
Catalog of Programs and Policies

***New England
Business Educational
Systems***

2014-2015

MISSION STATEMENT OF NEW ENGLAND BUSINESS EDUCATIONAL SYSTEMS

At New England Business Educational Systems, Inc. we are dedicated to providing quality and practical business education. NEBES caters to the needs of the adult learner and is committed to providing through each our programs real learning through simulation and innovative features. At New England Business Educational Systems we are committed to providing career education at its best, for the student and the high standards of the industry represented through our programs.

All of the training at NEBES focuses on “in demand jobs” only.

NEBES currently has a 91% job placement rate with existing students. According to the United States Department of Labor, Accounting/Bookkeeping jobs are expected to increase about 20% over the next ten years.

ENTRANCE REQUIREMENTS

- High School Diploma/GED.
- Enrollment is ongoing.

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

- The school does not accept transfer credit nor allow credit for prior experience.

GRADING/STANDARD OF PROGRESS POLICY

Students will receive a numerical grade for each course completed. The following grades are based on a scale of 1 to 100. 100 being the highest possible grade a student could receive. Student's grades will be made up of attendance, participation and quizzes.

Grades below 70% are an unsatisfactory grade. Unsatisfactory grades usually require the student to retake the course in order to continue in the program. The exception to the stated rule happens when students are taking the bookkeeping part of the program. A student may receive a grade below 70% and continue on with the next bookkeeping course. The bookkeeping material does not build upon each class, therefore allowing a student to continue in the program. Students retaking a failed exam must test within 2 weeks of the original test. For National Certification Exams there is a waiting period of 3 days before re-testing.

REQUIREMENTS FOR CERTIFICATE OF COMPLETION

A certificate of successful completion of the prescribed program with ***New England Business Educational Systems*** is granted to each student upon satisfactory completion of the program. Requirements for completion are a grade of 70% or better of each course within the prescribed program.

WITHDRAWAL POLICY*

A certificate of successful completion of the prescribed program with ***New England Business Educational Systems*** is granted to each student upon satisfactory completion of the program. Requirements for completion are a grade of 70% or better of each course within the prescribed program.

Students enrolled in the National Bookkeeping Certification Preparation Program also receive a national certification from the ***Institute of Professional Bookkeepers*** upon a passing score on the ***National Certified Bookkeeper*** exam.

CONDUCT POLICY

In the classroom, students are expected to conduct themselves in a professional and decorous manner. Open discussion and debate of issuers is highly encouraged. Remarks which are sexist, racist, or otherwise personally offensive to others are inappropriate and may result in the student being dismissed by the instructor and marked absent from class.

Possession of any weapon in and around the school building is strictly forbidden.

Anyone coming to class seeming to be under the influence of drugs or alcohol or otherwise behaving in an appropriate way may be dismissed from class by the instructor and regarded as absent. Faculty members are to contact the administration accordingly as repeated behavior may result in dismissal from the school.

TERMINATION POLICY

Any behavior that is not in compliance with the schools **Conduct Policy** is grounds for termination from the program. The student after receiving a formal termination notice by the Director will be issued a refund according to the schools **Refund Policy** stated on **Enrollment Form**. The refund will be issued within 30 days of termination.

ATTENDANCE POLICY

It is expected that each student will attend all classes for each course. In the event of a necessary absence (illness, death in family, etc.) student should notify the school at **508-244-4234** as possible. One unexcused absence will be allowed per course. Once a student has exceeded this limit the student's grade will be reduced by 10 points for each subsequent absence. All missed sessions must be made up by the student. In the event that three sessions have been missed due to absence it is recommended the student retake the course.

MAKE-UP POLICY

It is the student's responsibility to make arrangements for make-up of missed sessions.

A student may sit in on missed session(s) with another cohort or make arrangements with the faculty member for one on one tutoring.

Sessions missed should be made up within 30 days of student's return to class.

GUIDANCE AND COUNSELING POLICIES

Students will be given one on one counseling service on an as needed basis for specific individual needs by a trained faculty member of the school. For normal certificate compliance an administrative review of each students file will be completed at the conclusion of each course taken with the appropriate update made to the students file. In the event a student's is off the planned tract a letter will be sent to the student outlining any issuers and the prescribed correction to complete the program.

