



*California
Human Development
Corporation*

SCHOOL CATALOG
*ANTHONY
SOTO
EMPLOYMENT
TRAINING Centers*

Creating Opportunities through Training
July 1, 2011 - June 30, 2012

SANTA ROSA ASET CENTER
(MAIN CAMPUS)
1015 B Center Drive
Santa Rosa, CA. 95403
(707) 523-1155
School Code: 4900431

STOCKTON ASET CENTER
2895 Teepee Drive
Stockton, CA 95205
(209) 235-2070
School Code: 3900471

OLIVEHURST ASET CENTER
1468-G Sky Harbor Drive
Olivehurst, CA 95961
(530) 741-2924
School Code: 5800111

On the Web at: www.chdcorp.org

V8 Revised 07/01/2011

APPROVAL DISCLOSURE STATEMENT

The California Human Development Corporation (CHDC) Anthony Soto Employment Training (ASET) centers have been granted institutional approval from the Bureau for Private Postsecondary Education (Bureau) pursuant to the California Private Postsecondary Education Act of 2009, California Education Code, Title 3, Division 10, Part 59, Chapter 8, which begins with section 94800. The Bureau's approval means that the institution and its operation are in compliance with minimum state standards established under the law for occupational instruction by private postsecondary educational institutions, and does not mean that the Bureau endorses or recommends the institution or its programs of instruction. Institutional re-approval must be obtained every five years and is subject to continuing review. The Bureau has approved the following programs:

Assembly & Fabrication	630 hrs.
Bank Teller/Customer Representative (It is only approved by ETPL)	300 hrs.
Building Maintenance	660 hrs.
Cashiering and Inventory Control Clerk	100 hrs.
Electronic Assembler	630 hrs.
Forklift Operation & Safety	75 hrs.
Introduction to Computers	72 hrs.
Mathematics Level 1	128 hrs.
Mathematics Level 2	128 hrs.
Office Occupations	600 hrs.
Payroll Clerk	100 hrs.
Security Officer (non-weapons)	300 hrs.
Shipping & Receiving	600 hrs.
Spanish Literacy	128 hrs.
Telecommunications Line Installer	660 hrs.
Truck Driver	300 hrs.
Vocational English as a Second Language I	250 hrs.
Vocational English as a Second Language II	250 hrs.
Welding	660 hrs.

*** Not all programs listed above are approved for the training of veterans and eligible persons.**

For locations where programs are currently offered, please refer to Section X (page 16). For detailed program outlines please refer to Section XI (page 17).

All programs offered at all ASET Centers offer ongoing admissions, which means when a Center has enough students it may begin a program on any given week that the Center is open (a certain number of students must be approved to start on a certain date and the class must have openings for the new students). Students receive seven and one half (7.5) hours of instruction daily and 30 minutes provided for lunch. Classroom hours are 7:00am to 3:00pm. Courses operate Monday through Friday, excluding holidays. Because course lengths vary, the number of days of instructions will vary per course but in all cases the total number of classroom hours will be equal to the number of clock hours shown in the catalog for that course.

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. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel before enrolling or signing an enrollment agreement.

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 PO Box 980818, Sacramento, CA 95798-0818, website: <http://www.bppe.ca.gov>, telephone: 916-574-7720, fax: (916) 574-7720 email: bppe@dca.ca.gov. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 916-574-7720 or by completing a complaint form, which can be obtained on the bureau's Internet Web site at <http://www.bppe.ca.gov/students/index.shtml>.

OTHER DISCLOSURES

California statute requires that a student who successfully completes a program of study be awarded an appropriate diploma or certificate verifying the fact.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Center Manager. Students are not required to invoke an internal dispute process prior to enforcing contractual or other legal rights or remedies.

Unresolved complaints may be directed to the: Bureau for Private Postsecondary Education (BPPE)¹, PO Box 908018, West Sacramento, CA 95798-0818, telephone (916) 574-7720, fax (916) 323-6571.

This catalog of programs and policies is provided as a convenient source of information for anyone interested in the CHDC/ASET Centers. CHDC reserves the right to make the necessary changes or corrections to the information within the catalog.

This catalog should not be construed as a contract between student and any CHDC/ASET Center.

CHDC has no pending bankruptcy petitions, is not operating as a debtor in possession, has not filed a petition within the last five years and has not had a bankruptcy petition filed against it within the preceding five years.

Student records of all course grades earned and degrees or certificates received shall be maintained permanently by the school and shall be accessible to the student.

All information in the content of this school catalog is current and correct, and is so certified as true by upper-level management at CHDC.

Signature: _____

Paul Castro, CHDC/ASET
Farmworker Services Interim Director

Date: _____

CORPORATE INFORMATION

CALIFORNIA HUMAN DEVELOPMENT CORPORATION (CHDC)

Executive Office

3315 Airway Drive
Santa Rosa, CA 95403

PHONE: (707) 523-1155 FAX: (707) 523-3776

Christopher Paige, President/CEO

Farmworker Services

2730 Gateway Oaks Drive, Suite 200
Sacramento, CA 95833

PHONE: (916) 371-8220 FAX: (916) 371-4893

Paul Castro, Farmworker Services Interim Director

¹ The name of the Bureau was changed in 2009 from the Bureau of Private Postsecondary and Vocational Education to the Bureau of Private Postsecondary Education.

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
Cover And Site Locations	1
Approval Disclosure Statement	2
Other Disclosure Statements	3
Table Of Contents	4
I. Center Information	5
II. General Information	6
III. Educational Philosophy	7
IV. School Services	8
V. Enrollment & Admission	9
VI. Assessment & Credit	9
VII. Attendance & Other Policies & Procedures	11
VIII. Financing the Training	14
IX. Tuition Schedule	15
X. Course Location Offerings	16
XI. Program Descriptions	17
➤ Assembly & Fabrication	17
➤ Bank Teller/Customer Representative Services	17
➤ Building Maintenance	18
➤ Cashiering and Inventory Control Clerk	18
➤ Electronic Assembler	19
➤ *Forklift Operation & Safety	19
➤ Introduction to Computers	20
➤ Mathematics Level 1	20
➤ Mathematics Level 2	20
➤ Office Occupations	21
➤ Payroll Clerk	21
➤ Security Officer (non-weapons)	22
➤ Shipping & Receiving	22
➤ Spanish Literacy	23
➤ Telecommunications Line Installer	23
➤ Truck Driver	24
➤ Vocational English as a Second Language I	24
➤ Vocational English as a Second Language II	25
➤ Welding	25
Receipt of Catalog and Policies form	27

I. CENTER INFORMATION

ANTHONY SOTO EMPLOYMENT TRAINING (ASET) CENTERS

Campus:	SANTA ROSA ASET CENTER (<i>Main Campus of CHDC ASET Centers</i>)		
Office hours:	Monday through Friday, 8 AM – 5 PM		
Address:	1015 B Center Drive Santa Rosa, CA 95403		
Telephone:	(707) 523-1155	Fax:	(707) 523-3776
Administrative Assistant:	Dina Lopez	Email:	dina.lopez@chdcorp.org
Case Manager:	Maria Martin		maria.martin@chdcorp.org
	Rosa Vargas		rosa.vargas@chdcorp.org
		Class Hours:	7:00am-11:30am & 12:00pm–3:00pm
Instructional Staff:	<u>Aurelio Mendoza, Shipping and Receiving Instructor:</u> Aurelio has been employed in the field of Shipping and Receiving since 1981. Aurelio has worked for CHDC since 2001. He first started with CHDC as an instructor of assembly fabrication, later as a forklift instructor and currently is the Shipping & Receiving instructor.		
	<u>Jerry Langerman, Truck Driving Instructor:</u> Jerry has been in the trucking industry for over 15 years in the vineyards moving equipment and hauling grapes to the winery. In addition, working in construction and landscaping, driving numerous types of vehicles from water trucks to moving heavy equipment. He speaks Spanish and German, in addition to English. He joined to CHDC in October 2010.		

