

biztech

CAREER CENTERS

2021 - 2022

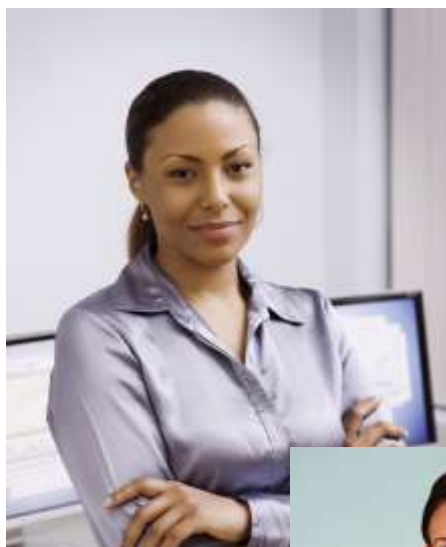


SCHOOL CATALOG

CERTIPORT®

AUTHORIZED TESTING CENTER





Dear BizTech Student,

Welcome to our school. I want to thank you for trusting us to help you reach your education and career goals. The BizTech Team will do everything we can to insure you achieve them.

We have over 20 years experience providing students with the latest business technology skills. We feature computer centric Career Programs designed to provide the skills local employers require for their new job candidates. BizTech is a Service Disabled Veteran Owned Small Business, a Certiport Authorized Testing Center and is licensed by the State of Florida as a Vocational Training Provider.

At BizTech, you are not only our student but also our guest. We want you to feel comfortable and enjoy each day you are with us. We absolutely welcome your comments and observations on how we can improve our services and depend on your suggestions to help us accomplish our mandate of continuous quality improvement.

Thank you for making BizTech your choice for education.

Best Wishes for Your Success,

A handwritten signature in black ink, appearing to read "Tim Pierce". The signature is fluid and cursive, with a large, sweeping "P" at the end.

Tim Pierce
President/CEO

For More Information Call: 727.443.4700

Table of Contents

About Our School	2
Legal Ownership and License.....	2
School History.....	2
Purpose.....	2
School Administration	3
Policy of Non-Discrimination.....	3
Faculty and Staff.....	3
Admission Requirements.....	4
Description of School Facilities.....	4
Hours of Operation.....	4
Holidays.....	5
Class Starting and Ending Dates.....	5
Grading.....	5
Certificates of Completion.....	5
Transfer of Credits.....	6
Financial Aid.....	6
Job Placement Assistance.....	6
Counseling Services.....	6
Fee Payment Schedule.....	7
Cancellation and Refund Policy.....	7
Grounds for Termination.....	8
Class Audits.....	8
Reimbursement.....	8
Definition of a Clock Hour.....	8
Suggestions or Complaints.....	8
Attendance Policies	9
Attendance.....	9
Make-up Work.....	9
Tardiness.....	9
Interruptions in Training/Termination.....	10
Standards for Academic Progress.....	10
Appeals to Academic or Disciplinary Actions.....	10
Conduct.....	10
Re-entry.....	11
Dress Code.....	11
Student Records.....	11
Housing.....	11
Student Shuttle Bus Transportation.....	11
Career Programs	12
BASIC.....	12
Advanced Office Specialist.....	13
Bookkeeping Specialist.....	14
Network Support Technician.....	15
Medical Office and EHR Specialist.....	16
Consolidated List of Program Courses	17
Annex A: Schedule of Current Classes	19

ABOUT OUR SCHOOL

Legal Ownership and License

BizTech Learning Centers, Inc. is a Florida Corporation doing business as (FL DBA) BizTech Career Centers. Its current officers and owners are Tim Pierce, President and Ken Minter, Vice President.

BizTech Career Centers is licensed by The Florida Commission for Independent Education – license #2678. Additional information regarding this school may be obtained by contacting the Florida Department of Education, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, Ph: (850) 245-3200 or (888) 224-6684.

School History

BizTech Career Centers was created in 2003 as a subsidiary of Data Management Systems, Inc. It had previously operated as Data Management Systems, Inc.'s training element. Data Management Systems, Inc. was formed in 1996 as full-service network integration, consulting company and information technology school. BizTech Career Centers, Inc. became an independent Florida Corporation on May 4, 2007. 2020 marks our twenty fourth year of providing information technology training.

