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COMPUTER AND SOFTWARE INSTITUTE

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AR Computer and Software Institute

Catalog from:

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Table of Contents

MESSAGE FROM THE PRESIDENT	5
MISSION STATEMENT	6
APPROVAL DISCLOSURE STATEMENT	7
PRIVATE INSTITUTION STAMENT	7
CATALOG QUESTIONS STAMENT	7
CATALOG REVIEW PRIOR TO SIGNING STAMENT	7
COMPLAINT STAMENT	7
SCHOOL PHYSICAL ADDRESS AND EQUIPMENT:	8
INSTRUCTIONAL EQUIPMENT:	8
PROGRAMS AND CLOCK HOURS	8
STUDENT BROCHURE POLICY AND PROGRAMS OUTLINE	9
PROGRAMS OUTLINE:	9
CCS – COMPUTER CONSTRUCTION SPECIALIST	9
COURSE DESCRIPTION	9
COURSE EQUIPMENT:	9
FINAL TEST REQUIREMENTS:	9
CGOA - COMPUTERIZED GENERAL OFFICE ASSISTANT	10
COURSE DESCRIPTION	10
COURSE EQUIPMENT:	10
FINAL TEST REQUIREMENTS:	10
CGD - COMPUTERIZED GRAPHIC DESIGN	11
COURSE DESCRIPTION	11
COURSE EQUIPMENT:	11
FINAL TEST REQUIREMENTS:	11
A+CP - A+ CERTIFICATION PREPARATION	12
COURSE DESCRIPTION	12
COURSE EQUIPMENT:	12
FINAL TEST REQUIREMENTS:	12
CDTR - COMPUTER DIAGNOSTIC TROUBLESHOOTING AND REPAIR	13
COURSE DESCRIPTION	13
COURSE EQUIPMENT:	13
FINAL TEST REQUIREMENTS:	13
OWNERSHIP	14
BANKRUPTCY STATEMENT	14

ADMINISTRATION AND FACULTY QUALIFICATIONS..... 14

ADMINISTRATIVE PERSONEL 14

FACULTY:..... 15

 INSTRUCTOR QUALIFICATIONS:..... 15

ADMISSIONS REQUIREMENTS..... 16

ADMISSIONS AND REGISTRATION PROCEDURES 16

PROFICIENCY TEST ABILITY-TO-BENEFIT..... 16

FOR DISTANCE LEARNER STUDENTS..... 17

 AR COMPUTER AND SOFTWARE, WILL USED, THE WONDERLIC ADMISSIONS RISK PROFILE TEST. 17

NOTICE OF STUDENT RIGHTS 18

 THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 18

 DISCLOSURE OF EDUCATIONAL RECORDS: 18

STUDENT GRIEVANCE POLICY 19

WITHDRAWALS AND REFUNDS 20

 “STUDENT’S RIGHT TO CANCEL” 20

THE INSTITUTION CANCELLATION AND REFUND POLICY:..... 20

 FEDERAL OR STATE LOANS: 20

STUDENTS ENROLLED IN DISTANCE LEARNING EDUCATION: 20

PROCEDURES REQUIRED FOR STUDENT’S CANCELLATION OF ENROLLMENT AGREEMENT: 20

 CANCELLATION:..... 20

 WITHDRAWAL PROCEDURE: 21

ACADEMIC POLICIES 21

HYPOTHETICAL REFUND EXAMPLE: 22

PROBATION AND DISMISSAL POLICIES 22

ACADEMIC PROBATION 22

The school terminates your enrollment: 22

 DISCIPLINE..... 23

 ATTENDANCE 23

 TARDINESS..... 23

 ABSENCES 23

LEAVE OF ABSENCE..... 23

 MAKE-UP WORK 24

 CLASS SIZE..... 24

STANDARDS: 24

 SATISFACTORY PROGRESS 24

 EVALUATION PERIODS: 24

GRADUATION REQUIREMENTS..... 25

 INSTITUTION’S STANDARDS FOR STUDENT ACHIEVEMENT: 25



DIPLOMA 25

REQUIRED STUDY TIME 25

GRADING SYSTEM 26

INCOMPLETE GRADES 26

REPEAT POLICY 26

MAXIMUM PROGRAM COMPLETION TIME 26

ACADEMIC POLICIES 27

 DISTANCE LEARNING STUDENTS DEAD LINE TO SUBMIT ASSIGNMENTS 27

 TARDINESS 27

 ABSENCES 27

 MAKE-UP WORK 27

FINANCIAL INFORMATION 27

PROGRAM TUITION AND FEES 28

School Schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program. 28

CARRER SERVICES 28

STUDENT TUITION RECOVERY FUND (STRF) 29

CREDIT FOR PREVIOUS TRAINING 30

 CHALLENGE CREDIT 30

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION" 30

ARTICULATION AGREEMENTS 30

STUDENT SERVICES..... 31

 STUDENT PARKING 31

 ADVISING 31

 HOUSING 31

 REFRESHER TRAINING 31

 CAREER DEVELOPMENT AND PLACEMENT ASSISTANCE..... 31

 DISCLOSURE AND RETENTION OF EDUCATION RECORDS..... 31

 TUITION AND FINANCIAL ASSISTANCE 32

LIBRARY 32

 LIBRARY/RESOURCE CENTER 32

STUDENT PROTECTION 32

 STUDENT RECORDS 32

NON DISCRIMINATION POLICY AND PROCEDURES 33

FAMILY RIGHT AND PRIVACY ACT 33

PROGRAM CHANGES..... 33

CALENDAR AND HOURS OF OPERATION..... 34

PAYMENT SCHEDULE 34

SCHOOL HOLLYDAYS..... 34
SCHOOL FACILITIES..... 35
PART-TIME PROGRAMS..... 37

Message from the President

"As the world becomes more technologically advanced and complex, the need for education is more apparent today than at any other time in history. Today's successful employee is expected to have updated skills, knowledge, training, and an ability to adapt to a changing marketplace. An education can often mean the difference between which employees a business seeks, hires, and promotes. An education is more than a collection of acquired technical skills; it is the exposure to new concepts, the development of critical thinking, and the opportunity to explore new experiences that create the foundation of a well-rounded individual. With the help of instructors who bring real-world knowledge and experience to the classroom, AR Computer and Software Institute students become the qualified, flexible employees that are in such great demand in the workplace. AR Computer and Software Institute graduates enter the marketplace with the entry-level skills required to begin and expand successful careers.

Recognizing that demands, and requirements of today's businesses, are constantly changing, AR Computer and Software Institute works within the community, through advisory boards, communications, and research to develop programs and courses that are tailored to the needs of individual businesses and careers.

The staff and faculty at AR Computer and Software Institute are committed to helping you to achieve life-long success and satisfaction in whatever career endeavor you choose. When you succeed; we succeed."



Amilcar Rivas
President

Mission Statement

The mission of AR Computer and Software Institute is to provide students with business competency by offering a quality college education that strives to meet their needs and the needs of the business community. The Institute is committed to providing an academic experience that will encourage students to be flexible, tolerant, responsible, and honest citizens and to assisting every graduate in obtaining employment in his/her chosen field.

To achieve this mission, the Institute is dedicated to the following purposes:

To offer business programs that qualifies students for entry-level position in their respective career fields.

To offer short-term certificates and continuing education courses that allows students to update their skills or enhance their professional qualifications.

To insure that all qualified students have the chance to receive an education in the shortest possible time (utilizing the modular system) and at a competitive cost.

To maintain sound, practical, and comprehensive educational programs that meets the needs of today's adult student and provides a core foundation in basic knowledge and technical principles and the application of this knowledge to the career field and world of work.

To provide students with general studies courses that supports the core courses and enhances student potential for personal enrichment and a satisfying future in their chosen professions by preparing them to be contributing members of society.

To provide an educational environment conducive to learning for a diverse population and to allow students to realize they're full potential and to provide a work environment that is conducive to academic and professional growth.

To assist all graduates in obtaining employment related to their fields of study through the cooperative education program and lifetime placement assistance.

To provide highly qualified faculty, staff, and administrators whose goals are consistent with the mission of the Institution.

To encourage and inspire students to become life-long learners by facilitating access to the Institute and the educational community at large.

APPROVAL DISCLOSURE STATEMENT

PRIVATE INSTITUTION STAMMENT

AR Computer and Software Institute is a private institution and it is approved to operate by the bureau for Private Postsecondary Education
School code: 1937401

CATALOG QUESTIONS STAMMENT

“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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 / P.O. Box 980818, West Sacramento, CA 95798-0818 / Phone:(916) 431-6959 Fax:(916) 263-1897 Website: <http://www.bppe.ca.gov/>”

CATALOG REVIEW PRIOR TO SIGNING STAMMENT

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.”

COMPLAINT STAMMENT

“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 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet web site <http://www.bppe.ca.gov/>”

SCHOOL PHYSICAL ADDRESS AND EQUIPMENT:

AR Computer and Software Institute, is located at 22777 Lyons Avenue Suite 201 Santa Clarita, CA 91321, Email: arcsi@ar-csi.com Website: <http://www.ar-csi.com> Phone: 661-388-0697 Fax: 888-500-7629 {Ed. Code §94909 (a) (1)}.

All instructor led classes will be held at the address above, unless you are taking online classes. We are granted Course Approval per the bureau Education Code Section §94909(a) (2). Both the facilities and the operations comply with the standards established under the law for vocational instruction. Course approval must be renewed annually and is subject to continuous review.