Campus:	OLIVEHURST ASET CENTER (<i>Branch Campus of CHDC ASET</i>)		
Office hours:	Monday through Friday, 7 AM – 3:30 PM		
Address:	1468 Sky Harbor Drive, Suite “G” Olivehurst, CA 95961		
Telephone:	(530) 741-2924	Fax:	(530) 741-8435
Center Manager:	Ann Nash	Email:	ann.nash@chdcorp.org
Office Assistant:	Elina Brambila		elina.brambila@chdcorp.org
		Class Hours:	7:00am-11:00am & 11:30am–3:00pm
Instructional Staff:	<u>Carlos Elizarrarás, Welding Instructor</u> Carlos is AWS Certified and has been employed as a welder since 1978. He is an advisor for welding companies across the State of California. He holds Welding Technology and Machine Technology Certificates. He has been with CHDC/ASET since joining the corporation in 2001.		
	<u>Arturo Villa, Truck Driving Instructor</u> Arturo is a class “A” licensed driver and has many years of experience in the truck driving industry. He has a high rate of success with students passing the DMV class “A” test. Arturo has been with CHDC/ASET since joining the corporation in 1998.		
	<u>Emmanuel Delgadillo, Forklift Instructor & Substitute Welding Instructor</u> Emmanuel received his certification as a forklift trainer from the Safety Council in Sacramento. A forklift operator since 2005, Emmanuel joined CHDC in 2009.		

Campus:	STOCKTON ASET CENTER (<i>Branch Campus of CHDC ASET</i>)		
Office hours:	Monday through Friday, 7 AM – 4 PM		
Address:	2895 Teepee Drive Stockton, CA 95205		
Telephone:	(209) 235-2070	Fax:	(209) 235-2073
Center Manager:	Lily Aman	Email:	lily.aman@chdcorp.org
Assistant Center Manager:	Juan Prieto		juan.prieto@chdcorp.org
Administrative Assistant:	Linda Lutz		linda.lutz@chdcorp.org
		Class Hours:	7:00am-11:00am & 11:30am–3:00pm
Instructional Staff:	<p><u>John Sanchez, Truck Driving Instructor:</u> John Sanchez obtained his commercial driver’s license in 1973 through a company sponsored program his employer sponsored. He has 38 years of truck driving experience. John has driven Over the Road (OTR) in four different occasions, drove different makes and models of trucks with different types of transmissions. In addition, he also pulled different types of trailers. John has been a truck driver instructor for over ten years and has worked for other truck schools in the past. He started with CHD in July 2011.</p> <p><u>Ignacio Sanchez, Welding Instructor:</u> Ignacio has been employed in the field of welding since 1976. He holds a Welding Technology Certificate from San Joaquin Delta College in Stockton and is certified as Welding Inspector by the American Welding Society. He was first employed as a Welding instructor at CHDC/ASET in 1980.</p> <p><u>Emmanuel Delgadillo, Forklift Instructor & Substitute Welding Instructor:</u> Emmanuel received his certification as a forklift trainer from the Safety Council in Sacramento. He has been working as a forklift operator and welder since 2005 and joined CHDC in 2009.</p> <p><u>Ruben Cesena, Building Maintenance Instructor:</u> Ruben has 30 years of experience in the building construction trades. He worked for TMW & Associates for 20 years, a commercial building firm in Stockton where he was a Superintendent and Safety officer. Ruben joined to CHDC in December 2010.</p>		

II. GENERAL INFORMATION

A. CHDC MISSION AND DESCRIPTION

Incorporated in 1967, the California Human Development Corporation (CHDC) is a nonprofit, community-based organization. Our mission is to create paths and opportunities for those seeking greater self-sufficiency, independence and dignity through education, training, housing and other services.

B. CHDC ASET CENTER MISSION

The mission of California Human Development Corporation’s Anthony Soto Employment Training Center is to provide job-related education and training to low-income, unemployed, and under-employed people that will lead to their full-time, year-round employment. Our goal is to make a significant difference in the lives of disadvantaged people.

C. CHDC ASET CENTER ADMINISTRATION

The ASET Centers function within the Farmworker Services Division as units of California Human Development Corporation. The Farmworker Services Program Director oversees all school functions. CHDC’s key organizational elements include: a volunteer board of directors, a central administrative staff headed by a corporate president/CEO, local administrative and service staff, and a network of volunteer advisory committees that provide policy input into local programs. The corporate headquarters is located in Santa Rosa, California.

ASET Center administrators strive to provide programs that are: sound and up-to-date; clearly and truthfully described;

and managed in a responsible manner. They also ensure that instructors are qualified and use effective training methods and that students gain worthwhile benefits from participating in ASET Center training programs.

D. CHDC BOARD OF DIRECTORS

The primary role of the board of directors is to set overall policy for the corporation. The board determines the corporation's mission and sets goals aimed at building and maintaining an increasingly effective, high quality continuing education and human service organization.

The members of the CHDC board of directors are experienced and effective volunteer representatives of the geographic areas and the different communities serving the corporation's programs. Board members average five years of experience on the board of directors. One-third of the board members represent the low-income community, one-third represents the private sector and one-third represents the public sector.

NAME	CITY
Emila Aguilar	Santa Rosa, CA
Luis Sanchez (<i>Chair</i>)	Stockton, CA
Jose Bernardo	Stockton, CA
Hector Brambila	Napa, CA
Unsod Doris	Manteca, CA
Toni Curtis	Sacramento, CA
Espinoza Beatriz	Marysville, CA
Chios Holguin	Davis, CA
Bob Jordan	Cloverdale, CA
Sr. Luz Manrique	Sacramento, CA
Miguel Mejia	Sacramento, CA
Perfecto Munoz	Stockton, CA

E. TRAINING FACILITIES

The address and telephone number for all ASET Center locations are given on the cover page of this catalog. Please

contact the local Center Manager at the phone number listed for any further information.

Since we provide vocational training our facilities replicate an industrial or business environment to the greatest extent possible. Our facilities are located in industrial areas among the companies and businesses that employ our eager, well-trained graduates. Students learn in an industrial environment so that, when the time comes for transition from "campus" to work, there are few adjustments to be made in working hours, travel arrangements or other work-related behaviors.

Inside ASET Center facilities, the space is divided into: shop areas for each industrial skill; break rooms for staff and students; classrooms for basic remedial instruction, theoretical "book" learning, testing, lectures, and recitation; office space for staff and instructors; and, Employment Services Representatives or their designees have offices for private consultation with students. In the shop areas, students stand or sit at workstations or machines as they would on the job. The maximum enrollment level per course is 20 students. Instructional Aides may assist instructors in larger classes.

Facilities are heated, ventilated, and well lit. In shop areas, the most effective environmental control may be the opening or closing of the overhead bay door. Levels of noise, dust, smells, and comfort are well within what is safe and healthy, but definitely not as pleasant, free of distractions, and sedentary as a school classroom. Industrial and personal safety are taught and practiced consistently. Facilities are inspected frequently, and approved by all relevant agencies for occupational health and safety, fire prevention, and disabled accessibility.

All ASET Center facilities are located on the ground floor, where shops, classrooms, restrooms and appropriate workstations are physically accessible to the disabled.

III. EDUCATIONAL PHILOSOPHY

Our training approach is hands-on job training in an industrial setting, appropriate to the skill being taught, and under conditions found in industry. Items are utilized from each workplace such as training schedules, safety concerns, tools and equipment.

