, Hewlitt-Packard	New	2 : 1
* Electronic Trainer	10 each, Packard-Bell	New	2 : 1
* Student Tool Kits	20 each, Various Manufactures	New	1 : 1

Name of Individual filling out form: <u>James Barker</u>

Current Occupation: <u>Computer/Networking Technician</u>   Telephone Number: <u>(555) 498-3987</u>

Name of Employer: <u>ComputerZone, Inc.</u>

Relevant Education related to this course: <u>BS in CIS, MCSE, CCNA, CNE, A+ Certification, MCP</u>

Years of Relevant Experience related to this course: <u>Two years</u>

Name of School Submitting New Course Application: <u>Ray's Computer Training</u>

Name of Proposed Course: <u>Computer Repair & Networking Technician</u>: <u>Computer Repair & Networking Technician</u>

Statements of Support

I reviewed the proposed skills to be learned and support them as appropriate and sufficient for entry-level employment in the stated occupation.		09/18/2013
	Initials	Date
I reviewed the proposed assessment methods and support them as appropriate and sufficient for entry-level employment in the stated occupation.		09/18/2013
	Initials	Date
I reviewed the proposed admissions requirements and support them as appropriate and		09/18/2013

	Initials	Date
sufficient for successful completion of the proposed course of instruction and for entry-level employment in the stated occupation.		
I reviewed the proposed course syllabi (outlines) for each subject and the sequence of subjects and support them as appropriate and sufficient for entry-level employment in the stated occupation.	Initials	09/18/2013 Date
I reviewed the proposed hours of training and support the course length as appropriate and not excessive to prepare students for entry-level employment in the stated occupation.	Initials	09/18/2013 Date

James Barker _____   Computer/Networking Technician _____
<center>Typed or Printed Name</center>   Title

_____   09/18/2013 _____

<center>Signature   Date</center>

A separate fee sheet is required for each school and for each check you include.

Instructions: Please indicate below the amount and purpose of each fee you are conveying with this fee sheet. Please feel free to copy this form as many times as necessary. *(Please type or print)*

School # __0001__ School Name _Ray's Computer Training_____

School Location _2020 Wm. J. Bryan Pkwy._____ Phone _(555) 776-2020_____

Mailing Address _____Same_____ City/State/Zip _Bryan, TX 77802_____

School e-mail _ray.smith@rayscomptrng.com_ School FAX _(555) 776-4848_ School (800) #_N/A_

School Director __Raymond I. Smith_____ Today's Date __10/02/2006_____

Total amount of money you transmit with this check and fee sheet: $ _____

*****check below if using credit balance and no money is enclosed*****

CERTIFICATES:		(Enter Amount)	Code
_____ $3000 Original Certificate (Large School)	= $ _____ (or)	(101)
_____ 1st pmt. _____2nd pmt. _____3rd pmt. _____4th pmt.	= $ _____	
_____ 10% service charge for partial payment	= $ _____	(199)
_____ $1001 Original Certificate (Small School)	= $ _____ (or)	(113)
_____ 1st pmt. _____2nd pmt. _____3rd pmt. _____4th pmt.	= $ _____	
_____ 10% service charge for partial payment	= $ _____	(199)
_____ Annual Renewal	= $ _____	(106)
_____ 1st pmt. _____2nd pmt. _____3rd pmt. _____4th pmt.	= $ _____	
_____ 10% service charge for partial payment	= $ _____	(199)
_____ 10% penalty for late renewal ($200.min./$1000.max.)	= $ _____	(107)
_____ Change in Owner Certificate ($3000. Lg. Sch./$1001. Sm. Sch.)	= $ _____ (or)	(102)
_____ 1st pmt. _____2nd pmt. _____3rd pmt. _____4th pmt.	= $ _____	
_____ 10% service charge for partial payment	= $ _____	(199)
_____ Late partial pmt. penalty (50% of total amount + balance due)	= $ _____	(198)

COURSES, INSTRUCTIONAL STAFF AND REPRESENTATIVES:

__X__ @ $225 Regular additional program(s)	= $ 225.00____	(201)
names: Computer Repair & Networking Technician		
_____ @ $35 Seminar and workshop additional (s)	= $ _____	(202)
names: _____		
_____ @ $20 Dir., Dir. of Educ., Inst.(s) application(s)	= $ _____	(203)
names: _____		
_____ @ $90 Original representative(s) registration	= $ _____	(301)
names: _____		
_____ @ $45 Renewal representative(s)	= $ _____	(302)
names: _____		
_____ @ $15 School name/address change for rep.(s)	= $ _____	(303)
names: _____		
_____ @ $15 Personal name/address change for rep.(s)	= $ _____	(304)
names: _____		

OTHER:

_____ $150 Change in name of school	= $ _____	(108)
_____ $150 Change in name of school owner	= $ _____	(109)
_____ $270 Change in address of school	= $ _____	(110)
_____ $375 Classroom facility separate from main campus	= $ _____	(111)
_____ $600 On-site investigation of substantiated complaint	= $ _____	(112)
_____ Assessment of civil penalty	= $ _____	(300)
_____ Tuition Trust Account	= $ _____	(104)
_____ Interest penalty for late refunds	= $ _____	(200)
_____ $15 New School Packet (Res./Sem.-Wk./Corr.)	= $ _____	(305)
_____ Director's Workshop Registration ($35 - $70)	= $ _____	(306)