STUDENT COMPLAINT AND RESOLUTION PROCESS

The purpose of this procedure is to provide guidelines which promote constructive dialogue between students and instructors and will allow for resolution to occur in a timely manner.

A student wishing to express a complaint should contact the instructor while he or she is still in the program. The instructor must respond to the complaint within 2 days of the initial contact from the student with the complaint. The student should discuss the complaint informally and thoroughly with the instructor. Both sides should express openly their perspectives and explore alternatives to attempt to arrive at a satisfactory resolution.

Should the instructor not respond within the 2 days of the complaint or both sides not arrive at a satisfactory resolution a written complaint should be filed within 5 days of the informal meeting to the director of the school. Within 5 days of that time a resolution will be addressed through phone conversations and lastly a meeting with the director, student, and instructor.

At any time throughout the complaint and resolution process a student has the right to contact the:

Office of Private Occupational School Education

Division of Professional Licensure

1000 Washington Street, Suite 710

Boston, MA 02118

617-727-5811

e-mail: <http://www.mass.gov/dpl/schools>

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

770-396-3898/800-917-2081

e-mail: <http://www.council.org>

STUDENT RECORDS

All student records are securely stored and maintained at our location in Worcester.

New England Business Educational Systems
146 West Boylston Drive, Suite 301
Worcester, MA 01601

Each record contains a signed enrollment agreement, grade and attendance reports, financial agreements, any written or oral communication between school and student and a copy of certificate of completion upon completion of individual programs.

Student records will be kept for 7 years.

JOB PLACEMENT

Students will be given current resources to aid in finding job opportunities in the field. The school staff will work to assist students with preparation of resumes and cover letters for perspective jobs. The staff will also conduct mock interviews to enhance the interview process for students. The school will provide students with programs, tools, and coaching that will help in conducting the job search.

There will be a career seminar held each quarter for students to attend. As well the school will maintain current internet links to job opportunities, advertisements, salary surveys, and corporate web sites.

The school will also endeavor to provide the following resources and services:

- Career Services Online service links to search for current job posting, apply to jobs online, and post resumes.
- An extensive list of current job openings available in the employment area.
- Job search assistance
- Information on local job fairs and hiring events
- Assistance from community-based organizations that help with job placement and training opportunities
- Reference materials related to career exploration, job search, resumes, cover letters, interviewing, and networking
- Workshops related to career exploration and resume writing

- Career assessments and inventories to assist in career exploration
- On-site employer recruiting opportunities

****Disclaimer: New England Business Educational Systems will endeavor to provide resources and services to aid in finding job opportunities for the student in the field of completed study but does NOT guarantee job placement.***

Resume assistance is available.

2014- 2015 SCHOOL CALENDAR

Holidays to be observed:

New Year's Day-*January 1*

Martin Luther King, Jr. Birthday – *3rd Monday in January*

Washington's Birthday – *3rd Monday in February*

Memorial Day – *Last Monday in May*

Independence Day – *July 4th*

Labor Day – *1st Monday in September*

Columbus Day – *2nd Monday in October*

Veteran's Day – *November 11 or Monday observed*

Thanksgiving Break – *4th Thursday and Friday of November*

Christmas Break – *December 22, 2014 – January 5, 2015*

December 21, 2015 – January 4, 2016

INCLEMENT WEATHER AND OTHER EMERGENCY CLASS CANCELLATIONS

In the case of inclement weather, unsafe conditions, absence of an instructor, or other unforeseen situations, classes are *postponed rather than canceled.

NOTIFICATION CHANNELS:

1. A posting to our webpage will be made by 8am the day of the class for day classes and by 2pm for evening class. Please check <http://www.nebes.biz>

2. You may also telephone either the New England Business Educational Systems Inc. at 800-974-0041 or 508-244-4234. However during inclement weather, these lines are often tied up by a great number of calls.
3. When possible the instructor of the program may contact you personally to notify you of a * class postponement.

****Postponed classes must be made up. The faculty member and students should reach a consensus on an alternative meeting time.***

TUITION AND FEES

PROGRAM	INSTRUCTIONAL MATERIAL FEE	TUITION	TOTAL
National Certification Bookkeeping Program	\$300	\$5,700	\$6,000
Advanced Bookkeeping Program	\$450	\$8,550	\$9,000
Office Administration Program	\$800	\$6,200	\$7,000
Paralegal Program	\$300	\$5,700	\$6,000

INSTRUCTIONAL MATERIAL

All instructional material as it relates to individual programs is provided.

