Computer Business Information Systems
Become an Office Manager, Bookkeeper, or Accountant

Why?
- For business management-focused career
- Competitive pay
- Great opportunity for growth
- Continuous job demand

What will you learn?
- Windows networking
- Word Processing & Powerpoint
- Spreadsheets
- Computerized Accounting
- Database Systems
- Partnerships & Corporations

Who will hire you?
- CPA offices
- Companies in need of customer service
- Companies in need of administrative support
- Businesses needing accountants & bookkeepers

Why enroll at ACI?
- Small classes
- Highly qualified faculty
- Easy access by public transportation (Metro)

No student loans needed
No out-of-pocket cost
For eligible candidates

Financial Aid available for those who qualify
www.AdvancedComputingInstitute.edu  3470 Wilshire Blvd., Suite 1100, LA, CA 90010
213.383.8999
The Computer Business Information Systems program is a postsecondary undergraduate nationally accredited academic and career oriented diploma program consisting of 24 Semester Credit Units (SCU). For each 4 SCU students are required to attend 60 hours of Lecture (LEC.) and 60 hours of faculty supervised Lab Projects (PROJ). Additionally, an estimated 60 hours of measured, evaluated, and documented out of class Academic Mastery Research & Review (AMRR) assignments are required to be individually completed by the student.

The program provides the student with a thorough theoretical instruction, theory related assignments, and relevant theory and industry related practical projects (PROJ.). Students will learn the theory and the practical aspects related to Finance, Office Automation, Database Systems, and Accounting with QuickBooks. The courses making up this program are among the essential subjects in any Business Administration or Accounting/Finance degree program.

Among the objectives of this program, the graduate will be able to secure employment as a Receptionist and Information Clerk, Computer and Information System Manager, Bookkeeping, Accounting and Auditing Clerk, Billing and Posting Clerk, etc. He/she can also advance his/her education at degree level.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Titles</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIN — 100</td>
<td>Inst., Config, &amp; Admin. MS W.XP Professional</td>
<td>4</td>
</tr>
<tr>
<td>CB — 101</td>
<td>MS Word, Desktop Publ., &amp; PowerPoint</td>
<td>4</td>
</tr>
<tr>
<td>CB — 102</td>
<td>Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>ACC—300</td>
<td>Intro. to Entrepreneur, Partnerships. &amp; Corp.</td>
<td>4</td>
</tr>
<tr>
<td>CB — 104</td>
<td>Computerized Accounting</td>
<td>4</td>
</tr>
<tr>
<td>DB — 100</td>
<td>Database Systems</td>
<td>4</td>
</tr>
<tr>
<td>Total Program Units (SCU)</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$5,304.00</td>
<td></td>
</tr>
</tbody>
</table>

This school is authorized under Federal law to enroll non immigrant alien students
This school is approved by the State of California Bureau for Private Postsecondary Education (916) 431 6959
2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 (916) 431 6959 www.bppe.ca.gov

Federal Financial Aid available for those who qualify

Advanced Computing Institute is accredited by the Commission of the Council on Occupational Education
41 Perimeter Center East, NE Suite 640 Atlanta, Georgia 30346 (770) 396 3898

For more Information: (213) 383 8999