INSTRUCTIONAL EQUIPMENT:

AR Computer and Software Institute have all of the necessary equipment for lecture and laboratory practice. Classrooms contain IBM compatible computers at a ratio of 1:1, each computer will have the necessary hardware: Keyboard, Mouse, Monitor, PC tower, and depending on the course, may have one or more of the following specific software: an Operating system, MS Office package, Graphics Design, Business Software, audio and video equipment, white boards, and reference materials, and other utilities programs. Each program description has the appropriate equipment used in the course. For Distance Learning Education a Dedicated Server will be used. All equipment is 100% owned by the Institute.

PROGRAMS AND CLOCK HOURS

COURSE NAME	TOTAL CLOCK HOURS
CGOA - COMPUTERIZED GENERAL OFFICE ASSISTANT	525 Hours
CGD - COMPUTERIZED GRAPHIC DESIGN	525 Hours
CCS - COMPUTER CONSTRUCTION SPECIALIST	525 Hours
CDTR - COMPUTER DIAGNOSTIC TROUBLESHOOTING AND REPAIR	525 Hours
A+CP - A+ CERTIFICATION PREPARATION	525 Hours

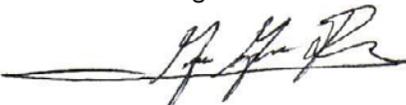
Instruction is in residence with faculty, accommodating students at an occupancy level of 10 students at any one time. Distance Education students are monitored weekly using the school dedicated website. California statute requires that a student, who successfully completed a course of study, be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

Workman's Compensation (Vocational Rehabilitation)

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to School Director.

Unresolved complaints may be directed to:
California State Department of Education
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, (toll-free telephone number (888)-370-7589,
Or by completing a complaint form, which can be obtained on the bureau's Internet Web site <http://www.bppe.ca.gov/>

All information in the contents of this school catalog is current and correct, and is so certified as true by


Amilcar A. Rivas, Executive Director

STUDENT BROCHURE POLICY AND PROGRAMS OUTLINE

PROGRAMS OUTLINE:

AR Computer and Software Institute will provide each applicant a School general Student programs brochure prior to enrollment, in addition student seeking enrollment in our institution will get a brochure for the program in which the prospective student seek to enroll, AR Computer and Software Institute will provide each aspirant the program-specific student brochure prior to enrollment.

CCS – COMPUTER CONSTRUCTION SPECIALIST

COURSE DESCRIPTION

Hands-on experience on how to build and perform system upgrades. Diagnose common hardware malfunctions. This course is for anyone who wants to learn how to maintain upgrade and troubleshoot. Students will learn to set up, configure, maintain, troubleshoot, and perform preventative maintenance of the hardware, software, and security components of a basic personal computer workstation, including implementation of basic green IT practices about processors, memory and Hard-Drive upgrades, modems; CD ROM's and sound cards. AR Computer and Software Institute have all of the necessary equipment for lecture and laboratory practice.

CCS – COMPUTER CONSTRUCTION SPECIALIST

525 Hours

Module Name	Module Clock Hours
Typing	75
Microsoft® Windows®	70
Microsoft® Word	70
Resume Preparation, Job Hunting Skills	40
Microsoft ®-OS	40
PC Architecture	50
Computer Construction I	50
Computer Construction II	50
Software Setup	40
Hardware and Software Test.	40
Total Clock Hours	525

COURSE EQUIPMENT:

Classrooms contain IBM compatible computers at a ratio of 1:1, audio and video equipment, white boards, and reference materials and programs. For Distance Learning Education a Dedicated Server will be used.

Windows Operating System, Browser, MS word, computer parts: keyboard, Mouse, Monitor, HDD, RAM, CPU, Mother Board, Power Supply, USB Ports, Network cables, PC tools, PC Speakers, Printer, Internet Service, Software Utilities, Text Books.

Final Test Requirements:

Students will need to take, and pass a test at the end of each module with a grade of, 70% or better

School Class Hours: Monday – Friday 8:00 am – 2:15 pm /Lab 2:15pm – 5:00pm

One Hour Lunch between 12:15 pm – 1:15pm

Breaks 10:30 –10:45am / 2:30 –2:45pm online students are require to work 40hrs a week.



CGOA - Computerized General Office Assistant

COURSE DESCRIPTION

Designed to cover; several major areas of basic computer operations, and software applications. Students will gain command of various applications such as Windows, Microsoft Office suite (Word, Excel, Access, and PowerPoint), Internet and E-mail. Students can prepare for and complete Microsoft Office User Specialist (MOUS) proficiency certification exams for Word and Excel.

CGOA - COMPUTERIZED GENERAL OFFICE ASSISTANT

525 Hours

Module Name	Module Clock Hours
Typing	75
Microsoft® Windows®	70
Microsoft® Word	70
Microsoft® Excel	70
Microsoft® PowerPoint	60
Resume Preparation, Job Hunting	40
Elective I	70
Elective II	70
Total Clock Hours	525

COURSE EQUIPMENT:

Classrooms contain IBM compatible computers at a ratio of 1:1, audio and video equipment, white boards, and reference materials and programs. For Distance Learning Education a Dedicated Server will be used.

Windows Operating System, Browser, MS word, MS Excel, MS PowerPoint, QuickBooks, ProSeries, MS Access, MS Outlook, computer parts: keyboard, Mouse, Monitor, HDD, RAM, CPU, Mother Board, Power Supply, USB Ports, Network cables, PC tools, PC Speakers, Printer, Internet Service, Software Utilities, Text Books.

For the Elective II and I student may choose two of the following business applications: QuickBooks for Accounting, Bookkeeping, ProSeries for Tax preparation, Access for database, Outlook for business E-mail.

Certification Preparation Assessment and Review for Microsoft ®-Word and Excel Expert User

Final Test Requirements:

Students will need to take, and pass a test at the end of each module with a grade of, 70% or better

School Class Hours: Monday – Friday 8:00 am – 4:00 pm

One Hour Lunch between 12:15 pm – 1:15pm online students are require to work 40hrs a week

Breaks 10:30 –10:45am / 2:30 –2:45pm

CGD - COMPUTERIZED GRAPHIC DESIGN

COURSE DESCRIPTION

Course Objective: Students will familiarize with the new features in Photoshop, Illustrator, InDesign, Flash, and Dreamweaver released as part of Adobe® Creative Suite® 5.

Target Student: This course is intended for graphic designers, web developers, print professionals, photographers and animators who use Adobe applications as part of the job role Student will understand and use the various elements in the Photoshop CS5 interface so as to efficiently work with the software. You will use the different tools in Photoshop for selecting parts of images and identify the need for having layers in a Photoshop document. You will also organize the different components of the design as layers. With the layered Photoshop document thus created, you will apply layer effects and other special effects in order to enhance the appearance of the design. Once the design is finalized, you will save images in both print and web formats.

CGD – COMPUTERIZED GRAPHICS DESIGN

525 Hours

Module Name	Module Clock Hours
Typing	75
Microsoft® Windows®	70
Microsoft® Word	70
Photoshop	100
Resume Preparation, Job Hunting	40
Elective I	85
Elective II	85
Total	525

COURSE EQUIPMENT:

Classrooms contain IBM compatible computers at a ratio of 1:1, audio and video equipment, white boards, and reference materials and programs. For Distance Learning Education a Dedicated Server will be used.

Windows Operating System, Browser, MS word, Adobe Photoshop, Adobe Illustrator, Adobe Dreamweaver, computer parts: keyboard, Mouse, Monitor, PC Speakers, Printer, Internet Service, Text Books.

For the Elective II and I student may choose two of the following graphic Intermediate, and advance applications: Photoshop, Illustrator, and Dreamweaver.

Final Test Requirements:

Students will need to take, and pass a test at the end of each module with a grade of, 70% or better

School Class Hours: Monday – Friday 8:00 am – 4:00 pm

One Hour Lunch between 12:15 pm – 1:15pm online students are require to work 40hrs a week

Breaks 10:30 –10:45am / 2:30 –2:45pm

Total School hrs 600

A+CP - A+ Certification Preparation

COURSE DESCRIPTION

Course Objective: Student will install, upgrade, repair, configure, optimize, troubleshoot, and perform preventative maintenance on basic personal computer hardware and operating systems.

Target Student: The target student is anyone with basic computer user skills who is interested in obtaining a job as an IT professional or PC technician. In addition, this course will help prepare students to achieve a CompTIA A+ Certification. Prerequisites: Students taking this course should have the following skills: end-user skills with Windows®-based personal computers, including the ability to: browse and search for information on the Internet; start up, shut down, and log on to a computer and network; run programs; and move, copy, delete, and rename files in Windows Explorer. Students should also have basic knowledge of computing concepts, including the difference between hardware and software; the functions of software components, such as the operating system, applications, and file systems; and the function of a computer network.

Computer Support Technicians repair and maintain a variety of computer SYSTEMS. Training consists of instruction in computer hardware, diagnostic trouble-shooting, software operating systems, A+ exam preparation, and basics of Local Area Network (LAN) setup, configuration and administration.

A+CP – A+ CERTIFICATION PREPARATION

525Hrs.