Our educational approach features:

- * Hands-on vocational training in a simulated work environment
- * Individualized, competency-based progress towards job readiness
- * Training to meet the needs of local employers with input from industry

- * Tools, equipment, conditions and standards such as in the business or industry are utilized
- * Counseling support reinforcing positive attitudes and confidence
- * Individualized counseling for job development and placement

A. TOOLS AND EQUIPMENT USED IN TRAINING

Assembly & Fabrication: Hand tools, drill presses, table saws and powered hand tools.

Building Maintenance: Basic hand and power tools and other stationary equipment, such as radial and table saw, drill press, sanders, planers, joiners' grinders, and other specific tools, depending on area of study.

Electronic Assembly: Soldering irons, hand vises, hand tools, microscopes, solder removing tools, safety glasses, and static straps.

Forklift Operation and Safety: Forklifts; videos.

Office Occupations: Computer and peripheral equipment, full Office Suite, Mavis Beacon.

Security Officer (non weapons): *Power to Arrest Manual*, rev. Feb., 2002, Department of Consumer Affairs, Bureau of Security & Investigative Services; TV Monitoring station; Security key-in station; handcuffs; flashlight; radios.

Shipping & Receiving: Forklifts, pallet jacks, scale, computers, and packaging equipment.

Telecommunications Line Installer: National Electrical Code; Videos: Cable Pre-Pulling, Horizontal Cable Pulling, Riser Cable Pulling, Work-Area Cable Pulling; converters; decoders; signal level meters; digital multi-meters; 6-ft. drill & other hand/power tools; low-voltage components; ladders; poles with rungs.

Truck Driver: Trucks, trailers, truck maintenance tool kits, plus a complete video and audio truck driving library.

Welding: Various welding machines, metal working machines, mills, lathes, hand tools, grinders, cutting torches, and saws, safety equipment, such as leathers, gloves, helmet and safety glasses.

Spanish Literacy: Students will be using specialized bibliography and short stories.

Mathematics Level I: Paper and pencil.

Mathematics Level II: Several exercises and learning material for fractions, as well as all the materials designed by the instructor.

Introduction to Computers: Computer and printer, software applications include Mavis Beacon Typing and Microsoft Office Professional, and materials designed by the instructor.

Cashiering and Inventory: Point of Sale software and manual.

Payroll Clerk: Students will be using QuickBooks Pro and Payroll QuickBooks, a software application.

VESL I: Paper, pencil and learning materials.

VESL II: Paper, pencil and learning materials.

B. NON-DISCRIMINATION POLICY ASET does not discriminate against any person based on race, color, sex, age, religion, sexual orientation, nationality, or cultural origin.

C. PARTNERSHIP WITH INDUSTRY

The topics (skills and benchmarks) and teaching methods of each training program at each ASET Center are determined in consultation with employer representatives from local business and industry. Center Manager, Employment Services Representatives and instructors are in frequent contact with individual employers, and some representatives from these businesses and industries serve on each Center's Industrial Advisory Board (IAB).

Members of the Industrial Advisory Boards (IAB) meets with the Center Managers and the teaching staff to provide input on curricula, equipment, labor market trends, and qualifications and attitudes expected by the hiring employers. The IAB meets 4 times a year to keep current on the labor market). A current list of each Center's IAB membership is available upon request at each Center.

D. COMPETENCY-BASED TRAINING AND PERFORMANCE OBJECTIVES

Students are evaluated throughout the program against consistent, specified, job-related standards, rather than against each other. Special emphasis is placed on ongoing evaluation, since a student is considered to have attained successful completion of the program only when s/he has demonstrated sufficient competency and met all program requirements, which are stated above.

Although ASET Centers do not offer onsite licensing or certification for most programs, and do not guarantee that any student will pass any outside examinations, we do offer programs that involve preparation for licensing, certification, or other outside examinations. Therefore, CHDC ASET Centers help students to meet program requirements; including developing the ability to pass such tests as may be required for employment.

IV. SCHOOL SERVICES

A. VOCATIONAL AND PERSONAL COUNSELING

Vocational and personal counseling are available to ASET students in several ways. Instructors and Case Managers assist students in preparing an achievable career plan and in alleviating or removing potential barriers to employment. Our staff works with students so that each may obtain all social or other services that may be necessary. Referrals to drug and alcohol abuse prevention and education as well as addiction recovery programs are available to students who need them.

B. JOB SEARCH AND SURVIVAL SKILLS

ASET Centers provide job search and life skills instruction to prepare students for entry and survival in the competitive labor market. Students are provided useful information such as; how to get and keep a job; where to look, how to present abilities at the job interview and on the job; and are given tools to cope with basic social and economic life challenges.

C. JOB PLACEMENT ASSISTANCE

ASET center staff and other CHDC employees assist students in finding employment during training as well as after the program are completed. All members of our staff have frequent contact in the industry and provide leads for job-seeking graduates. **THERE IS NO GUARANTEE OF**

JOB PLACEMENT, but teamwork between students and staff increase the likelihood of job placement for each student. CHDC staff maintains communication with placed graduates and employers to assist with job retention or other issues related to the placement.

V. ENROLLMENT & ADMISSION

A. ENROLLMENT AND ADMISSION POLICY AND REQUIREMENTS

Applicants will be evaluated to determine if they are eligible for subsidized training under one of ASET Centers' federal, state or local group and individual contracts. Eligibility criteria often vary among contracts. Those who are eligible and wish to utilize subsidized training are brought into training as openings occur.

To enroll applicants must meet the following eligibility criteria:

1. Must be at least 18 years old at the scheduled time of training completion;
2. Have secure funding for training;
3. Meet all requirements of the program;
4. Agrees to abide by ASET Center's policies and procedures;
5. Any applicant who has not earned a high school diploma or GED must take and pass an Ability-To-Benefit (ATB) test pursuant to California Education Code §94904.
6. Must take a drug test and obtain a negative result.

Potential trainees are evaluated by our qualified staff and participate in a 3-day assessment period. During the assessment period it is determined if any of the ASET Center's training programs are suitable for that trainee, and whether or not the trainee will benefit from the training program. If it is determined that the trainee is eligible and

will benefit from the program and meets all other criteria, s/he may enroll.

B. ADMISSIONS PROCEDURE

1. All prospective students receive a general orientation to ASET Center, its philosophy, and its training process.
2. Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.
3. Students enter a 3-day assessment period during which they receive individualized counseling and appraisal.
4. If student decides to enroll, our Enrollment Agreement must be understood and signed by student.

C. STUDENT CONDUCT

Students are expected to behave in a manner which is consistent with both school and working environments. At the discretion of the Center Manager, students may be suspended for up to two weeks or terminated from school for incidents involving drugs, alcohol, weapons, or other behavior creating a hazard to themselves or others students or staff. Disrespectful treatment or other inappropriate behavior toward fellow students or staff members may also be a basis for suspension or termination. All disciplinary action is documented and accompanied by mandatory counseling.

VI. ASSESSMENT AND CREDIT

Performance evaluations and written tests are both used to measure attainment of specific competency objectives. Students are assessed throughout training in order to provide ongoing information about their progress. Students are tested at the completion of each instructional module to determine achievement of goals. Student performance is measured by evaluation of completed projects or benchmarks. Students are required to pass a general exit test at the end of the training. Grades are assigned for each project based on quality of the work and the time it took the individual to complete the skill. Evaluations are

documented on each student's monthly student Progress Report.

Instructors meet with each of their students monthly (except if students are Veterans; see part D of this section) to review their student Progress Reports. Work habits and attitudes are also assessed and discussed at that time. A student who has reached the midpoint of his/her program must successfully have completed all work scheduled for the first 33% of the original number of clock hours (since completing at least 80% of original clock hours is the minimum required to graduate). If student has not successfully completed the

scheduled work, student will be deemed as not making satisfactory progress and student will be placed on Academic Probation. Course work may be repeated until competence is achieved, within the scope of maintenance of satisfactory progress.