Computers are provided at no additional cost to students in the Advanced Bookkeeping, National Bookkeeping Certification and Office Administration Program.*

****Should student opt not to take a computer an adjustment will be made to tuition cost.***

FINANCING YOUR EDUCATION

New England Business Educational Systems accepts the following method of payment:

- Cash, Check or Money Order
- Visa/MasterCard
- Monthly payment plans
- Referrals from select Career Centers

REFUND POLICY

(As per M.G.L. Chapter 255, Section 13K)

** (Please see Enrollment Agreement)*

1. You may terminate the Enrollment Agreement at any time.
2. If you terminate the Enrollment Agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate the Enrollment Agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate the Enrollment Agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate the Enrollment Agreement during the second quarter of the program you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate the Enrollment Agreement during the third quarter of the program you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate the Enrollment Agreement after the initial five day period you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.*
8. If you wish to terminate the Enrollment Agreement you must inform the school in writing of your termination which will become effective on the day, such writing is mailed.
9. The school is not obligated to provide any refund if you terminate the Enrollment Agreement during the fourth quarter of the program.

Refunds shall be paid within 30 days after the effective date of termination.

VETERAN'S REFUND POLICY

(As per M.G.L. 38 1.4255)

1. You may terminate the Enrollment Agreement at any time.
2. If you terminate the Enrollment Agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate the Enrollment Agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 5.
4. If you terminate the Enrollment Agreement during the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 5.
5. If you terminate the Enrollment Agreement after the initial five day period you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed ten dollars or five percent of the contract price, whichever is less.
6. If you wish to terminate the Enrollment Agreement you must inform the school in writing of your termination which will become effective on the day, such writing is mailed.

PROGRAMS AND COURSE LIST

National Certified Bookkeeping Program

Introduction to Accounting I
Introduction to Accounting II
Bookkeeping I
Bookkeeping II
Bookkeeping III
The Technology of Bookkeeping/QuickBooks

Advanced Bookkeeping Program

Accounting I
Accounting II
Bookkeeping I
Bookkeeping II
Bookkeeping III
The Technology of Bookkeeping/QuickBooks
Intermediate Accounting I
Intermediate Accounting II
Managerial Accounting

Paralegal Program

Introduction to Legal Research
General Law/Legal Writing
Real Estate and Business Law
Contracts and Family Law
Court Procedures and Litigation
Financial Administration

Office Administration

General Office Management
Effective Written Office Communication
Technology and Office Administration
Financial Administration
Office Management Administration
Executive Office Administration Capstone

Microsoft Certified Application Specialist

Microsoft Word 2007
Microsoft Excel 2007
Microsoft PowerPoint 2007
Microsoft Outlook 2007
Microsoft Access 2007

ADVANCED BOOKKEEPING PROGRAM

PROGRAM OVERVIEW

ACCT-101 Introduction to Accounting I

This course will provide students with a fundamental overview of accounting. Students will learn basic journal entries and create simple financial statements. Students will also begin learning the language of the accounting industry. Upon completion of this course, students will be able to complete the entire accounting cycle. **40 hours in instruction.**

ACCT-102 Introduction to Accounting II

This course will continue to introduce students to the fundamentals of accounting with a focus on bookkeeping functions. Students will gain a working knowledge of accounting topics such as cash management and reporting and inventory controls and reporting. Upon completion of this course, students will have a working knowledge of all topics related to accounting principles. **40 hours in instruction.**

BKP-101 Bookkeeping I

This course will provide students with an overview of accruals, deferrals, and the adjusted trial balance. Students will also be introduced to the correction of accounting errors and the bank reconciliation. Upon completion of this course, students will be prepared to sit for the first part of the national exam for bookkeeping certification. **40 hours of instruction.**

BKP-102 Bookkeeping II

This course will provide students with an overview of payroll accounting. Students will also be introduced to several depreciation methods and bookkeeping entries and calculation formulas for each method of depreciation. Upon completion of this course, students will be prepared to sit for the second part of the national exam for bookkeeping certification of instruction. **40 hours of instruction.**