Module Name	Module Clock Hours
Typing	75
Microsoft® Windows®	70
Microsoft® Word	70
Resume Preparation, Job Hunting Skills	40
Microsoft®-OS	40
PC Architecture	54
A+ I	50
A+ II	50
A+ III	40
A+ IV.	40
Total Clock Hours	525

COURSE EQUIPMENT:

Classrooms contain IBM compatible computers at a ratio of 1:1, audio and video equipment, white boards, and reference materials and programs. For Distance Learning Education a Dedicated Server will be used.

Windows Operating System, Browser, MS word, computer parts: keyboard, Mouse, Monitor, HDD, RAM, CPU, Mother Board, Power Supply, USB Ports, Network cables, PC tools, PC Speakers, Printer, Internet Service, Software Utilities, Text Books.

Final Test Requirements:

Students will need to take, and pass a test at the end of each module with a grade of, 70% or better

School Class Hours: Monday – Friday 8:00 am – 4:00 pm

One Hour Lunch between 12:15 pm – 1:15pm online students are require to work 40hrs a week

Breaks 10:30 –10:45am / 2:30 –2:45pm



CDTR - Computer Diagnostic Troubleshooting and Repair

COURSE DESCRIPTION

Course Objective: Student will set up, configure, maintain, troubleshoot, and perform preventative maintenance of the hardware, software, and security components of a basic personal computer workstation, including implementation of basic green IT practices.

Target Student: Computer Diagnostic Troubleshooting and Repair: IT Technology course is targeted towards students completing their secondary education, considering the pursuit of a CompTIA® A+™ certification, and/or advanced home users who wish to further their IT knowledge. At the end of the course the student will be able to take The CompTIA® Strata™ Fundamentals: IT Technology exam which is targeted to help professionals and students work efficiently in their current roles, or obtain the necessary skills to start off their career in information technology. It is ideal for: individuals who are not quite ready for CompTIA® A+™ certification, companies that need a degree of tech support but cannot afford a full technician, students who are taking a PC maintenance and repair course that could benefit from a recognized industry qualification, or individuals looking for a change in their career and want to get into the IT field.

Prerequisites: Basic end-user experience with personal computers and personal computer software is highly desirable.

This course will allow the student to become familiarized with computer components and their functions; to safely upgrade computers; to install and configure PC components; to troubleshoot hardware and software problems. Also, learn the use of diagnostic software for repairing PC's. Student will build up basic skills in the installation and configuration of hard drive, CD-ROM, floppy drive, maintenance of hardware, software installation, setup of operational systems software, and applications for Windows.

CDTR - COMPUTER DIAGNOSTIC TROUBLESHOOTING AND REPAIR

525 CLOCK HOURS

Typing	75
Microsoft® Windows®	70
Microsoft® Word	70
Resume Preparation, Job Hunting Skills	40
PC Architecture	50
Troubleshooting Diagnostic and Repair I	55
Troubleshooting Diagnostic and Repair II	55
Troubleshooting Diagnostic and Repair III	55
Troubleshooting Diagnostic and Repair IV	55
Total Clock Hours	525

COURSE EQUIPMENT:

Classrooms contain IBM compatible computers at a ratio of 1:1, audio and video equipment, white boards, and reference materials and programs. For Distance Learning Education a Dedicated Server will be used.

Windows Operating System, Browser, MS word, computer parts: keyboard, Mouse, Monitor, HDD, RAM, CPU, Mother Board, Power Supply, USB Ports, Network cables, PC tools, PC Speakers, Printer, Internet Service, Software Utilities, Text Books.

Final Test Requirements:

Students will need to take, and pass a test at the end of each module with a grade of, 70% or better

School Class Hours: Monday – Friday 8:00 am – 4:00 pm

One Hour Lunch between 12:15 pm – 1:15pm online students are require to work 40hrs a week

Breaks 10:30 –10:45am / 2:30 –2:45pm

OWNERSHIP

AR Computer and Software Institute are individually owned; sole proprietorship. The main campus is located at 2277 Lyons Avenue Suite 201 Santa Clarita, CA 91321 the principal officer is: Amilcar A. Rivas President, Chief Executive Officer, Chief Operating Officer, and Chief Academic Officer.

BANKRUPTCY STATEMENT

Pursuant to the California Education Code Section 94909(a)(12), every institution is required to include in the school catalog a statement specifying whether the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has 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.). AR Computer and Software Institute herein is pleased to comply with the California Education Code and make the following statement in response to the automatic assumption by the California Education Code that every institution is at some point of bankruptcy proceedings. AR Computer and Software Institute is proud to inform every prospective student that due to the diligence of the owners and strict adherence to sound business and financial practices, AR Computer and Software Institute has no pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition within the preceding five years, or has never 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.).

ADMINISTRATION AND FACULTY QUALIFICATIONS

The specific current list of faculty members and their qualifications is presented below; minimum qualifications include a relevant degree and/or a minimum of three years of experience in the field.

ADMINISTRATIVE PERSONEL

- Amilcar A. Rivas: President, Chief Executive Officer, Chief Operating Officer, and Chief Academic Officer, School, and Placement Director.
- Rosana E. Rivas: Assistant School Director, Administrative Assistant, Chief Financial Officer, Student Services.

FACULTY:

Although specific vocational education courses are not mandated for postsecondary occupational faculty through the standards contained herein, the standards require that each instructor at AR Computer and Software Institute, have a mastery of a technical specialty as well as an understanding of teaching methods and college level technical education or the equivalent work experience. Upon employment of faculty under these standards, the President, or designee, and faculty member will agree upon a professional growth plan which will provide enhancement of the instructor's professional status including expertise in the instructor's technical specialty and preparation for the new technology upgrade. Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other course related to teaching.

Amilcar A. Rivas Instructor / Computer Curriculum Specialist

<p>Subjects: Computer Repair Desktop Publishing Graphics Design General Office Computer Construction A+ Certification</p>
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Instructor Qualifications:

Mr. Amilcar Rivas is been working in the industry of computer for the past twenty years instructing corporate managers and staff with the new technology advances, in addition he completed the course of Computer Science, and recently upgraded his skills for A+, Server+, Network+, Technician, Cisco Panduit Network Infrastructure, Cisco CCNA. He is well knowledgeable of the subjects he instructs. In addition he writes and speaks fluent: Spanish & English

ADMISSIONS REQUIREMENTS

Admissions Requirements are based largely upon the student's ability to meet the requirements of his/her chosen occupational goal. Strong motivations to learn and a desire to pursue a career are important considerations. In general, applicants must fulfill one of the following requirements to be enrolled as a regular student:

-High School graduate or equivalent GED.

-Students who do not have a high school diploma or GED, but are 18 years old or older may be admitted after passing an SLE test provided in English or Spanish that determines the student's interest and most suitable level of training to assess test results, prior education, motivation, work experience, placement potential and general aptitude for the chosen career field.

-An applicant who has not passed the admissions requirements may appeal the decision. The School Director makes the final determination in such cases.

-Applicants not accepted by the school will be refunded all registration and tuition fees paid to the school. Credit for previous training or work experience may be granted in selected circumstances. For specific admission requirements, see each program in the catalog.

AR Computer and Software Institute, had not entered into an articulation or transfer agreement with any other college or university, the institution do not provide transfers or credits for continuing education

ADMISSIONS AND REGISTRATION PROCEDURES

The applicant submits the admission application

Once the application is completed, the student meets with the Admissions' Representative, who will interview and explain to the applicant the programs and the catalog in detail.

Once the information has been provided to the applicant, the Admission's Representative will give the applicant a thorough tour of the school.

In the event that the applicant demonstrates interest in one of the AR Computer and Software Institute programs, the Admissions' Representative will inform the applicant that he/she needs to take a test.

PROFICIENCY TEST ABILITY-TO-BENEFIT

AR Computer and Software Institute will provide to all entering students **The Wonderlic Basic Skills Test – Ability-to-Benefit (formerly known as the Wonderlic Personnel Test (WPT))** is a popular group intelligence test used to assess the aptitude of prospective employees for learning and problem-solving in a range of occupations. It consists of 50 multiple choice questions to be answered in 12 minutes both forms, English and Spanish are available. Minimum passing score of 18/50

For distance learner students

AR Computer and Software, will used, The Wonderlic Admissions Risk Profile test.

This test guides the admissions process by providing insight into potential risk factors that often contribute to a student's decision to drop out. It identifies areas where additional support from school advisors could be helpful to steer students towards more suitable programs, and in some cases, to delay or deny admission when too many risk factors are present.

This interactive questionnaire focuses on:

- Schedule Management
- Program Commitment
- Motivation
- Academic Confidence
- Communication Skills
- Internet Access
- Tech Knowledge
- Transportation

The flexibility in this product allows it to be used for distance learning, campus-based and blended programs. Minimum passing score of 18/50

When there is a case of an ACCEPTANCE (student PASSING the tests), the TESTING CENTER will direct the applicant to the School Director, Coordinator or Delegate.

The Admissions' Representative will provide the applicant with Institutional Consumer Information Disclosure Forms.