Purpose

BizTech Career Centers will provide current, information technology, business, and medical office skills training to our students using industry standard references and experienced, certified instructors. Our primary objective is to assist each student in reaching his or her career goals. We do that by maximizing the effectiveness of our training by skillful and creative course design to insure we meet the needs of each individual student.

SCHOOL ADMINISTRATION

Policy of Non-Discrimination

BizTech Career Centers does not discriminate on the basis of sex, race, color, national origin, religion, age, creed or disability in the educational programs or activities it operates. Handicapped parking is available and special assistance will be provided to persons with mobility or sight impairments.

Faculty and Staff

Tim Pierce	CEO/President/Owner (Full-Time) Staff and Faculty	Microsoft Office Specialist Master Instructor, Project +, MCSE+, CCNA, CCA, TQM, CDIA+; IC3 GS3 Authorized Instructor
Kenneth Minter	Admissions Coordinator Vice President/Owner (Full-Time) Staff and Faculty	MCSE; MOS 2007 Master; CompTIA: A+; Net+;NET; Health IT; Security +; QuickBooks Cert. User;IC3 GS3 Authorized Instructor; MTA - Networking Fundamentals; MTA - Security Fundamentals; MTA - Windows Server Administration Fundamentals; Workforce Development Professional - Level 1;
Dennis LaRue	QuickBooks Instructor (Part-Time) Faculty	QuickBooks Pro Advisor, Microsoft Office Specialist Master Instructor, A+, Net +, MCSE, Florida Notary Public; IC3 GS3 Authorized Instructor
Pamela Hern	Medical Office and EHR Specialist (Part-Time) Faculty	Certified Medical Admin Assistant (CMAA); Certified Electronic Health Record Spec. (CEHRS)
George Wood	IT Instructor (Part-Time) Faculty	CompTIA A+; Microsoft Office Specialist Word & Excel
Taylor Minter	IT Instructor (Part-Time) Faculty	Microsoft Office Specialist Expert Word & Excel

Admission Requirements

An applicant requesting admission must have proof of completion of high school, G.E.D. or T.A.B.E. test level required for the Course or Program.

A school representative will interview all students to discuss the Course or Program contents and requirements and to determine the prospective student's capabilities to complete the training. The interviewer will also work with the prospective student to determine whether the training is appropriate to further his or her career goals.

BizTech Career Centers provides non-degree professional business and technical training and does not accept or process college credits.



Description of School Facilities

The school is located at 6014 US Hwy 19 N, Suite 303, New Port Richey, Florida with 3,250 square feet, housing three classrooms and administrative offices. A Pasco County Public Transportation (PCPT) bus stop is located in front of our building for either direction on US Hwy 19 and ample parking facilities are available at the school. Additionally, there is a Certiport Authorized Testing Center on site for Microsoft business software certification testing available only to BizTech students.

Hours of Operation

The business office is open between the hours of 9:00 a.m. and 2:30 p.m., Monday through Friday. The testing center is open by appointment for BizTech students only. Please check with the test site administrator for test time availability at (727) 443-4700. Day classes are in session between the hours of 9:30 a.m. to 2:30 p.m.. The Resource Room is available between the hours of 9:30 a.m. and 2:30 p.m. with an approved Resource Room Training Plan, provided by the student's instructor.

Holidays

The school will not be open on the following holidays. Additional holidays may be declared at the discretion of the President/CEO.

2021	MLK Birthday: January 18, 2021	Memorial Day: May 31, 2021	Independence Day: July 4, 2021	Labor Day: September 6, 2021
	Thanksgiving Holiday: November 25, 2021	Christmas/New Year's: December 25, 2021– January 1, 2022		

2022	MLK Birthday: January 17, 2022	Memorial Day: May 30, 2022	Independence Day: July 4, 2022	Labor Day: September 5, 2022
	Thanksgiving Holiday: November 24, 2022	Christmas/New Year's: December 25, 2022– January 1, 2023		

Class Starting and Ending Dates

The length of each individual class determines class starting and ending dates. See Annex A to this catalog, Schedule of Current Classes for the actual starting and ending dates of open classes. Appendix A is published monthly by the school administration office and is available in print-form by request.