A. GRADING POLICY

A 2.0 grade point average is required for satisfactory progress. Grade and test score percentages are calculated by using the following chart:

90% -100%	4.0
80% - 89%	3.0
70% - 79%	2.0
60% - 69%	1.0
Below 60%	0.0

Students are graded monthly (except if they are Veterans; see part D of this section), and those who do not meet the Academic and / or attendance requirements will be subject to probation.

B. ACADEMIC PROBATION

Center Manager will place any student who is not making satisfactory progress on academic probation for two weeks. Student's progress is reviewed at the end of this period. If student has earned a 2.0 grade point average at the end of the academic probationary period, student is released from probation. Any student that is on Academic Probation may not graduate until their grade average is 2.0 or above. Any student who does not earn a 2.0 grade point average at the end of the probationary period will lose educational benefits and may be dismissed from the program.

Students who are eligible to receive veteran benefits and fail to comply with the academic probation will result in the discontinuation of the Department of Veterans educational benefits. CHDC is required to notify this failure to the Department of Veterans within 30 days of the occurrence.

C. CREDIT FOR PREVIOUS TRAINING

Student may receive credit for previous CHDC / ASET training if: a) it was completed recently; within the last year. b) it was sufficiently thorough and relevant; and c) student can demonstrate satisfactory proficiency prior to enrollment. All prospective students will be evaluated by the skills instructor for the skill they are interested in entering.

CHDC / ASET will evaluate all previous education and training, grant credit when appropriate, reduce the length of the program proportionately at the discretion of the Center Manager and keep records of this process.

D. VETERANS' POLICY

CHDC / ASET will keep written records of the progress for each enrolled veteran or person eligible for Veterans' benefits [CFR 21.4253 (d) (2), or 21.4254 (b) (6) and (c) (7)]. Students who wish to receive Veterans' benefits MUST submit a statement of previous training to the school for consideration. The institution keeps a written record on file that shows the previous education and training of the

Veteran or eligible person, and clearly indicates that applicable training of the veteran or eligible person has been evaluated.

Appropriate credit will be given for previous training (see part C of this section), and both the veteran and the Department of Veterans Affairs (DVA) will be notified [CFR 21.4253 (d) (3), or 21.425 (c) (4)]. Appropriate documentation will be maintained.

Students who are Veterans enrolled in our: 1) short programs (less than 600 clock hours) will be evaluated for satisfactory progress standards every two weeks; 2) longer programs (600 or more clock hours) will be evaluated for satisfactory progress each month.

E. REQUIREMENTS FOR GRADUATION

A student is eligible for graduation only when he/she has met all of the following four conditions:

1. Has met the established General Objectives of the training curriculum
2. Has an overall 2.0 Grade Point Average
3. Is not on probation
4. Has completed no less than 80% of the established clock hours on the curriculum.

Additional training hours may be provided when the student does not meet the general objectives of the training curriculum. Both the ASET Manager and the Instructor will evaluate the cause that did not allow the meeting of the objectives and may approve the extension. The extension will not exceed 125% of clock hours.

For the Truck Driving, Welding, Forklift and Shipping and Receiving trainings there are additional Requirements for Graduation. Please, refer to the corresponding course outline.

F. DOCUMENT OF COMPLETION

Upon graduation, students receive a Certificate of Completion stating that they have successfully completed the specified program of instruction.

G. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the CHDC / ASET Centers is at the complete discretion of an institution to which you may seek to transfer. Acceptance of any certificates you earn in any of our programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificates 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 CHDC / ASET Centers to determine if your credits and/or certificates will transfer.

VII. ATTENDANCE AND OTHER POLICIES AND PROCEDURES

A. TRAINING SCHEDULE

The ASET Center training program is intensive, requiring seven and a half class hours per day. Classes are generally scheduled from 7:00 AM to 3:00 PM, Monday through Friday, with 30 minutes provided for lunch. Some campuses and some skills may operate on a different schedule because of unique conditions or requirements. Evening classes may be available in some programs at some locations.

B. ATTENDANCE POLICY

Permission for a pre-scheduled absence from classes must be **arranged in advance** with the Instructor. In the event of an unforeseen absence, students must notify the Center not later than two hours after the start of class. **Class cuts are considered unexcused absences.**

Students failing to maintain satisfactory attendance and/or punctuality will be counseled by the Instructor and will be placed on attendance probation. If attendance fails to improve, the Center Manager, acting at his or her discretion, may dismiss a student for unsatisfactory attendance / punctuality. Re-admission of a dismissed student may be permitted if the cause for unsatisfactory attendance has been corrected.

C. TARDY POLICY

Any student who punches in on the time clock after the scheduled start time of the class is considered tardy. The following three-step procedure will be applied as follows:

Step 1. The instructor will place any student who is tardy three times during any period of four consecutive weeks on probation for two weeks. During this two-week probation period, students must meet the requirement of no tardies for two consecutive weeks.

Step 2. If violation of this policy recurs, student is required to have a conference with the Center Manager, and is subject to a second two-week probation period with no tardies.

Step 3. Any student who fails to meet the terms of probation will lose educational benefits and may be dismissed from the program for excessive tardiness.

D. MAKE-UP POLICY

All programs are self-paced, and each student receives individual instruction. Students may make up missed class hours at the end of the program. Therefore, each student is able to complete all program hours at his/her own pace, not to exceed one hundred percent (100%) of the length of the program

E. LEAVE OF ABSENCE POLICY

A student is allowed one leave of absence per program term. Under extraordinary circumstances, a student may request a

leave of absence for as long as needed, no more than one per program term, but leaves must not total more than 60 calendar days. Student must submit, in his/her own handwriting, a request for a leave of absence to the instructor for approval. The instructor will then discuss this request with the Center Manager and either approve or disapprove the leave.

All leaves will be granted at the discretion of the Center Manager. If the leave is granted, the Program Participant Contract will be amended to include the new expected completion date of the program.

At return from leave student continues the program from where s/he left off. If training is not resumed at the end of any leave of absence, student will either be terminated (tuition calculated, and the balance of all grants and loans refunded to student and/or appropriate agency), dropped (with the ability to resume training at a later date, i.e., re-enroll, on a particular chosen date, and no refunds), or have the leave extended (at the discretion of the Center Manager), and this determination is arranged with student.

F. HOLIDAYS

ASET Centers operate year-round, with some scheduled breaks, and these include announced closings for staff in service training as well as all CHDC Corporate holidays with a possible announced extended break for Winter Holidays.

**New Year's Day
Martin Luther King, Jr. Day
Presidents' Day Observed
Cesar Chavez' Day Observed
Memorial Day Observed
Independence Day
Labor Day Observed
Columbus Day Observed
Veterans' Day Observed
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Day**

G. ATTENDANCE PROBATION PROCEDURE

The following procedure shall be used when placing a student on attendance probation:

Step 1. The Instructor will place a student who is absent three times in any period of four consecutive weeks on probation for two weeks. During the two-week probation, student must meet the requirement of perfect attendance. Any medical absences must be verified with a written doctor's excuse.

Note: an excused absence lasting 1-4 consecutive days may be treated as a single absence, whereas each day of

an unexcused absence is considered a separate absence. Absences will be considered excused due to: birth or death in the family, illness, or other reason that is legitimate and can be substantiated.

Step 2. If student continues to demonstrate an attendance problem, either during probation or after the successful completion of probation, the Center Manager will place student on additional two weeks' probation. During any of these two-week probations, student must meet the requirement of perfect attendance in order to be taken off probation.