Notice of Student Rights

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- A. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- B. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- C. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 1. School officials with legitimate educational interest;
 2. Other schools to which a student is transferring;
 3. Specified officials for audit or evaluation purposes;
 4. Appropriate parties in connection with financial aid to a student;
 5. Organizations conducting certain studies for or on behalf of the school;
 6. Accrediting organizations;
 7. To comply with a judicial order or lawfully issued subpoena;
 8. Appropriate officials in cases of health and safety emergencies; and
 9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Disclosure of Educational Records:

1. Information defined as Directory Information may be released without a student's consent. AR Computer and Software Institute define Directory Information to include:

Student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

STUDENT GRIEVANCE POLICY

Should any student have a grievance (unresolved complaint) about status, grades, records, faculty, or other, the normal course is for the student to consult with the Instructor. In the event, a satisfactory resolution is not achieved at this level; the student will be referred to School's Director. If the decision rendered is still disputed by the student, the School's President may consider the case for further judgment.

Finally, if the student continues to feel it necessary to dispute the judgment of the School's President, the student may contact the:

California State Department of Education
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento

Or by completing a complaint form, which can be obtained on the bureau's Internet Web site <http://www.bppe.ca.gov/>

The Admission's Representative and the applicant will go over the Enrollment Agreement to ensure that financial (Cost of the Program) and educational obligations are clearly understood. Once agreed upon, the Enrollment Agreement will be completed by the Admissions' Representative.

When the Admissions' Representative finishes completing the Enrollment Agreement with the student, both parties must sign and date the document. If the applicant is a minor (under 18 year of age) this agreement must bear the signature of his/her parents or legal guardians.

Once this is finalized, the Admissions' Representative will direct the student to the Finance Office.

When maximizing resources to students, they can be from one of the following:

Workers Compensation System- Rehabilitation Students

At this point, right after the completion of the process (Private pay, or Rehab.), the student is referred to his/her Admissions' Representative for confirmation of enrollment.

The Admissions Representative will congratulate the student for making the choice of becoming part of the AR Computer and Software Institute Family.

The applicant is then given a temporary attendance card, a permit to enter class.

*The admission procedures for students with mental or physical handicaps are the same as those for non-handicap students.

WITHDRAWALS AND REFUNDS

“STUDENT’S RIGHT TO CANCEL”

THE INSTITUTION CANCELLATION AND REFUND POLICY:

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Seventh-Day Cancellation: The Student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. An applicant who provides written notice of cancellation within seventh(7) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$75.00 non-refundable registration fee.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

FEDERAL OR STATE LOANS:

If the student defaults on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

STUDENTS ENROLLED IN DISTANCE LEARNING EDUCATION:

Student has the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. AR Computer and Software Institute shall make the refund pursuant to section 71750 of the Regulations. If the school sent the first lesson and materials before and effective cancellation notice was received, AR Computer and Software Institute shall make a refund within 45 days after the student’s return of the materials.

1. The school shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent.
2. If the school transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

PROCEDURES REQUIRED FOR STUDENT’S CANCELLATION OF ENROLLMENT AGREEMENT:

CANCELATION:

Student has the right to cancel the 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. An applicant requesting cancellation more than seventh (7) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course. **“ALL CANCELLATIONS MUST BE IN WRITING”**. Students do not have the right to cancel by telephoning the school or by not attending class. If you fail to cancel in writing the school will charge, administration fees, postage and two weeks of tuition training per enrolled course.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

WITHDRAWAL PROCEDURE:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 45 days of the determination of the withdrawal date.

ACADEMIC POLICIES

Even if you withdraw more than five business days after the start of class, you may be entitled to a partial refund. You have a right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be "pro-rated" according to the uncompleted portion of the course less the cost to the school of any unreturned equipment and a registration fee not to exceed \$75.00. The refund shall be calculated in the following manner and shall be made within 10 days after the date the school receives the student's written Notice of Cancellation. If you fail to cancel in writing the school will charge, administration fees, postage and two weeks of tuition training per enrolled course.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

HYPOTHETICAL REFUND EXAMPLE:

Assume that a student, upon enrollment in a 400 – hour course, pays \$2,000.00 for tuition, \$75.00 for registration none refundable, and \$150.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

400 clock hours of Instruction

(\$2,075) -\$75 = \$2,000	amount paid for instruction (\$2,000 tuition plus \$75.00Registration)
-75	registration fee (None refundable)
\$2000	400 clock hours Paid for but received 100 Clock hours of Instruction for which the student has paid
\$500	Charge for 100 Clock hours used
\$150	Documented cost for equipment
\$1,500.00	Initial refund (deduct \$0 for documented cost of unreturned equipment)
\$1,500.00	actual refund amount if equipment is returned

Proportion of Total Program Taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

*If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$1,500.00

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

You must notify the school in writing of your withdrawal, and if you fail to cancel in writing the school will charge, administration fees, postage and two weeks of tuition training per enrolled course.

PROBATION AND DISMISSAL POLICIES

ACADEMIC PROBATION

If a student falls below the Satisfactory Academic Progress Standards, the student will be placed on academic probation for the duration of the next module or term. Students must satisfy the Satisfactory Academic Progress Standards by the end of the probationary period in order to remain in the program. If the student fails to meet the Satisfactory Academic Progress Standards (grade of 70% or better) by the end of the probationary period the student will be terminated from the School.

The school terminates your enrollment:

You fail to attend classes for a three-week period (15 class days or 21 calendar days). And you fail to cancel in writing the school will charge, administration fees, postage and two weeks of tuition training per enrolled course.

You fail to submit three consecutive lessons or you fail to submit a completed lesson required for home study or online training within 60 days of its due date.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. If your payment was made by a third party, all funds will be sent to the funding agency, we cannot warranty the time of reimbursement from the funding agency.

DISCIPLINE

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of un-prescribed drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal.

A student who conducts himself in a manner detrimental to the school staff or other students is grounds for immediate dismissal.

ATTENDANCE

Students are expected to attend all scheduled classes in order to achieve their learning goals. Prospective employers are often concerned with an applicant's school attendance record as well as with his/her academic record. In order to satisfactorily complete each course within a program, the student must be present for a minimum of seventy percent (70%) of the duration of each course. Students exceeding the thirty percent (30%) level of absences at any given time will be placed on probation. In addition, the program must be completed within one and one-half times the length of the course as defined in the enrollment agreement.

TARDINESS

Each student should comply with the academic calendar and schedule established by AR Computer and Software Institute. The students should attend every meeting on time. (Lateness with no reasonable excuse on five occasions will be considered one absence).

ABSENCES

LEAVE OF ABSENCE

Occasionally, circumstances arise that require students to interrupt their training. Depending on the situation and length of time, students may be granted a leave of absence (LOA); however, an LOA will not be granted during the first module of study. LOAs may also be denied in the second module of that program. Students who find it necessary to take an LOA must submit a written request and obtain a preliminary approval in writing from the Program Director and a final approval in writing from the Executive Director. The request must outline the extenuating circumstances and duration of the LOA. An LOA may not exceed 21 calendar days within a continuous class period. If students do not return from an LOA on the scheduled return date and no prior arrangements have been made, he/she will be withdrawn from the School. Examples of extenuating circumstances include: Military Duty; Illness / Death in the family; maternity; or other mitigating circumstances as approved by the School. • An LOA effective date must coincide with a module start date and must follow a completed module.

Students absent from class should present reasonable written excuses. Except in the case of a student on an official leave of absence, students absent 21 (twenty one) consecutive calendar days will be dismissed. Any student absent for a period greater than 33 (thirty-three) percent of the days during the program of course will not be eligible for graduation unless he/she can demonstrate the absences were justified.

MAKE-UP WORK

Each student is responsible for making-up schoolwork missed because of absences. He/she should make arrangements with the instructor to establish the terms of the make-up work under the guidelines and the time period required by the satisfactory academic policy guidelines.

CLASS SIZE

Class size will vary with each course. There is maximum student ration of ten students per instructor.

STANDARDS:

SATISFACTORY PROGRESS

This institution expects its students to maintain Satisfactory Academic Progress (SAP) In order to maintain. SAP as established by this institution, the student must:

Maintain a cumulative academic average off" (70%) or better on all tests, work projects and other required course work

Maintain a cumulative average level of semester credit units earned which is at least two-thirds (2/3) of the scheduled units which should have been earned as defined by the contract period.

For example, a student scheduled to have completed 15 semester credit units by the end of the third month of a six-month program would have to have completed at least 10 credit units in order to maintain Satisfactory Academic Progress.

Maintain a cumulative average attendance level of at least 13.5 hours per week (approx. 54 hours per month) out of a typical 80 hours per month for a full-time student. Students scheduled to attend less than 80 hours per month must maintain an average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract. For example a student scheduled to attend 12 hours per week would have to maintain an average weekly attendance of at least 8 hours per week ($2/3 \times 12 = 8$).

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (15 class days) will be dismissed. This standard shall apply to all students except those on an approved Leave of Absence (see below). Students who expect to be absent 15 or more days should request a Leave of Absence.

In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined elsewhere in this catalog.

Complete the course within one and one-half (1 1/2) times the length of the course as defined in the enrollment agreement. For example if the student has contracted to complete the course within 48 weeks, he or she must complete within 72 weeks.

EVALUATION PERIODS:

Student compliance with the satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

The point at which 25% of the course is scheduled to be completed; the point at which 50% of the course is scheduled to be completed; the point at which 75% of the course is scheduled to be completed; and the point at which 100% of the course is scheduled to be completed.

Special Note: The percentage of the scheduled course to be completed is defined according to the terms of the enrollment agreement.

For example a student enrolled in a 48 week, 50-semester credit unit program would be evaluated for SAP after the 12th week; the 24th week; the 36th week and the 48th week. These dates would correspond to the point at which the student was scheduled to have completed 12.5, 25, 37.5 and 50 semester credit units.