Grading

Students are graded at the end of each class on a Pass/Fail basis by the instructor's evaluation of the student's attendance, ability to follow directions, complete the required labs and general comprehension of the subject. A certificate of completion will be issued to each student who successfully completes the course or program and satisfies all requirements. Students are encouraged to take their vendor certification exams.

Certificates of Completion

A Certificate of Completion is presented to the Student who has:

- Successfully completed all requirements for the course or Program enrolled,
- Attended the required minimum attendance; and
- Fulfilled all monetary obligations to the School

Transfer of Credits

BizTech Career Centers is a Post Secondary technical education school training students toward vendor certifications in various disciplines. As such, it does not grant Degrees, so the transfer of college credits is not accepted. Transferability of credits earned at this institution is determined by the receiving institution. It is the student's responsibility to determine whether or not credits will be accepted by another institution of the student's choice.

Financial Aid

BizTech Career Centers does not have a financial aid program but will assist students with applications for training grants and aid through various government agencies. If you currently receive benefits from Unemployment, Vocational Rehabilitation, Children and Family Services or another agency, you may be entitled to educational benefits which will cover the cost of any of our Vocational Programs.

BizTech Career Centers is an approved vendor for CareerSource Pinellas, CareerSource Tampa Bay, CareerSource Pasco Hernando, Florida Vocational Rehabilitation Programs and others. In addition BizTech Career Centers is approved for veterans training by the Florida Department of Veterans' Affairs, State Approving Agency.

Job Placement Assistance

Students who desire employment assistance can provide the school a copy of their resume, which will be forwarded by the school to interested businesses in the student's search area. Inquiries made to BizTech Career Centers by potential employers are referred to the school administration office to determine which students would be the best matches for the company's requirements. Instruction on resume writing and job interview techniques are provided as a component of all career training; additional individual assistance will be provided as needed. The school will assist students in locating employment to the best of its ability, but cannot guarantee placement.

Counseling Services

Instructors provide student counseling services. Services include, but are not limited to, career development and planning, resume writing, job placement, tutoring, study groups and mentoring.

Fee Payment Schedule

All Program fees must be paid in full prior to commencement of the first scheduled class session unless other arrangements have been made in writing between BizTech Career Centers and student or the student's employer or sponsoring agency.

Cancellation and Refund Policy

Should the student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. All monies will be refunded if the school cancels a Program.
4. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
5. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
6. Cancellation after completing more than 40% of the program will result in no refund.
7. Students who receive courseware after the class has started, but then cancel before the class or program ends are responsible for the full cost of the courseware.
8. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
9. Refunds will be made within 30 days of termination, receipt of Cancellation Notice from the student or cancellation of a Program by the school.

Grounds for Termination

A student's enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with rules and policies established by the institution as outlined in the catalog and this agreement.

Class Audits

A student may audit any course he/she has previously attended and failed, for a period of two months from the start date of the original class. Audits will be granted on a space available basis and a guarantee of a reserved seat will not be assured prior to one week before the start date of the class. Auditing students will not be issued new course materials and are required to bring their original courseware and materials. Transportation on the shuttle vans is also on a space available basis.

Reimbursement

BizTech Career Centers reserves the right to cancel a class at any time due to insufficient attendance. In the event that BizTech Career Centers does need to cancel a class, all tuition fees will be refunded in full, per Enrollment Agreement. BizTech Career Centers cannot, however, accept liability for any airfare, lodging or other related expenses, including any airline penalties incurred.

Definition of Clock Hour

BizTech Career Centers defines its training duration for Classes and Programs in Clock Hours. Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

Suggestions or Complaints

BizTech welcomes student comments and suggestions on how we may improve our instruction and services. A formal After Action Review Survey is conducted for each Program graduate to insure we receive the essential customer feedback to allow us to constantly improve our services. At any time while attending the school, students are encouraged to provide their suggestions or complaints directly to any member of the staff or faculty for prompt attention to their concerns or correction to problems they identify.

ATTENDANCE POLICIES

Attendance

Due to the length of the classes, the following attendance is required to earn a certificate of completion:

For a 1-day class, attendance of the class is required.

For a 2-day class, attendance of all classes is required.