Step 3. Any student who continues to fail the attendance requirements will lose educational benefits and may be dismissed from the program for unsatisfactory attendance.

Students who are eligible to receive veteran benefits and fail to comply with the attendance probation will result in the discontinuation of the Department of Veterans educational benefits. CHDC is required to notify this failure to the Department of Veterans within 30 days of the occurrence.

H. APPEAL PROCEDURES

A student may appeal probationary status and/or dismissal if student believes there are mitigating circumstances. To appeal, student must notify his or her instructor in writing of the special circumstances. The instructor may discuss the mitigating circumstances with student in order to review them, and the instructor will make a decision about the probation or dismissal within 5 working days of receipt of the appeal.

If student is not satisfied with the outcome, the matter must be brought, in writing, to the Center Manager. The Manager may meet with the instructor, and/or student to review the reasons for the appeal as well as the circumstances that resulted in the probation or dismissal. The Manager will make a decision and inform student within 5 working days of receipt of the appeal.

If student is still not satisfied with the decision, student may appeal in writing within 5 working days of the Center Manager's decision to the Farmworker Services Director, whose final decision will be made within 10 days of receipt of the appeal.

CHDC ASET Centers are committed to prompt resolution of all appeals.

I. RE-INSTATEMENT POLICY

Reinstatement may be obtained if it can be shown to the Center Manager or the Program Manager that the

Student will be able to:

1. Achieve the required academic standing, and
2. Meet the required attendance standard, and
3. Meet any other compliance requirement for which noncompliance had caused the unsatisfactory status.

J. DRUG-FREE POLICY

All program participants are hereby notified of CHDC's policy to provide a "Drug-Free Workplace" for all ASET Center campuses. This policy is being created as per the requirements of the United States Federal Government, specified in the Federal Register, Vol. 54, no. 19, Tuesday, January 31, 1989, Rules and Regulations. Students are further notified that manufacturing, distributing, dispensing, possessing of or using a controlled substance is prohibited if occurring in conjunction with attendance at programs at an ASET Center.

The following conduct is grounds for discipline, up to and including termination:

- * Use, possession, sale, or solicitation of illegal or controlled substances (e.g., drugs) in conjunction with school attendance
- * Coming to class under the influence of illegal or controlled substances (e.g., drugs)
- * Coming to class under the influence of alcohol, or using alcohol on the premises.

K. DRUG POLICY DISCIPLINARY PROCEDURES

Students who are suspected to be under the influence of a substance during school time may be subjected to drug testing. A determination will be made immediately when a participant's drug results turn out positive. Students with substance dependencies are encouraged to seek assistance. The institution will refer any student wanting to participate in a substance abuse program. Information pertaining to these programs is available at each ASET location.

L. TERMINATION FROM TRAINING

Termination from the program before training completion will occur for one or more of the following reasons:

1. Student does not comply with the attendance policy;
2. Student does not maintain satisfactory progress;
3. Student is in violation of the school's rules and regulations;
4. Student voluntarily withdraws from the program.

M. RE-ADMITTANCE POLICY

Students re-admitted after termination or reinstated after a leave of absence will not be required to repeat or pay for portions of a program already completed. Evaluation will be based upon one or more of the following: instructor observation and report, written exam, an oral exam. Credit allowed will be recorded on an enrollment record and the length of the program shortened proportionately.

N. VOLUNTARY GRIEVANCE PROCEDURE

The purpose of the complaint procedure is to provide the recipient of our services an opportunity to be heard. While every effort is made to provide students with the best possible service, problems sometimes occur. When this happens, complaints will be fully documented and action taken to resolve them. Appeal procedures can also be used for grievances relating to disciplinary action, probation, and termination from the program.

Students seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action should be made to the Center Manager. If not resolved, student should make a request for resolution to the Farmworker Services Director. The Farmworker Services Director and support staff will inform students whose training is subsidized under a specific contract of names and addresses of appropriate resources for complaint resolution.

A complaint that is not resolved within 30 days after it was first made may be directed by any student to:

Department of Consumer Affairs
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
1 (888) 370-7589

It is the mutual goal of the ASET Centers and the BPPE to provide quality-training programs. When problems arise, students should make every attempt through this formal grievance procedure within the institution to find a fair and reasonable solution, but students are not required to use the voluntary grievance procedure prior to exercising contractual or legal rights or remedies that may be available to them.

Specific Procedures: A student may lodge a complaint by communicating orally or in writing to any instructor, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the Center Manager, who shall attempt to resolve all complaints.

If a student orally delivers the complaint and the complaint is not resolved, either within a reasonable period or before student again complains about the same matter, staff shall advise student that a complaint must be submitted in writing to the Center Manager. Staff shall provide student with a written summary of CHDC ASET Centers' complaint procedure.

If student is a veteran, the department of Veterans' Affairs shall be notified. For more information or for resolution of specific payment problems, the Veteran should call, toll free:

The Department of Veterans' Affairs
1-800-827-1000

Student's letter of complaint must contain the following:

1. The nature of the problem(s);
2. The approximate date(s) that the problem(s) occurred;
3. The name(s) of the individual(s) involved in the problem(s) (within the Center, and/or other students that were involved);
4. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions);
5. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting outside agencies or institutions;
6. All complaints should be signed;

7. A copy of the complaint may be sent by student to the BPPE (see above for address)

If a student complains in writing, the ASET Center shall, within 10 days of receiving the complaint, provide student with a written response, including a summary of the Institution's investigation and disposition of it. If the complaint or relief requested by student is rejected, the reasons for the rejection shall be included. Student's participation in the voluntary grievance procedure and the disposition of a student's complaint shall not limit or waive any of student's contractual or legal rights or remedies.

Responsibilities:

The Center Manager has the authority and duty to do the following:

1. Investigate the complaint thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint;
2. Reject the complaint if, after investigation, it is determined to be unfounded; or, to compromise; or, to resolve the complaint in a reasonable manner, including recommending a refund to the tuition payer;
3. Record a summary of the complaint, its disposition, and the reasons and place a copy of the summary along with any other related documents in student's file and, forward a copy of the summary to the Farmworkers' Services Program Director, who will then make an appropriate entry in the log of student complaints.

The Farmworker Services Program Director shall be responsible for the following:

1. Establish and maintain a file throughout the investigation and hearing(s). The complainant and respondent will receive copies of all paperwork pertaining to the investigation.
2. If the complaint is valid, and if it involves a violation of law, and it is not resolved within 30 days after it was first made by student, the Farmworker Services Program Director shall notify the BPPE and law enforcement authorities (if appropriate) of the complaint, investigation, and resolution or lack of resolution.
3. If the complaint is valid, the Farmworker Services Program Director will determine what other students, if any, may have been affected by the same or similar circumstances, and provide an appropriate remedy for those students.
4. Implement reasonable policies or procedures to avoid similar complaints in the future.

O. STUDENT RECORDS

Enrollees are advised that state law requires this educational institution to maintain permanent student records. Students

are guaranteed access to their files and are encouraged to discuss their student record with appropriate staff.

ASET Centers have a policy of strict confidentiality of student records. Information about individual students is released only when required by law or regulation, or a

student signs a release form for his/her records to be released to another academic institution or employer.

Statistical information about groups of students, without identification of individuals, is also used and released only for legitimate educational purposes.

VIII. FINANCING THE TRAINING

A. TUITION POLICY

No registration or application fees are charged to student. Tuition is due and payable in advance, unless: 1) other arrangements are made before enrollment; or, 2) student is sponsored by a contracted funding source. Tuition is billed to student's sponsoring funding source according to that source's regulations.