GRADUATION REQUIREMENTS

Institution's Standards for student achievement:

The student must comply with the following requirements in order to receive a diploma or certificate.

1. Completion of the total number of hours required by the student's program
2. Have a minimum grade point average of 70 on a scale of 100 at the completion of the contracted period of studies.
3. Passing all components of the selected program with a minimum average of 70 points.
4. Meet all financial obligations incurred with the institution.
5. Students who take longer than originally scheduled to complete must do so within the Satisfactory Academic Progress Guidelines.

DIPLOMA

AR Computer and Software Institute will award a Diploma to those students who have met course requirements and their responsibilities to the school. In certain cases, a student may complete his or her program, but is not eligible for graduation due to the fact that the minimum grade point average requirement (70 points) has not been met.

REQUIRED STUDY TIME

In order to successfully complete the required course assignments, a student is expected to spend outside time studying. The amount of time will vary according to the individual student's abilities. Students are responsible for reading all study materials Issued by their instructors and most turn in assignments at the designated time. "In general, there will be approximately two hours of study for every one hour of class." Distance learning students are expected to complete 40 hrs. Of study time per week in order to successfully complete the required course assignments.

GRADING SYSTEM

The grading system is as follows:

GRADE	VALUE	POINTS	DEFINITION
A	4	90-100	EXCELLENT
B	3	80-89	ABOVE AVERAGE
C	2	70-79	AVERAGE
D	1	60-69	BELOW AVERAGE
F	0	0-59	FAILURE
P	Pass	N/A	
CH	Challenge Credit	N/A	
I	Incomplete	N/A	
W	Withdraw	N/A	

Incomplete Grades

An "incomplete" cannot be given as a final grade. However, at the end of a course, module or quarter, students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, and/or tests. If students do not complete the required class work, assignments and/or tests within the extension period, they will receive a failing grade of "F" or "zero" for the course, module or quarter. The "F" or "zero" will be averaged in with the student's other grades to determine GPA and the failed course, module or quarter must be repeated. If the course for which an "I" grade is received is a prerequisite to a subsequent course, the student will be terminated from the subsequent course if the prerequisite course is not completed satisfactorily.

Repeat Policy

Students who receive a failing grade (below a "C") must repeat that specific course or module. When students repeat a failed course or module, the grade received is used to calculate the cumulative GPA, but both the original and repeated attempts will be counted in rate of progress calculations. If repeating the course or module is required, the length of the program must not exceed 150 percent of the published program length. Students may repeat a failed course or module only once. Additionally, the ability to repeat a course or module is on a "seat availability" basis. A student's training may be interrupted if the course or module to be repeated is not available until a later date.

Students WILL be charged for repeated courses; however those students who successfully complete the program will be charged a maximum of the contracted program price. (Thus, if a student repeats a couple courses, but still graduates, s/he will only be charged the original tuition on their Enrollment Agreement.)

Maximum Program Completion Time

Students are expected to complete their program within the defined maximum program completion time, which may not exceed 150 percent of the normal time frame. AR Computer and Software Intitute defines the normal time frame as the number of clock hours it would take a student to complete the total program credit hours/units according to the enrollment agreement. For example, if the published length of a diploma program consists of 1,000 clock hours, the maximum number of clock hours which the student can attempt in the program is 1,500 clock hours (150%). If students exceed the maximum allowable program length or do not progress at a sufficient rate, they will be terminated from their training program. Probationary status is not allowed.

ACADEMIC POLICIES

Distance learning Students dead line to submit assignments.

All material assigned should be completed in a weekly basis and submitted for grading using the student drop-Box, grades for completed assignments will be posted in a weekly basis by the instructor in charge. All grades will be removed from the site and place in the student grade record; student's grade record will be available at completion of the course, and will be given to students along with achieve course diploma.

TARDINESS

Each student should comply with the academic calendar and schedule established by AR Computer and Software Institute. The students should attend every meeting on time. (Lateness with no reasonable excuse on five occasions will be considered one absence).

ABSENCES

Students absent from class should present reasonable written excuses. Except in the case of a student on an official leave of absence, students absent 21 (twenty one) consecutive calendar days will be dismissed. Any student absent for a period greater than 33 (thirty-three) percent of the days during the program of course will not be eligible for graduation unless he/she can demonstrate the absences were justified.

MAKE-UP WORK

Each student is responsible for making-up schoolwork missed because of absences. He/she should make arrangements with the instructor to establish the terms of the make-up work under the guidelines and the time period required by the satisfactory academic policy guidelines.

FINANCIAL INFORMATION

AR Computer and Software Institute believe that educational cost is primarily the responsibility of students and their families.

Private Loans & Scholarships: Students who need additional funds to cover educational expenses beyond what is covered by Insurance Voucher funds may apply for private loans and/or scholarships. AR Computer and Software Institute do not participate with lending institutions that offer private loans, federal, or state financial aid programs at the present time; however to qualify for a private loan, a student must be a US citizen, a US national, or a permanent resident and must be creditworthy. A student may be enrolled full-, half-time or less than half-time. If the student has no credit history, he or she may still qualify for a loan by applying with a creditworthy co-borrower. If a student obtains a loan, the student will have to repay the full amount of the loan, plus interest, less the amount of any refund. In addition to private loans, AR Computer and Software Institute may provide scholarship to cover the additional cost for those students that funds are not sufficient with the insurance voucher a discount will be honored.

PROGRAM TUITION AND FEES

School Schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.

*DEFINITION OF CLOCK HOURS: (SCU) conversion criteria by converting 30 Clock Hours = 1 Semester Credit Unit. A Clock Hour consists of a 60-minute span of time of instruction per hour, in which 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break
2011/2012

	CLOCK HOURS	Total Hours	*SCU	Registration Fee	Tuition	STRF	Tools/ Materials	Fee By Hour	Total Tuition
Program Name				Full Time					
Computerized General Office Assistant	525	600	17.5	75.00	6000			11.42	6075
Computer Construction Specialist	525	600	17.5	75.00	6000			11.42	6075
A+ Certification Preparation	525	600	17.5	75.00	6875			13.09	6950
Computerized Graphic Design	525	600	17.5	75.00	6000			11.42	6075
Computer Diagnostic Troubleshooting and Repair	525	600	17.5	75.00	6875			13.09	6950

Three phases of 175 hours are required to									
Program Name	Part Time								
Computerized General Office Assistant	175	175	5.83	75.00	2400		200	13.71	2,300
Computer Construction Specialist	175	175	5.83	75.00	2400		200	13.71	2,300
A+ Certification Preparation	175	175	5.83	75.00	2400		300	13.71	2,695
Computerized Graphic Design	175	175	5.83	75.00	2400		200	13.71	2,300
Computer Diagnostic Troubleshooting and	175	175	5.83	75.00	2400		300	13.71	2,695
Program Name	Distance Learning								
Computerized General Office Assistant	525	600	17.5	75.00	6000			11.42	6075
Computer Construction Specialist	525	600	17.5	75.00	6000			11.42	6075
A+ Certification Preparation	525	600	17.5	75.00	6875			13.09	6950
Computerized Graphic Design	525	600	17.5	75.00	6000			11.42	6075
Computer Diagnostic Troubleshooting and	525	600	17.5	75.00	6875			13.09	6950

CARRER SERVICES

AR Computer and Software Institute Career Services is a vital part of the student's educational program. Although the securing of positions cannot be guaranteed, the purpose of the service is to actively assist students in obtaining desirable employment. The Career Services assists students and graduates in a broad range of career planning and advising to include; interviewing skills & follow-up, job opportunity generation through job Leads and networking, the full cycle of the hiring process including resumes and job applications, and professional attire workshops. Students and graduates are encouraged to take advantage of every opportunity to work with the Career Services Department to sharpen their interviewing and presentation skills. Successful employment assistance is dependent upon a mutual effort by both graduates and the Career Services. Graduates are encouraged to aggressively seek employment opportunities on their own, keep records of their contacts, and inform their Career Services Specialist of these efforts. These employment assistance services are available to all students who successfully complete the requirements for graduation in their respective programs. Employment opportunities may be limited for anyone who has a criminal background. Although a High School Diploma or GED may not be a requirement for enrollment into your respective program, without a High School Diploma or GED, your employment opportunities may be limited. Employment assistance services are available on an on-going basis to AR Computer and Software Institute graduates.

STUDENT TUITION RECOVERY FUND (STRF)

"You must pay the state imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
 1. You are not a California resident, or are not enrolled in a residency program, or
 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

5 CCR §76215(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

CREDIT FOR PREVIOUS TRAINING

The Program Director will evaluate previous education and training that may be applicable to an educational program offered at AR Computer and Software Institute. Credit may be given if the education and/or training were completed at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) where courses and credit values are comparable to those offered at AR Computer and Software Institute and a grade of C or 70 percent or better was attained. Any coursework to be considered for credit in any program must have been completed within the previous five years. Students may be required to demonstrate competency in requested transfer training courses. Transfer credits are not used in determining grade point averages (GPAs). Recognition of credits earned at another postsecondary institution is limited to no more than 50 percent of the total hours required for completion of a designated program.

Challenge Credit

To successfully challenge a course, a student must submit a written request to the applicable academic administrator prior to the start of the course. The request will be reviewed according to the following criteria, and if approved, the challenge examination will be administered. If the challenge examination is not successfully passed based on the listed criteria, the student must enroll and complete the course.