For a 3-day class, attendance is required for a minimum of 2 ½ days.

For a 5-day class, attendance is required for a minimum of 3 days.

Minimum attendance in itself does not qualify a student for a certificate of completion. The instructor will evaluate the performance of the student to determine if they have met the skill level requirements on the required tasks. For classes longer than 5 days, the instructor will decide the required minimum attendance. In special cases of absence, it is up to the discretion of the instructor whether a certificate of completion will be issued.

Veterans attending using VA funding will be provided the VA Attendance Policy Form during enrollment, which will be signed by the student and placed their records.

Make-up Work

Students who are absent from class but have met the minimum attendance requirements for that class can work additional hours, at the discretion of the instructor, before and after normal class hours. Special home work packets and Microsoft E-Learning access are alternate methods to make up missed instruction. The student's instructor will determine the best process for the student and authorize support resources as necessary.

Students who have not met the minimum attendance requirements or skill level requirements for a class are required to resit that course the next time it is available in order to receive a certificate of completion for that course.

Tardiness

A student arriving after the class scheduled start time is considered late and will be marked as such. If a student is excessively tardy, it is up to the

discretion of the instructor whether a certificate of completion will be issued.

Interruptions in Training/Termination

A student will not be terminated for failure to meet the required skill level of a course within two months of the start date of the class. That student will be required to complete additional studies, including resitting the next available course or other requirements as assigned by the President/CEO. The student is also encouraged to use the lab for practice and review purposes during times that do not conflict with their existing schedule.

Standards for Academic Progress

Students are graded at the end of each class on a Pass/Fail basis by the instructor's evaluation of the student's attendance, ability to follow directions, complete the required labs and general comprehension of the subject. If a student fails to make satisfactory progress learning the course skill objectives the instructor will refer the student to the President/CEO to reschedule the course at a later date or to terminate the student from the Program if the course cannot be completed within two months of the start date of the original class.

Appeals to Academic or Disciplinary Actions

Appeals to academic or disciplinary actions brought against a student can be made in person or in writing through the to the President/CEO of Biz-Tech Career Centers. An additional appeal may also be made to the Florida Department of Education, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, Tel: (850) 245-3200; (888) 224-6684.

Conduct

Students are expected to conduct themselves in a professional manner on campus and while riding student shuttle buses at all times. Foul language, noticeable intoxication, threatening or disrespectful behavior, sexual harassment or repeatedly and intentionally disregarding instructions will not be tolerated and are grounds for dismissal. These types of issues are initially addressed through formal Performance Counseling.

Theft of property from the School or other students, possession of illegal drugs, weapons or other conduct determined by the faculty or staff to be illegal will result in immediate dismissal and referral for prosecution.

Re-entry

A student that has cancelled and desires to re-enter the program of study must meet with the school President/CEO to discuss problems that arose that caused the cancellation. A student that was terminated for any reason must meet with the President/CEO and show cause why he/she should be re-instated.

Dress Code

BizTech Career Centers maintains a “corporate casual” environment. Students attending classes and using the labs are encouraged to dress appropriately. As a safety precaution, open-toed shoes and sandals should not be worn in classes that require the student to build equipment as a part of their lab.

Student Records

Student achievement records are permanently retained by BizTech Career Centers and are available to students upon request.

Housing

BizTech Career Centers does not maintain housing for Students. A list of hotels or motels in close proximity to the School will be provided to students who request housing assistance at the time of enrollment.

Student Shuttle Bus Transportation

BizTech is pleased to offer the Student Shuttle Bus service free to any qualifying student attending a Career Program. Riders must know the following:

- Riders must provide notice as far in advance as possible if they do not intend to ride the Shuttle Bus for one or more days
- Smoking, eating or drinking is not permitted on the Shuttle Buses
- Use of profane language, noticeable intoxication, rowdy behavior or failure to heed the driver’s instructions will not be tolerated
- Use of perfume or colognes is prohibited (they can cause breathing problems for some students)
- Repeatedly riding a Shuttle Bus with extreme body odor is cause for suspension
- The busses must run on schedule and cannot be delayed for tardy students at the pickup locations

Riders who fail to adhere to the requirements above can be suspended from the Student Shuttle Bus service.