Unless the funding source's regulations state otherwise, tuition, or any unpaid balance thereof, is due and payable when student has completed 60% of clock hours. Delinquent tuition will be referred to Corporate Accounts Receivable Unit for collection. All payments must be made by check or money order.

The tuition fee covers registration, training materials, and other costs, with the following exceptions: *safety clothing, hand tools or other vocation-specific tools, special workbooks, state licensing fees, vocational certifications, or outside testing fees.* These exceptions vary program by program, and constitute costs in addition to the scheduled tuition shown in this catalog.

Students who are paying for themselves will need to purchase or borrow these items for the duration of the training. Students funded by third-party sources, such as through grants or loans, will discuss all additional costs during their enrollment interviews, to make sure the needed items for their program are included in the funding they are receiving for training. If a 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. The CHDC / ASET Centers do not participate in state or federal financial aid programs.

B. CANCELLATION POLICY

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 third day after enrollment, whichever is later. Cancellation must be made to the Center Manager and needs to be in written form.

C. REFUND POLICY

The ASET Center will refund 100 percent of the amount paid for tuition charges without penalty or obligation if notice of cancellation is made on or before midnight of the third business day after the first day of instruction. Notification of withdrawal or cancellation must be made to the Center Manager. For non-starters or students who cancel contracts before class starts, all refunds will be made within sixty-days (60) of the date of cancellation.

For enrolled students, all refunds will be calculated from the last date of attendance, and be paid within sixty-days (60) from the documented drop date. The documented drop date is determined by written notice from student or by applying the school attendance policy.

Tuition will be refunded on a pro-rata basis for any termination that occurs on or before sixty percent of the program clock hours of instruction. The pro-rated amount will be computed by using the ratio of the number of hours of instruction completed to the total number of hours of instruction scheduled for a given program. For example, if a student paid \$4,414 for a 630-hour program and s/he only completed 191 hours, the refund would be \$3,076 ($\$4,414 / 630 = \$7/\text{hr} * 191 \text{ hrs} = \$1,338$ owed to ASET Center; $\$4,414 - \$1,338 = \$3,076$ refunded to student). No tuition will be refunded for any termination that occurs after sixty percent (60%) of instructional clock hours completed. Exception to the rule, veterans will be refunded one hundred percent (100%) of unused clock hours (Code of Federal Regulations Section 21.4255)

The ASET Centers' refund policy is in compliance with the Bureau for Private Postsecondary Education regulations.

D. CALIFORNIA STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money, if he/she **prepaid** the tuition and suffered a financial loss as result of the school: closing; failing to live up to its enrollment agreement; or, refusing to pay a court judgment.

To be eligible, student must be a California resident, which means s/he must reside in California at a California mailing address at the time the enrollment is signed or when lessons were received from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered to be a California resident.

To qualify for STRF reimbursement, student must file a STRF application within one year of receiving notice from the council that the school is closed. If student does not receive notice from the council, s/he has 4 years from the date of closure to file a STRF application. If a judgment is obtained, s/he must file a STRF application within 2 years of the final judgment.

It is important that students keep copies of the enrollment agreement, receipts or any other information that documents the monies paid to the school.

**Questions regarding the STRF may be directed to:
Bureau for Private Postsecondary
Education (BPPE)
P O Box 980818
West Sacramento, CA 95798-0818
Telephone: (916) 431-6959**

IX. TUITION SCHEDULE

Average estimated training times are based upon actual student experience. Refer to **REFUND POLICY** for information on early or late termination. Not all programs are offered at all campuses; contact the Center nearest you for more information. For courses requirements, refer to courses outlines.

TRAINING PROGRAM	WEEKS	HOURS	TUITION
Assembly & Fabrication	17	630	\$ 4,410.00
Bank Teller/Customer Representative Services	8	300	\$2,400.00
Building Maintenance	18	660	\$ 5,280.00
Cashiering and Inventory Control Clerk	3	100	\$ 800.00
Electronic Assembler	17	630	\$ 4,410.00
Forklift Operation and Safety	2	75	\$ 600.00
Introduction to Computers	2	72	\$ 756.00
Mathematics Level I	4	128	\$ 1,024.00
Mathematics Level II	4	128	\$ 1,024.00
Office Occupations	16	600	\$ 4,200.00
Payroll Clerk	3	100	\$ 800.00
Security Officer (non weapons)	8	300	\$ 3,600.00
Shipping and Receiving	16	600	\$ 4,200.00
Spanish Adult Literacy	4	128	\$ 1,024.00
Telecommunications Line Installer	18	660	\$5,280.00
Truck Driver	8	300	\$ 3,000.00
Vocational English as a Second Language I	7	250	\$ 2,000.00
Vocational English as a Second Language II	7	250	\$ 2,000.00
Welding	18	660	\$ 5,280.00

X. COURSE LOCATION OFFERINGS

LAST UPDATED: JANUARY 1, 2011

Not all programs are offered at all ASET locations at all times. The following chart indicates which locations currently offer the programs listed. Programs may be offered at additional locations in response to demand, so be sure to check with your preferred ASET location for changes in the offering schedule available at that location.

TRAINING PROGRAM	ASET CENTER LOCATIONS		
	Santa Rosa	Stockton	Olivehurst
Assembly & Fabrication			
Bank Teller/Customer Representative Services			
Building Maintenance		√	
Cashiering and Inventory Control Clerk			
Electronic Assembler			
Forklift Operation and Safety	√	√	√
Introduction to Computers			
Mathematics Level I			
Mathematics Level II			
Office Occupations			
Payroll Clerk			
Security Officer (non weapons)			
Shipping and Receiving	√		
Spanish Adult Literacy			
Telecommunications Line Installer			
Truck Driver	√	√	√
Vocational English as a Second Language I			
Vocational English as a Second Language II			
Welding		√	√

XI. PROGRAM DESCRIPTIONS

Program Name:	ASSEMBLY AND FABRICATION	O'Net Code:	51-2099.99
Total Training Time:	630 Clock Hours, 17 weeks	ETPL Code:	40080712490000
Educational and Occupational Objectives:	The objective of this course is to train individuals for occupations in the manufacturing of metal, glass, fiberglass, rubber, plastic products, and food industries. This program is designed specifically for Students unable to meet the English proficiency requirement.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.		
Physical Abilities Required:	Student must possess the ability to learn, to lift at least 25 lbs, to read and follow directions, to communicate clearly, near vision, standing or sitting for prolonged periods.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description		Clock Hours	
Introduction to Orientation & Safety: Personal safety, safety on the job and proper usage of all tools and equipment.		75	
Basic Math: Basic math review including addition, subtraction, multiplication, division, decimals, and fractions.		125	
Basic Soldering: Student will learn basic soldering techniques		50	
Introduction to De-Solder and Re-Work: Techniques for re-soldering, cleaning and re-working printed circuit boards.		25	
Occupational Math: Reading and utilizing a ruler, tape measure and other devices.		75	
Hand & Power Tools: Manual and powered hand tools, including drill press and power saw.		112	
Work Flow & Working Drawings: Basic knowledge of assembly drawings; used for production methods to manufacture coils accurately and in a timely manner.		75	
Quality Control, Sorting and Packaging: Inspect work completed in previous module, using wire list and assembly drawings, package products.		38	
Introduction to computer usage: Basic keyboarding skills and learn to use input devices (i.e. mouse).		25	
Job Search Training: Complete employment applications locate and apply for job opportunities; gain basic knowledge of interviews and preparation of resumes.		30	
TOTAL CLOCK HOURS		630	