BKP-103 Bookkeeping III

This course will provide students with an overview of inventory systems and how accounting for each type of inventory is entered into the company records. We will take a close look at how to value merchandise inventory. In addition, students will be introduced to internal controls and fraud prevention methods through accounting processes. Upon completion of this course, students will be prepared to sit for the third part of the national exam for bookkeeping certification. **40 hours of instruction.**

BKP-TECH The Technology of Bookkeeping

This course will provide students with a working knowledge of Microsoft Excel and Intuit QuickBooks. Students will gain a working knowledge of how to use the software paying bills and how to book cash and credit sales during this course. Upon completion of this course, students will be able to keep accounting records of prospective companies using the computer program QuickBooks or Microsoft Excel. **40 hours of instruction.**

ACCT-201 Intermediate Accounting I

This course will focus on learning advanced accounting concepts related to but not limited to accounting standards, conceptual framework underlying accounting, income statement, balance sheet, statement of cash flows, notes to the financial statements, time value of money, and cash and receivables. Emphasis is placed on the application of accounting principles in the preparation of financial statements. **40 hours of instruction.**

ACCT-202 Intermediate Accounting II

This course will focus on learning advanced accounting concepts related to but not limited to topics on inventory acquisition and disposal of property plant and equipment, depreciation, impairment, and depletion, current liabilities and contingencies. Emphasis is place on the application of accounting principles in the preparation of financial statements. **40 hours of instruction.**

ACCT-203 Managerial Accounting

This course is designed to give students the opportunity to learn the basic fundamentals of Managerial Accounting in an exciting learning environment. Upon successful completion of this course, students will be able to understand cost behavior and cost volume relationships, cost management systems, master budgets, flexible budgets, and variance analysis. **40 hours of instruction.**

OFFICE ADMINISTRATION

PROGRAM OVERVIEW

OAP-GOM General Office Management

In this course students will master basic interaction with clients through personal contact, telecommunication, and email. Students will effectively learn how to handle office mail, efficiently manage travel, and run office meetings. **40 hours of instruction.**

OAP-WOC Effective Written Office Communication

In this course students will master effective ways to communicate through written words. Students will learn how to write professional emails, memos and correspondence. Students will review the basics grammatical rules, as well as basic professional vocabulary and formatting. **40 hours of instruction**

OAP-TOA Technology and Office Administration

In this course students will master the many facets of the automated office. Students will learn the basics of Microsoft Office, including Word, Power point, Excel, and a database program. Students will also learn the basics of video conferencing and telephone meetings. **40 hours of instruction.**

OAP-FIN Financial Administration

In this course students will master the basic fundamentals of record keeping for an office. The students will learn basic bookkeeping techniques including calculating payroll and maintaining expense reports and bank statements. Upon completion of this course, students will be able to effectively maintain basic bookkeeping tasks. **40 hours of instruction.**

OAP-OMA Office Management Administration

In this course students will master the basic principles of management. Students will also be given an overview of human resource strategies, including interviewing, training, and evaluating employees. Upon completion of this course students will have a general understanding of management principals along with general human resource management. **40 hours of instruction.**

OAP-CAP Executive Office Administration Capstone

In this course students will master advance office skills. Students will learn team building fundamentals along with effective presentation techniques. Students will learn under real world simulations how to deal with office management situations. Upon completion of this course students will be certified in Executive Office Administration. **40 hours of instruction.**

ACCT-101 Introduction to Accounting I

This course will provide students with a fundamental overview of accounting. Students will learn basic journal entries and create simple financial statements. Students will also begin learning the language of the accounting industry. Upon completion of this course, students will be able to complete the entire accounting cycle. **40 hours of instruction**

ACCT-102 Introduction to Accounting II

This course will continue to introduce students to the fundamentals of accounting with a focus on bookkeeping functions. Students will gain a working knowledge of accounting topics such as cash management and reporting and inventory controls and reporting. Upon completion of this course, students will have a working knowledge of all topics related to accounting principles. **40 hours in instruction**

BKP-101 Bookkeeping I

This course will provide students with an overview of accruals, deferrals, and the adjusted trial balance. Students will also be introduced to the correction of accounting errors and the bank reconciliation. Upon completion of this course, students will be prepared to sit for the first part of the national exam for bookkeeping certification. **40 hours of instruction**