Criteria regarding challenge credit include the following:

A student must complete the examination prior to the start of the class; Students may not challenge courses in which they are currently enrolled or have previously taken at ARCSI; A minimum grade of 75% must be achieved on the examination; No more than 18 quarter credits may be earned through challenge examinations; Students may attempt to challenge a course only one time; Credits earned through challenge examination do not count as residential credits or toward a student's CGPA; A student's financial aid may be affected if challenge credit is received; A fee will be charged per exam; The student's ability to progress in the program may be based on space availability; The Institution decision on the challenge exam is final.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

"The transferability of credits you earn at AR Computer and Software Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (CGD, CDTR, CCS, CGOA, or A+CP) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are 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 AR Computer and Software Institute to determine if your (credits or degree, diploma or certificate) will transfer."

ARTICULATION AGREEMENTS

AR Computer and Software Institute do not currently have articulation agreements with other institutions.

STUDENT SERVICES

STUDENT PARKING

Student free parking is available in the parking area next to the school building. AR Computer and software Institute is not responsible for parking violations, property theft or damage. Please keep your vehicle locked all the time.

Advising

The staff of the school makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for both vocational and academic advising. Students experiencing personal problems which require professional counseling will be referred to the appropriate agencies.

Housing

AR Computer and Software Institute, does not maintain any resident housing. The Institution assumes no responsibility for student housing

Refresher Training

Graduates who desire refresher training within 2 years of graduation in the course may be admitted to retake a desired module. The charge for such training will be determined at the time of enrollment. Admittance is based on space availability.

Career Development and Placement Assistance

Students have one module of career development in the classroom as part of the curriculum. Graduates will be referring to a professional agency, to discuss options for entry-level positions. The School is in contact with companies who hire for these positions, and refers the graduates to the companies to schedule interviews.

Prior to graduation, students are assisted in the classroom with resume preparation and filling out of job applications. They receive tips on career dressing and interview techniques to help them project a professional image in their interviews. They also learn how to conduct a self-directed job search using the World Wide Web. Although AR Computer and Software Institute cannot guarantee employment for its graduates, those who want a career are successful in finding positions.

Disclosure and Retention of Education Records

Adult students, parents of minor students, and parents of tax dependent students have the right to inspect, review, and challenge information contained in their education records or those of their minor or tax dependent children.

Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the Institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies.

Tuition and Financial Assistance

Applicants may qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include: California Department of Rehabilitation; Private Rehabilitation Agencies and Insurance companies; all public and private agencies have certain requirements for eligibility.

AR Computer and Software Institute are not participating in federal or State financial aid program at this time.

LIBRARY

A reference web library is available to all students to help provide information which may aid them in their program of study. Students may check out the links of all course related material available in our resource web site. The Student Service Coordinator will assist any student who would have questions on how to use the resources reference links.

LIBRARY/RESOURCE CENTER

Our Library/Resource Center is available in every functional computer with full internet access as well as full text books are available for students to utilize anytime the school campus is open, making this resources sufficient to support the instructional needs for each student.

Students are encouraged to utilize the library/resource center to enhance their learning experience as well as to promote their job growth.

Classroom Temperatures

Classroom temperatures may fluctuate slightly. It is impossible to accommodate every individual's comfort zone. However, the school will do its best to maintain a moderate/average temperature throughout all areas of instruction and administration. It is recommended that students bring a sweater to class, if necessary.

STUDENT PROTECTION

STUDENT RECORDS

AR Computer and Software Institute will maintain student records for each student, whether or not the student completes the educational service, for a period ending five years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). The student records shall be retrievable by student name and shall contain all of the following applicable information: Written records of any formal education or training relevant to the student's qualifications for admission to the institution; copies of all documents signed by the student, including contracts, instruments of indebtedness, copies of all tests given to the student before admission; records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation; a transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed. All records are storage in a locked fire proof file cabinet and financial and academic student's records are maintained in separate files.

NON DISCRIMINATION POLICY AND PROCEDURES

AR Computer and Software Institute are committed to a policy on non-discrimination. This institution provides educational programs, activities, and employment to individuals without regard to marital status, race, color, national origin, sex, sexual orientation or religious creed. The admission procedures for students with mental or physical handicaps are the same as those for non-handicap students. AR Computer and Software Institute endeavors to remove barriers and provide educational and employment opportunities for handicapped persons. This policy of non-discrimination applies to all students, employees, and applicants for admission and employment and to all participants in institutionally sponsored activities.

FAMILY RIGHT AND PRIVACY ACT

AR Computer and Software Institute comply with the confidentiality and student accessibility provisions of the family Right and Privacy Act of 1974 (PL 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student records is strictly protected. Information on students is not available to anyone without a) written request/release from the student, b) a court order, or c) accreditation agency requirements. However, student's parents of minor students and guardians of "tax dependent "students have the right to inspect and challenge the information contained within the records of a specific student.

PROGRAM CHANGES

AR Computer and Software Institute reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, staff and/or facilities with prior notice of scheduled changes. Any changes in the duration of our courses, programs or curriculum will be undertaken according to the requirements of the State of California's Bureau for Private Postsecondary Education's approval.

CALENDAR AND HOURS OF OPERATION

Office Hours:

Monday to Friday 8:00 AM to 5:00PM

Instructional Hours:

Monday to Friday

Day schedule 8:00 AM to 2:15PM
 9:00 AM to 5:00PM

Evening schedule 6:00 PM to 9:30PM

Saturday schedule 9:00 AM to 2:00 PM

PAYMENT SCHEDULE

Registration fee must be paid at the time of enrollment, unless is pay by a third party agency (Vocational Rehab Students). The payment methods accepted by this institution are cash, check or money order. The terms of payment are either payment in advance for long term students (More than four months, the institution will collect 50 % of the total tuition at the time of enrollment and the additional balance when 50 percent of the program has been completed, the institution may require full payment if only 50 percent of the program has been offered.), or on a weekly basis for short term students less than Four months, according to the total duration of the course.

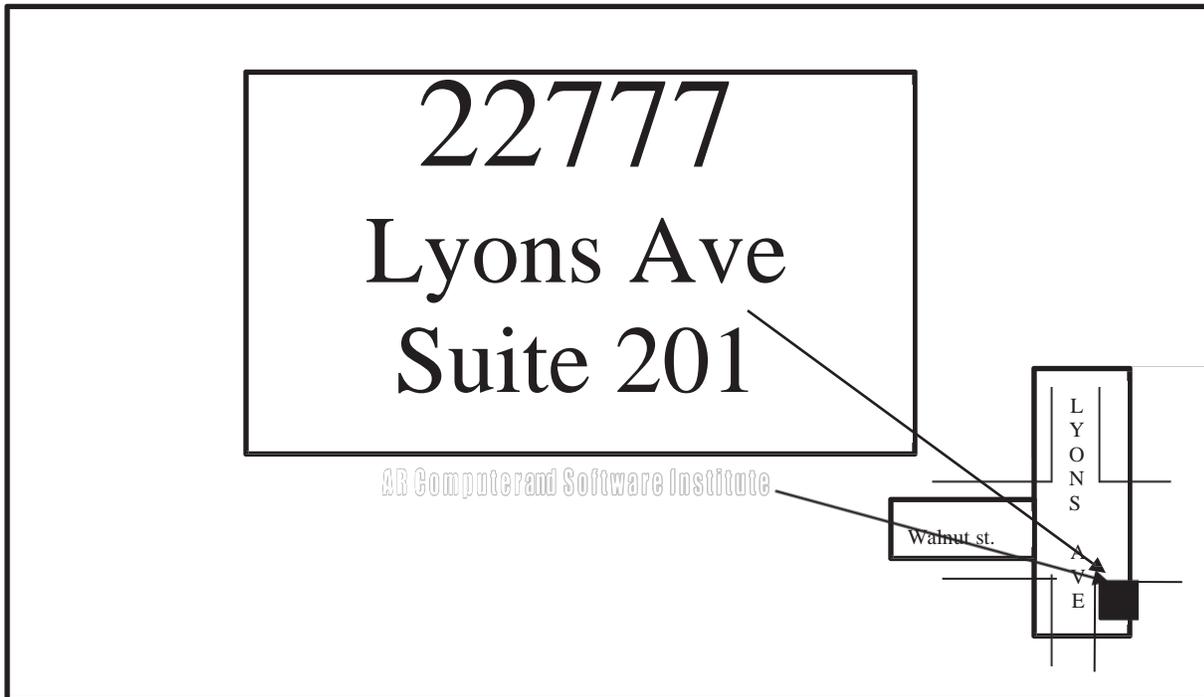
For those students paying tuition on a weekly basis, should he/she be one week late in payments, AR Computer and Software Institute will counsel the student to make payment arrangements to be approved by the School's Director. Should the student become delinquent for more than three weeks and is unwilling or unable to make any payment promises or other arrangements, the school will terminate the student immediately.