Program Name:	BANK TELLER / CUSTOMER REPRESENTATIVE SERVICES	O'Net Code:	41-3099.99 and 43-3071.00
Total Training Time:	300 Clock Hours, 8 weeks	ETPL Code:	None
Educational and Occupational Objectives:	At the end of this training, the student will demonstrate satisfactorily the ability to receive and pay out money, keep records of money and negotiable instruments involved in financial institutions, as well be able to establish a friendly and respectful communication with clients.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.		
Physical Abilities Required:	Student must possess the ability to learn as well as clear verbal expression, a strong numbers faculty, oral comprehension, clear speech, speech recognition, near vision, information ordering and problem sensitivity.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description		Clock Hours	
Math Basics: Understanding addition, subtraction, multiplication and division problems with decimal numbers, fractions, percentages, negative and positive numbers.		52	
Computer Basics: Understanding and use of a personal computer including operating system, peripherals and the Internet, word processing, spreadsheets and file management.		68	
Customer Service Standards: Serving customers in person according to general customer services rules.		40	
Telephone Service Standards: Establishing and conducting proper communication by telephone.		30	
Currency and Check Handling: Understanding and using various cash and check handling techniques including counterfeit detection and transaction rules of the bank.		73	
Professional Conduct: Understand and follow rules for professional appearance, ethics and personal conduct in the workplace.		16	
Job Seeking: Resume creation, job search, application process, interviewing and related skills.		21	
TOTAL CLOCK HOURS		300	

Program Name:	BUILDING MAINTENANCE	O'Net Code:	49-9042.00
Total Training Time:	660 Clock Hours, 18 weeks	ETPL Code:	46040112390000
Educational and Occupational Objectives:	The student will learn the basic skills and be prepared for successful entry-level employment in target occupations associated with carpentry, plumbing, electrical, heating and air conditioning or any green related industry, and other general construction or maintenance trades.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.		
Physical Abilities Required:	Students must be able to speak, read, write and follow directions in English, lift at least 50 lbs, crawl, climb, reach, bend and stoop.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Introduction to Building Maintenance: Identifying the basic requirements for Building Maintenance.			15
Safety on the Job: Identifying and using safety devices and equipment, maintaining proper workplace behavior, identifying potential hazards and completing safety inspection documentation.			15
Remedial: Performing all Mathematics skills from addition through percent, cost and time estimation.			40
Measuring: Identifying and using various measurement devices associated with the trades.			40
Blueprinting: Reading and following the detail instructions of shop and construction blueprints.			37
Tools: Identifying, setting up and safely using various hand, power and special tools associated with trades.			25
Building Maintenance: Keeping accurate records and performing the cleaning scheduled and unscheduled maintenance, inspection and repair of existing interior and exterior walls, floors, ceilings, doors, windows, safety systems, electrical systems and plumbing fixtures in residential and commercial buildings, and all green related methods.			44
Carpentry: Selecting proper materials, seeking out problems and performing repairs, practicing cost and time efficient installations associated with basic woodworking, roofing, drywall, finished carpentry, residential and commercial building components, and all green related methods.			120
Plumbing: Selecting proper material, seeking out problems and performing repairs, practicing cost and time efficient installations associated with indoor and outdoor plumbing systems, and all green related methods.			120
Electrical Works: Selecting proper material, seeking out problems and performing repairs, practicing cost and time efficient installations associated with indoor and outdoor electrical devices and wiring systems, and all green related methods.			120
Heating and Air Conditioning Systems: Selecting proper material, seeking out problems and performing repairs, practicing cost and time efficient installations associated with residential and commercial heating and air-conditioning devices and systems, and all green related methods.			60
Job Seeking and Retention Skills: Locating and applying for job opportunities; setting up and handling job interviews; on-the-job social skills and handling employer expectations.			24
TOTAL CLOCK HOURS			660

Program Name:	CASHIERING AND INVENTORY CONTROL CLERK	O'Net Code:	41-2011.00
Total Training Time:	100 Clock Hours, 3 weeks	ETPL Code:	43010912491001
Educational and Occupational Objectives:	At the end of this training, the student will demonstrate satisfactorily the ability to receive and pay out money, keep records of money and negotiable instruments involved in financial institutions, as well be able to establish a friendly and respectful communication with clients.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.		
Physical Abilities Required:	Student must possess the ability to learn as well as clear verbal expression, a strong numbers faculty, oral comprehension, clear speech, speech recognition, near vision, information ordering and problem sensitivity.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Cashier Operations: Common techniques for handling cash registers and applications including understanding and using the End of Day Report.			21
Inventory Management: Managing inventory basics, inventory techniques, safety procedures			18
Merchandise Receiving and Purchasing: Recording merchandise received and creating purchase orders.			15
Customer Service: Tracking and managing client records and orders, handling sales returns and receipt management.			34
Reports and Sales Charts: Obtaining and understanding cashier and inventory reports, sales charts and other documents.			9
Employees and Security: Understand and utilize security measures relating to the cash register.			3
TOTAL CLOCK HOURS			100

Program Name:	ELECTRONIC ASSEMBLER	O'Net Code:	51-2099.99
Total Training Time:	630 Clock Hours, 17 weeks	ETPL Code:	36010512490000
Educational and Occupational Objectives:	The objective of this program is to train individuals for occupations such as Electronic Assemblers, Material Handlers, Processor Installer and Fabricators of electronic components and equipment.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.		
Physical Abilities Required:	Student must possess the ability to learn, to lift at least 25 lbs, to read and follow directions, to communicate clearly, near vision, to stand or sit for prolonged periods.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Orientation & Safety: Understand and utilize payroll software for tracking time and mileage of every worker. ASET orientation, assessment and safety will include use of tools and soldering irons.			38
Terminology: Technical terminology and language to function in an electronic manufacturing environment.			37
Component Identification: Ability to identify electronic components used in various assemblies.			15
Industrial Math: Understand and utilize math used in the Electronic Industry such as color codes, measurements, and standards common to a manufacturing environment.			30
Production Manufacturing & Soldering Techniques: practice and obtain the skills necessary to function in production and manufacturing environment to include the following: soldering components on printed circuit boards using blueprints production drawings, quality control, microscopes, material handling, mechanical assembly, board preparation and modifications, as well as use of Electro Static Discharge Technology (ESD).			405
Rework & De-soldering Techniques: Practice ability to de-solder, clean and recycle sub-assemblies or components in a manufacturing environment.			45
Wire Harnessing: Understand and utilize samples, blueprints or production drawings in the assembly process.			60
TOTAL CLOCK HOURS			630

Program Name:	FORKLIFT OPERATION AND SAFETY *	O'Net Code:	53-7051.00	* Registered Course
Total Training Time:	75 Clock Hours, 2 weeks	ETPL Code:	43010912490301	
Educational and Occupational Objectives:	Student will train to work as a forklift operator, material mover and industrial truck and tractor operator. All students will participate in Job Seeking and Retention workshops and attend Life Skills training in order to learn how to find and keep a job and handle everyday life situations at work.			
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.			
Physical Abilities Required:	Arm-hand steadiness, depth perception, multi-limb coordination, control precision, static strength, trunk strength, extent flexibility, manual dexterity, stamina, dynamic strength, ability to lift 50 lbs.			
Graduation Requirement:	Obtaining the Forklift Certification.			
PROGRAM COURSE OUTLINE:				
Course Segment and Description				Clock Hours
Forklift Operation & Safety: Safe operation through lecture and hands-on training. Training includes basic maintenance of various types of industrial forklifts. Forklift Certification will be obtained if student successfully passes.				65
Job Seeking and Retention Skills: Locating and applying for job opportunities; setting up and handling job interviews; on-the-job social skills and handling employer expectations.				10
TOTAL CLOCK HOURS				75