BKP-102 Bookkeeping II

This course will provide students with an overview of payroll accounting. Students will also be introduced to several depreciation methods and bookkeeping entries and calculation formulas for each method of depreciation. Upon completion of this course, students will be prepared to sit for the second part of the national exam for bookkeeping certification. **40 hours of instruction**

BKP-103 Bookkeeping III

This course will provide students with an overview of inventory systems and how accounting for each type of inventory is entered into the company records. We will take a close look at how to value merchandise inventory. In addition, students will be introduced to internal controls and fraud prevention methods through accounting processes. Upon completion of this course, students will be prepared to sit for the third part of the national exam for bookkeeping certification. **40 hours of instruction**

BKP-TECH The Technology of Bookkeeping

This course will provide students with a working knowledge of Microsoft Excel and Intuit QuickBooks. Students will gain a working knowledge of how to use the software paying bills and how to book cash and credit sales during this course. Upon completion of this course, students will be able to keep accounting records of prospective companies using the computer program QuickBooks or Microsoft Excel. **40 hours of instruction**

PLG-LGR Introduction to Legal Research

Introduction to Legal Research In this class, students will explore basic legal concepts and legal reasoning. The students will also study the historical development of legal institutions, principals of common laws, and analysis of the legal systems including its strengths and weaknesses. After completing this course, students will have a solid understanding of basic legal principles. 24 hours of instruction.

PLG-LGW General Law/ Legal Writing

In this class, students will study the insurance industry, insurable interest, the claims process, valuation, subrogation, contribution and indemnity, and duty to disclose. Student will also explore wills and estate law, criminal law, and tort. Students will use case reports, statutory codes, and secondary sources to locate law relevant to client case. Students will practice with drafting litigation documents, legal correspondence, research memoranda and other legal documents for review. After completing this course, students will have a solid background in insurance, estate, criminal and tort law and practice with writing of legal documents. **40 hours of contact time.**

PLG-RBL Real Estate and Business Law

In this class, students will explore how property is held, the district registry system, the acquisition of real property, leases of property, deeds, mortgages and easements, and real estate closing and recording of records. This course will also explore business organization, articles of organization, minutes, by laws, stocks, security regulations, partnerships, limited liability companies, trusts and joint ventures, contracts, and bankruptcy. After completing this course, students will have a solid background in real estate and business law. **40 hours of contact time.**

PLG-CFL Contracts and Family Law

In this class, students will explore the study of a paralegal's role in family law practice. This will include substantive law and procedures relating to divorce, community property, conservator ship, child support, with emphasis on the state family code, legal research and drafting projects. Students will also study the elements and requirements of contracts and issues relating to the enforcement of contracts, the UCC, and business agreements. After completing this course, students will have a solid background in contracts and family law. **40 hours of contact time.**

PLG-CPL Court Procedures and Litigation

In this class, students will explore the court system, litigation procedures, summons and complaints, service process, answers, motions to dismiss and counterclaims, motions for summary judgment, interrogatories, depositions and other discovery pleadings. Students will also study the law of evidence including relevancy, materiality, admissibility, and opinion evidence. After completing this course, students will have a solid background in court procedures and litigation. **40 hours of contact time.**

OAP-FIN Financial Administration

In this course students master the basic fundamentals of record keeping for an office. The student will learn basic bookkeeping techniques including calculation of payroll and maintaining expense reports and bank statements. Upon completion of this course, students will be able to effectively maintain basic bookkeeping tasks. **40 hours of contact time.**

ADMINISTRATORS

Sean Cote, CPA	President/Director
Russell F. Bedard, MBA	Corporate Secretary/Director

FACULTY

Sean Cote, CPA	Instructor
Russell Bedard, MBA	Instructor
Michael Siricco, BS	Instructor

STAFF

Deborah Bedard	Administrative Assistant
----------------	--------------------------

FACILITIES

New England Business Educational Systems is currently offering programs at 4 locations throughout Massachusetts.

- Worcester
- Braintree
- Rehoboth
- Andover
- Springfield

All our locations provide a comfortable environment for adult learning. Each location is handicap accessible with adequate parking.

MISSION STATEMENT

At New England Business Educational Systems, Inc. we are dedicated to providing quality and practical business education. NEBES caters to the needs of the adult learner and is committed to providing through each of programs real learning through simulation and innovative features. At New England Business Educational Systems we are committed to providing career education at its best, for the student and the high standards of the industry represented through our programs.