At the student's option, AR Computer and Software institute may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement

SCHOOL HOLLYDAYS

On the following days, AR Computer and Software Institute will be closed

New Year's Eve	New year's Day
Martin Luther King's Day	President's Day
Good Friday	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	The Friday following Thanksgiving
Christmas Eve	Christmas Day
In 2012, the school will be closed on December 22nd until January 6th, 2013	



SCHOOL FACILITIES

AR Computer and Software Institute
22777 Lyons Avenue Suite 201
Santa Clarita, CA 91321

The school consists of approximately 750 square feet including common areas, in the city of Santa Clarita, a major metropolitan area. Lyons Avenue is easily accessible and recognizable to prospective student. Public transportation and parking facilities are adjacent to the school.

Our Campus has been specifically chosen to be adjacent to the Spanish-Speaking community working and home areas. In order to serve the community, we must be of the community. This allows easy access to the campus and work near both the school and home.

The campus is conducive to effective training: it has adjacent parking lots, air conditioned classrooms, vented shop areas, indirect lighting and immediately accessible bus and metro lines. There is no smoking in the classrooms or the building, keeping a smoke-free environment for students. Restrooms and offices are but a few steps away from the classrooms. Classrooms have been designed to hold not more than 10 students.

. INSTRUCTIONAL EQUIPMENT:

AR Computer and Software Institute have all of the necessary equipment for lecture and laboratory practice. Classrooms contain IBM compatible computers at a ratio of 1:1, each computer will have the necessary hardware: Keyboard, Mouse, Monitor, PC tower, and depending on the course, may have one or more of the following specific software: an Operating system, MS Office package, Graphics Design, Business Software, audio and video equipment, white boards, and reference materials, and other utilities programs. Each program description has the appropriate equipment used in the course. For Distance Learning Education a Dedicated Server will be used. All equipment is 100% owned by the Institute.

All programs include the following Core:

- Typing
- Microsoft® Windows®
- Microsoft® Word
- Resume Preparation, Job Hunting Skills

If a student takes more the one program he/she is not required to take the core on the additional program.

CGOA - COMPUTERIZED GENERAL OFFICE ASSISTANT525 HOURS

Each Program can be customized at the level of the student; an assessment will determinate the student application level.

Microsoft® Word	Beginner	Intermediate	Advance
Microsoft® Excel	Beginner	Intermediate	Advance
Microsoft® Access	Beginner	Intermediate	Advance
Microsoft® Outlook	Beginner	Intermediate	Advance
Microsoft® PowerPoint	Beginner	Intermediate	Advance
Microsoft® Windows OS	Beginner	Intermediate	Advance

Elective I
Elective II

CCS - COMPUTER CONSTRUCTION SPECIALIST525 HOURS

Microsoft®-OS PC
Architecture Computer
Construction I Computer
Construction II Software
Setup
Hardware and Software Test.

CDTR - COMPUTER DIAGNOSTIC TROUBLESHOOTING AND REPAIR525 HOURS

Microsoft®-OS
PC Architecture
Software Setup Troubleshooting Diagnostic and Repair I
Troubleshooting Diagnostic and Repair II
Troubleshooting Diagnostic and Repair III
Troubleshooting Diagnostic and Repair IV

CGD - COMPUTERIZED GRAPHIC DESIGN

Photoshop
Resume Preparation, Job Hunting Skills
Elective I
Elective II

A+CP - A+ CERTIFICATION PREPARATION525 HOURS

PC Architecture
A+ I
A+ II
A+ III
A+ IV

Part-time Programs

Students are required to complete three Phases of 175 Hours to earn the course diploma.
Computerized General Office Assistant

175 Hours / 10 Semester Credit Units
 (Computer Operator)
 (Word Processing)
 (Administrative Clerk)
 (Computer Accounting, Computer Accounting Clerk)

Computerized General Office Assistant 175 Hours

Objective:
 This part-time Computerized General Office Assistant program has been designed to prepare students without prior knowledge or experience in the computer applications field. This program covers microcomputer office applications and software operation, which will enable the graduate to utilize the capabilities of word processing software, spreadsheets, business and office management systems, payroll programs, and windows. Graduates find employment in administrative offices and general clerical positions.

Program Outline

- 25 Weeks - Classes Monday and Wednesday, from 6:00pm to 9:30pm
- 25 Weeks - Classes Tuesday and Thursday, from 6:00pm to 9:30pm
- 44 Weeks - Classes Saturday, from 8:30am to 12:30pm
- 44 Weeks - Classes Saturday, from 1:00pm to 5:00pm

Each Program can be customized at the level of the student; an assessment will determinate the student application level.

Microsoft® Word Beginner	Microsoft® Excel Beginner	Microsoft® Access Beginner
Intermediate	Intermediate	Intermediate
Advance	Advance	Advance

Elective I
 Elective II

Beginner Intermediate Advance Elective I Elective II
 Certification Preparation Assessment and Review for Microsoft ®-Word and Excel Expert User

Computerized General Office Assistant 175 Hours

Typing.....	25
Microsoft® Windows®	23.33
Microsoft® Word.....	23.33
Microsoft® Excel.....	23.33
Microsoft® PowerPoint	20
Resume Preparation, Job Hunting Skills.....	13.33
Elective I.....	23.33
Elective II.....	23.33
Total	175

CCS – COMPUTER CONSTRUCTION SPECIALIST

Objective:

This part-time CCS - Computer Construction Specialist: program has been designed to prepare students in any work environment where computers are present. At the completion of the program, the graduate will be able to assemble computers, recognize parts, such as: Pentium motherboards, as well as Video Cards; Monitors; Basic Hard Drive Configurations; Memory; Sound Boards; Serial and Connections; Power Supplies; Printers and Keyboard Techniques, and basic "diagnostics of normal operation. Students will be able to use ocular recognition of malfunctioning or broken parts, testing techniques for Complete Systems and diagnostics and repairs. In addition, the student will learn the operation of applications, such as: MS-DOS, MS-Windows, and MS-Word for Windows.

Program Outline

25 Weeks - Classes Monday and Wednesday, from 6:00pm to 9:30pm

25 Weeks - Classes Tuesday and Thursday, from 6:00pm to 9:30pm

44 Weeks - Classes Saturday, from 8:30am to 12:30pm

44 Weeks - Classes Saturday, from 1:00pm to 5:00pm

This Classes will be Offered for Beginning, Intermediate and Advance Students.

Subject Clock Hours

CCS – COMPUTER CONSTRUCTION SPECIALIST

Typing.....	25
Microsoft® Windows®	23.33
Microsoft® Word.....	23.33
Resume Preparation, Job Hunting Skills	20
Microsoft ®-OS	20
PC Architecture.....	16.66
Computer Construction I.....	16.66
Computer Construction II.....	16.66
Software Setup	20
Hardware and Software Test.	20
Total	175

CDTR - Computer Diagnostic Troubleshooting and Repair 175 Hours

Objective:

This part-time CDTR - Computer Diagnostic Troubleshooting and Repair: program has been designed to prepare students for any work environment where computers are present. At the completion of the program, the graduate will be able to diagnose and repair PC systems, as well as Video Cards; Monitors; Basic Hard Drive Configurations; Memory; Sound Boards; Serial and Parallel Connections; Power supplies; Printers and Keyboards. In addition, the student will learn the operation of applications, such as: MS- MS-DOS, MS-Windows, MS-Word for Windows, and Diagnostic software such as: PC-Check, and Check-it, etc.

Program Outline

25 Weeks - Classes Monday and Wednesday, from 6:00pm to 9:30pm

25 Weeks - Classes Tuesday and Thursday, from 6:00pm to 9:30pm

44 Weeks - Classes Saturday, from 8:30am to 12:30pm

44 Weeks - Classes Saturday, from 1:00pm to 5:00pm

This Classes will be Offered for Beginning, Intermediate and Advance Students.

Subject Clock Hours

CDTR - Computer Diagnostic Troubleshooting and Repair 175 Hours

Typing.....	25
Microsoft® Windows®	23.33
Microsoft® Word	23.33
Resume Preparation, Job Hunting Skills	20
PC Architecture.....	16.66
Troubleshooting Diagnostic and Repair I	18.33
Troubleshooting Diagnostic and Repair II	18.33
Troubleshooting Diagnostic and Repair III	18.33
Troubleshooting Diagnostic and Repair IV	18.33
Total	175

Equipment and Materials used to deliver all school programs:

IBM Clone PC Computers, LCD Monitors, Laser Printers, Computers with multimedia kits, Sound Cards, Headphones DVD, CD-ROM Drives, Overhead projectors, Dry Erase Boards, Computer parts, PC tool kits, Diagnostic software, Internet access, and other required materials requested by Instructors.

COURSE OFFERED DESCRIPTIONS:

Program Objective:

CGOA - Computerized General Office Assistant 525 Hours

This Technical Support program has been designed to prepare students for entry-level employment in any work environment where computers are present, to include office settings. This program includes a core material pre-requirement, which addresses Windows environment applications, word processing, business math, customer service/sales and typing. This core program is a prerequisite for students to advance into the other two discipline orientations, such as: Business and/or Technology. In addition, this core prerequisite program will provide an overview of computers and information processing, with the usage of computers in real-world applications.

Furthermore this program has been designed for students who have completed the core material satisfactorily. This business program will prepare students to use computerized office systems applications, such as: Word processing, spreadsheets, and Electives I and II

Elective I and II can be chosen from the following applications and business applications listed below:

Accounting and Bookkeeping	Quickbooks
Tax preparation	ProSeries
Database	Access
Business E-mail	Outlook

Students are encouraged to choose one or two applications or business applications to satisfy Electives II, and I according to their scholastic level, competency and vocational aspiration. Students with outstanding academic progress can take advantage of this self-paced program by completing the electives in a shorter period of time and by requesting another application as part of their training program.