CAREER PROGRAMS

Program Title: BASIC

Training Days: 25

Clock Hours: 125 (Theory: 55, Lab: 70)

<u>Course Name</u>	<u>Clk Hrs</u>	<u>Course #</u>
Computing Fundamentals	25	BIZ18
Living Online	25	BIZ19
Using Word	25	BIZ20
Using Excel	25	BIZ21
Employability Skills & Practical Exercises	25	BIZ23

PROGRAM OBJECTIVE: Prepares students with little or no previous experience with personal computers to be well qualified for an entry-level position requiring the use of a personal computer.

PROGRAM DESCRIPTION: Students will learn the fundamentals of operating a PC, Windows Operating System, Microsoft Office Applications (Word, Excel and Outlook), user level computer networking and the Internet, Customer Service and Employability Skills.

ENTRANCE REQUIREMENTS OR PREREQUISITES: High School Diploma, G.E.D. or T.A.B.E. or CASAS test score of 6th Grade or above

Tuition	\$ 3,400.00
Books & Materials	<u>100.00</u>
Total Program cost	\$ 3,500.00



Program Title: Advanced Office Specialist

Training Days: 20

Clock Hours: 100 (Theory: 40, Lab: 60)

<u>Course Name</u>	<u>Clk Hrs</u>	<u>Course #</u>
Advanced Word	50	MS07
Advanced Excel	50	MS08

PROGRAM OBJECTIVE: To provide the student with the skills to become a Microsoft Office Specialist in Word and Excel, to become well qualified to gain employment in many administrative positions.

PROGRAM DESCRIPTION: It is comprehensive training on the Microsoft Office Suite software components, Word and Excel to the competency level of Core. It also includes exam preparation for the Microsoft Office Specialist certifications for Word and Excel.

ENTRANCE REQUIREMENTS OR PREREQUISITES: Prerequisite - BASIC Using Excel or Using Word or at least 80% on the Excel and Word Pretest. Requirement – High School Diploma, G.E.D. or T.A.B.E. or CASAS test score of 9th Grade or above.

CERTIFICATION PREPARATION FOR: Microsoft Office Specialist for Word and Excel.

Tuition	\$ 3,010.00
Books & Materials	310.00
Certification Exams	180.00
Total Program Cost	<u>\$ 3,500.00</u>



Program Title: Bookkeeping Specialist

Training Days: 30

Clock Hours: 150 (Theory: 44, Lab: 106)

<u>Course Name</u>	<u>Clk Hrs</u>	<u>Course #</u>
QuickBooks®	100	BIZ3
Advanced Excel	50	MSO8

PROGRAM OBJECTIVE: To provide the student with the skills to become a QuickBooks Certified User, a Florida Notary and a Microsoft Office Specialist in Excel.

PROGRAM DESCRIPTION: The Program provides in depth instruction on QuickBooks™ to prepare the student to take the QuickBooks Certified User exam. It includes the Florida Notary certification course and Advanced Excel with the Microsoft Office Specialist exam and preparation.

ENTRANCE REQUIREMENTS OR PREREQUISITES: At least one year experience with a PC and a High School Diploma, G.E.D. or T.A.B.E. or CASAS test score of 9th Grade or above. Prerequisite - BASIC Using Excel or 80% on the Excel Pretest. No criminal background. Waivers considered on case by case basis for minor offenses.

CERTIFICATION PREPARATION FOR: Microsoft Office Specialist for Excel and Florida Notary Public and QuickBooks Certified User.

Tuition	\$ 3,120.00
Books & Materials	190.00
Certification Exams	190.00
Total Program Cost	\$ 3,500.00



Program Title: [Network Support Technician](#)

Training Days: 30

Clock Hours: 150 (Theory: 90, Lab: 60)

<u>Course Name</u>	<u>Clk Hrs</u>	<u>Course #</u>
A+ PC Technician	100	COM1
A+ PC Technician Exams Preparation	50	COM1EP

PROGRAM OBJECTIVE: Prepares students for both CompTIA A+ certifications. A+ is a widely recognized industry certification for entry level PC technicians with added components in the latest revision providing knowledge of networking topologies, protocols and standards, network implementation and network support.