CCS - Computer Construction Specialist: 525 Hours

This program has been designed to prepare students in any work environment where computers are present. At the completion of the program, the graduate will be able to assemble computers, recognize parts, such as: Pentium motherboards, as well as Video Cards; Monitors; Basic Hard Drive Configurations; Memory; Sound Boards; Serial and Connections; Power Supplies; Printers and Keyboard Techniques, and basic "diagnostics of normal operation. Students will be able to use ocular recognition of malfunctioning or broken parts, testing techniques for Complete Systems and diagnostics and repairs. In addition, the student will learn the operation of applications, such as: MS-DOS, MS-Windows, and MS-Word for Windows.

CDTR - Computer Diagnostic Troubleshooting and Repair: 525 Hours

This program has been designed to prepare students for any work environment where computers are present. At the completion of the program, the graduate will be able to diagnose and repair Pentium systems, as well as Video Cards; Monitors; Basic Hard Drive Configurations; Memory; Sound Boards; Serial and Parallel Connections; Power supplies; Printers and Keyboards. In addition, the student will learn the operation of applications, such as: MS- MS-DOS, MS-Windows, MS-Word for Windows.

Furthermore, this program will also serve as a prerequisite for students interested to become CNA Certified NetWare Administration and CNE - Certified NetWare Engineer and/or pursue the many areas of Microsoft Certifications in MCPS -Microsoft Certified Product Specialist and MCSE - Microsoft Certified Engineer. In addition, students will also be recommended to pursue a Comp TIA A+ Certification and Network+ Certification.

CNA - Certified NetWare Administrator: Certification is recognized worldwide as the standard of excellence for administering Novell's networking products, CNA Certification Shows employers or prospective employers that the students have the knowledge necessary to administer networks. The student will learn how to support user environments with skills such as: Setting up desktop computers, automating access to the system implementation, corporate security strategies, customizing and optimizing the software and handling routine software maintenance. To become CNA certified, the student must pass a certification test.

CNE - Certified NetWare Engineer: This CNE program has become the benchmark certification program in the information technology (IT) industry. CNE certification is recognized as the global standard for servicing and supporting networking and network applications. Employers are confident that the support they receive from CNEs is up-to-date and goes beyond industry standards.

At the completion of this program the student will be able to obtain the skills to provide high-end, solutions-based technical support and meet the specific needs of the customers, such as: managing multiple networks, performing system upgrades, improving network printing performance, managing network databases.

CNE training prepares students to provide service and support for Novell networking and network applications products. CNEs can, specialize in one of three product areas: NetWare 4 Any others.

A typical job opportunity for CNEs and Master CNEs include working for a large corporate IS department, a Novell Authorized Service Center; a Novell authorized reseller or working as self-employed contractors. If the student chooses one of these specialties, the student will be able to perform the following skills: NetWare 4, in order to Install NetWare 4 servers, add users to the network, centrally distribute software upgrades to servers and clients, internetwork and manage NetWare 3 networks, execute network applications and share software resources, prepare for emerging technology capabilities, and install and Configure Print servers.

A+CP - A+ Certification Preparation 525 Hours

A+ certification validates foundation-level knowledge and skills necessary for a career in PC support. It is the starting point for a career. CompTia The international, vendor-neutral certification proves competence in areas such as installation, preventative maintenance, networking, security and troubleshooting.

A+ certified technician also have excellent customer service and communication skills to work with clients.

Two exams are necessary to be certified: A+ Essentials, exam code 220-701; and A+ Practical Application, exam code 220-702.

A+ Essentials measures the necessary competencies of an entry-level IT professional with a recommended 500 hours of hands-on experience in the lab or field. It tests for technical understanding of computer technology, networking and security, as well as the communication skills and professionalism now required of all entry-level IT professionals.

A+ Practical Application is an extension of the knowledge and skills identified in A+ Essentials, with more of a "hands-on" orientation focused on scenarios in which troubleshooting and tools must be applied to resolve problems.

Candidate job roles include enterprise technician, field service technician, PC or support technician and IT administrator. A+ is part of the certification track for corporations such as Microsoft, HP and Cisco. Other technology companies, including Dell, Intel, Lenovo and Ricoh, have made A+ certification mandatory for their service technicians. The U.S. Department of Defense recognizes A+ and the Department of Homeland Security requires it as part of their computer forensics program.

Exam details

The A+ certification exam was updated in late 2006, so the structure of the exam is different than it had been for the three years prior to the update. (In September of 2008, CompTIA was holding meetings which appear to be geared towards another revision, in 2009.) The 2003 exams had an average pass rate of between 3% and 10%. The new A+ exam has been redesigned to have a 20% pass rate. A+ certification in the pass certification entails two tests: A+ Essentials (220-701) and one of three elective exams, IT Technician (220-602), Remote Support Technician (220-603), or Depot Technician (220-604). Both of these tests must be passed in order to receive A+ certification. CompTIA suggests that one take the A+ Essentials exam before the other, but they can be taken in either order. The new 2009 exams are the (220-701) Essentials and (220-702) Practical Application. They have replaced the older 220-601 which is not offered anymore in the English versions since March 2010. Vista is more addressed in the new test even though many companies have not upgraded past XP.

Currently Two exams are necessary to be certified: A+ Essentials, exam code 220-701; and A+ Practical Application, exam code 220-702.

The A+ Essentials test consists of 8 "domains":

Domain	Percentage of exam
Personal computer components	21
Laptop and portable devices	11
Operating systems	21
Printers and scanners	9

Domain	Percentage of exam
Networks	12
Security	11
Safety and environmental issues	10
Communication and professionalism	5
Total	100

Disassembling and reassembling a computer

One of the best things you will need for the exam is to learn the function of and how to identify the hardware inside of a computer.

1. Detach power cable
2. Detach keyboard and mouse
3. Detach monitor
4. Detach serial, parallel, and USB devices
5. Detach network cables, telephone lines, speaker cables, etc.
6. Detach all other peripheral devices
7. Remove system case
2. Remove internal components
 1. Detach internal power cables and connectors from all storage devices
 2. Remove hard drive, floppy drive, CD-ROM and other storage devices
 3. Remove interface cards
 4. Remove power cables from system board
 5. Remove all other cables from the system board
 6. Remove screws or clips holding motherboard in place
 7. Remove motherboard
 8. Remove DIMM or RIMM memory modules
 9. Remove CPU fan, heat sink, and CPU

The computer should be reassembled in the reverse order. For the exam Students must know how to install and configure hardware and other input and multimedia devices. There is no practical component to any of the A+ exams.

Identifying hardware components

One of the essential requirements for A+ Certification is identifying names, purposes, and characteristics of specific hardware components, including the following:

<i>f</i> Floppy disk drive	<i>f</i> Hard disk drive
<i>f</i> Optical disc drive	<i>f</i> Motherboard
<i>f</i> Northbridge	<i>f</i> Southbridge
<i>f</i> Power supply	<i>f</i> Cooling system
<i>f</i> CPU	<i>f</i> RAM
<i>f</i> Display devices	<i>f</i> Adapter card

f Ports	f Cables
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These are not devices:

f IRQ	f DMA
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Identifying operating systems

Although the examination focuses almost exclusively on Microsoft's Windows operating system (OS), Students should also know about differences among other operating systems.

Computerized Graphics Design

Today more than ever businesses rely on competent, skilled graphic designers, computer animation specialists and illustrators for production, layout, illustration, and multi-media projects. Additionally, the graphic design industry is an exciting, fast changing and a rewarding area to be involved with for creative, artistic individuals with the right education. Well-qualified graphic design professionals continue to be in great demand by domestic and international firms, top ad agencies and Fortune 1000 and 500 companies.

Talk about a growing industry. If you can launch a successful career in web design you'll basically have it all; job security, flexibility, creativity. And this industry will only get better in the years to come. The world's growing dependence on Internet technology basically guarantees future demand for Web design careers. Additionally, with the evolution of Internet technologies, multimedia venues and software platforms the demand for qualified and highly skilled web designers is on the rise.

Web design, computer science or marketing related (Business Administration or E-Commerce) is common among most successful design professionals today. To date, many website designers have been self-taught, starting on their own and learning design skills and design languages as they develop web pages. However, with the ever increasing use of new design technologies, programming languages, Internet technologies and software platforms it is becoming increasingly necessary for web designers to earn technical certificate to be able to compete in the fast changing technology

CGD - COMPUTERIZED GRAPHIC DESIGN 525 Hours

Course Objective: Students will familiarize with the new features in Photoshop, Illustrator, InDesign, Flash, and Dreamweaver released as part of Adobe® Creative Suite® 5.

Target Student: This course is intended for graphic designers, web developers, print professionals, photographers and animators who use Adobe applications as part of the job role Student will understand and use the various elements in the Photoshop CS5 interface so as to efficiently work with the software. You will use the different tools in Photoshop for selecting parts of images and identify the need for having layers in a Photoshop document. You will also organize the different components of the design as layers. With the layered Photoshop document thus created, you will apply layer effects and other special effects in order to enhance the appearance of the design. Once the design is finalized, you will save images in both print and web formats.

For the Elective II and I student may choose two of the following graphic Intermediate, and advance applications: Photoshop, Illustrator, and Dreamweaver.