PROGRAM DESCRIPTION: This program provides the necessary information to prepare the student for the CompTIA certification exams, A+, through lecture and hands on labwork using all of the necessary hardware and software. Some of the key subjects include troubleshooting PC's, networking components, basic LAN/WAN configurations and comprehensive examination reviews for both A+ examinations.

ENTRANCE REQUIREMENTS OR PREREQUISITES: Six months experience with a PC and High School Diploma, G.E.D. or T.A.B.E. or CASAS test score of 9th Grade or above. No criminal background. Waivers considered on case by case basis for minor offenses.

CERTIFICATION PREPARATION FOR: CompTIA - A+

Tuition	\$ 2,705.00
Books & Materials	355.00
Certification Exams	<u>440.00</u>
Total Program Cost	\$ 3,500.00



Program Title: Medical Office and EHR Specialist

Training Days: 30

Clock Hours: 150 (Theory: 85, Lab: 65)

<u>Course Name</u>	<u>Clk Hrs</u>	<u>Course #</u>
Medical Office Procedures	100	BIZ13
Practice Management and EHR	50	BIZ17

PROGRAM OBJECTIVE: To provide the student with the skills to become well qualified to gain employment in many medical clerical and records administration positions in medical offices and hospitals.

PROGRAM DESCRIPTION: The Program starts with the basics of orientation to the medical office environment by providing an overview of medical administrative office procedures, therapeutic and written communication, patient education, medicine law and ethics, telephone techniques, principles of pharmacology, basics of diagnostic and procedural coding, banking services, and safety and emergency practices. Students will also learn to use a medical practice management software, eClinicalWorks, to manage everything from, appointment scheduling, patient records, patient billing and claims as well as general medical terminology. Students will also learn legal procedures for handling medical records in compliance with HIPPA, and practical application of creating, storing and maintaining Electronic Health Records using specialized computer software. Students will complete certification exam preparation materials and take the certification exam for Certified Medical Administrative Assistant (CMAA) with National Healthcareer Association (NHA).

ENTRANCE REQUIREMENTS OR PREREQUISITES: At least six months experience with a PC, High School Diploma, G.E.D. or T.A.B.E. or CASAS test score of 9th Grade or above. No criminal background. Waivers considered on case by case basis for minor offenses.

Tuition	\$ 3,204.00
Books & Materials	140.00
Certification Exams	<u>156.00</u>
Total Program Cost	\$ 3,500.00

eClinicalWorks

LIST OF PROGRAM COURSES

Course Name	Crs #	Hrs	Cost
QuickBooks Description: QuickBooks Core Instruction	BIZ3	100	\$2150
Advanced Word Description: Microsoft Word Training to Core Level	MS07	50	\$1750
Advanced Excel Description: Microsoft Excel Training to Core Level	MS08	50	\$1750
Computing Fundamentals Description: PC Components; Windows OS Overview	BIZ18	25	\$750
Living Online Description: The Internet and Microsoft Outlook	BIZ19	25	\$750
Using Word Description: Microsoft Word Processing Application	BIZ20	25	\$750
Using Excel Description: Microsoft Excel Spreadsheet Application	BIZ21	25	\$750
Employability Skills & Practical Exercises Description: The Internet and Microsoft Outlook	BIZ23	25	\$750

Course Name	Crs #*	Hrs	Cost
A+ PC Technician Description: Computer hardware and operating system troubleshooting	COM1	100	\$2000
A+ PC Technician Exams Preparation Description: CompTIA A+ exams preparation	COM1 EP	50	\$700
Medical Office Procedures Description: Administrative Medical Office Operations	BIZ13	100	\$2315
Practice Management and EHR Description: Using eClinicalWorks to manage the administration of a medical office, including use of EHR	BIZ17	50	\$1185

Annex A is published monthly by the President/CEO and is available in printed form at the BizTech Career Centers Student Services Office.

***Note ; The President/CEO numbers courses sequentially by proponent. Each proponent's course numbers start with the first three letters of the proponent's name. The proponent for all Business Courses is BizTech Career Centers and their numbers start with BIZ.**





6014 US Hwy 19 N, Suite 303
New Port Richey, FL 34652

www.biztech.us

Phone: 727.443.4700
E-mail: timp@biztech.us