Program Name:	INTRODUCTION TO COMPUTERS	O'Net Code:	None
Total Training Time:	75 Clock Hours, 2 weeks	ETPL Code:	43010912490901
Educational and Occupational Objectives:	At the end of training, student will be able to use the computer as a tool to solve information problems.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.		
Physical Abilities Required:	Student must possess the ability to learn.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description		Clock Hours	
Introduction to Computers:	Understand the basic functions and concepts of computers.		2
Introduction to the Operation Systems:	Understand and apply the basic functions of an operating system.		8
Internet:	Understand and utilize Internet services, web navigation, file downloading and internet safety issues.		12
Word Processing:	Understand and utilize the main functions of a word processor, formatting, table and layout basics.		20
Spreadsheets:	Understand and utilize the main functions of a spreadsheet and the proper use of formulas.		15
Presentations:	Understand and utilize the main functions of an application for presentations.		6
File Management:	Understanding and utilizing file management techniques including directory navigation as well as moving, copying, deleting, locking, hiding and sharing files.		9
TOTAL CLOCK HOURS			72

Program Name:	MATHEMATICS LEVEL I	O'Net Code:	None
Total Training Time:	128 Clock Hours, 3 weeks	ETPL Code:	43010912490701
Educational and Occupational Objectives:	At the end of this training, student will be able to utilize the knowledge obtained from this course and will be able to solve addition, subtraction, multiplication and division problems.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.		
Physical Abilities Required:	Student must possess the ability to learn.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description		Clock Hours	
Basic Math Operations:	Students will learn to identify numbers by adding, subtracting, multiplication and dividing.		110
Whole Numbers:	Student will be able to identify and write the numbers in written form correctly.		18
TOTAL CLOCK HOURS			128

Program Name:	MATHEMATICS LEVEL II	O'Net Code:	None
Total Training Time:	128 Clock Hours, 3 weeks	ETPL Code:	43010912490801
Educational and Occupational Objectives:	At the end of this training, student will be able to utilize the knowledge obtained from attending Math Level II oriented to her/his career. Student will be able to solve problems that require the use of negative and positive numbers.		
Pre-requisites:	Satisfactory basic math testing score or completion of Math Level I. Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.		
Physical Abilities Required:	Student must possess the ability to learn.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description		Clock Hours	
Decimal Numbers:	Solve adding, subtracting, multiplication and division problems with decimal numbers.		10
Fractions:	Student will be able to solve problems that require the use of fractions.		72
Percentages:	Student will be able to solve problems that require the use of fractions.		23
Negative and Positive Numbers:	Student will be able to solve problems that require the use of negative and positive numbers.		23
TOTAL CLOCK HOURS			128

Program Name:	OFFICE OCCUPATIONS	O'Net Code:	43-9061.00
Total Training Time:	600 Clock Hours, 16 weeks	ETPL Code:	52040812490000
Educational and Occupational Objectives:	Prepare students for successful employment in the target occupations listed below. Students will learn skills needed for a variety of jobs so as to be prepared to accept available employment in the general category of clerical and administrative support occupations as job opportunities occur. All students will participate in Job Seeking and Retention workshops in order to learn how to find and keep a job.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.		
Physical Abilities Required:	Student must be able to speak, read, write, and understand English and sit for long periods of time.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Keyboarding: Student will be able to operate a standard office typewriter, computer keyboarding, and 10-key calculator.			75
Business Math: Student will be able to perform basic math-including decimals, fractions percents, discounts, interpreting tabular and graphic data-to solve problems.			66
Business Writing and Record Management: Student will be able to understand written sentences and paragraphs in work-related documents, transcribing from tape, and communicating effectively with others in writing, filing/retrieving records.			55
Introduction to Personal Computers: Student will be able to understand computer usage, major hardware and software components, and the function and usage of operating systems exemplified by Windows; e-mail and internet. Also covers understanding and utilizing word processing and spreadsheet programs.			165
Introduction to Bookkeeping: Student will be able to understand credits and debits, journal entries, invoices, payables, receivables, bank statements; data entry; payroll processing for advanced students.			75
Business Etiquette and Protocol: Student will be able to understand corporate culture, appropriate dress, work-place diversity, and office etiquette.			50
Effective Communication: Student will be able to perform the skills of the reception area such as; answering telephones, handling messages, office mail and managing documents.			40
Effective Office Behavior: Student will be trained in ethical behavior; setting up and handling meetings, calendars, and travel arrangements; as well as professional development.			50
Job Seeking and Retention Skills: Student will be able to locate and apply for job opportunities; set up and handle job interviews; on-the-job social skills and handling employer expectations.			24
TOTAL CLOCK HOURS			600

Program Name:	PAYROLL CLERK	O'Net Code:	43-3051.00
Total Training Time:	100 Clock Hours, 3 weeks	ETPL Code:	43010912490201
Educational and Occupational Objectives:	At the end of this training, student will be able to utilize the knowledge obtained from attending Math Level II oriented to her/his career. Student will be able to solve problems that require the use of negative and positive numbers.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.		
Physical Abilities Required:	Student must possess the ability to learn, be capable of information ordering, mathematical reasoning, problem sensitivity, deductive reasoning, near vision, and written comprehension.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Setting and Running Payroll Software: Student will be able to use payroll software for tracking time and mileage of every worker.			20
Payroll Reports: Student will be able to obtain the basic reports of the payroll software.			65
Tracking Time for the Employees: Student will be able to track the time for the employees.			15
TOTAL CLOCK HOURS			100

Program Name:	SECURITY OFFICER (NON-WEAPONS)	O*Net Code:	33-9032.00
Total Training Time:	300 Clock Hours, 8 weeks	ETPL Code:	36010912490000
Educational and Occupational Objectives:	The objective of this program is to train students to be prepared to work as patrol officers, security officers, peace officers (entry level).		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.		
Physical Abilities Required:	Student must be physically fit and mobile enough to maneuver within and outside facilities to be guarded, to see and hear threats to security, to write reports, to communicate clearly and effectively, to pass all licensing exams, to perform CPR and basic First Aid procedures and to serve in crowd control conditions.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Personal Behavior: Student will be trained in customer service, proper grooming, workplace behavior, public demeanor.			70
Behavior in Stressful Situations: Student will be trained in personal safety, job site accidents, media tactics, anger management, conflict prevention & resolution, de-escalation of conflict or dangerous situations.			60
Technical & Legal Requirements: Student will be trained in legal responsibilities, general & post orders, FCC-regulated radio etiquette, reporting procedures and report writing.			64
Physical Response Processes: Student will be able to perform CPR & First Aid, crowd control, challenging & altercation procedures, search & arrest procedures.			80
Job Seeking & Retention Skills: Student will be trained in license testing, licensing, job seeking, job retention, advancement, and ability to locate and apply for job opportunities, set-up and handle job interviews, on-the-job social skills and handling employer expectations.			26
TOTAL CLOCK HOURS			300

Program Name:	SHIPPING & RECEIVING	O*Net Code:	43-5071.00
Total Training Time:	600 Clock Hours, 16 weeks	ETPL Code:	49999912490000
Educational and Occupational Objectives:	Our objective is to train individuals in the occupational skills of shipping & receiving clerk; stock clerk, stockroom & warehouse, freight, stock and material mover (Automated Systems) and industrial truck and tractor operator.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.		
Physical Abilities Required:	Arm-hand steadiness, depth perception, multi-limb coordination, control precision, static strength, trunk strength, extent flexibility, manual dexterity, stamina, dynamic strength, ability to lift 50 lbs.		
Graduation Requirement:	Obtaining the Forklift Certification.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Orientation & Safety: Student will be able to follow instructions; keep work area safe; understand personal safety including proper lifting techniques, use equipment safety guards, proper safety clothing and protecting personal property.			38
Occupational Math: Student will review basic math including use of decimals, fractions and percents, weights and measures and use of 10-key calculators.			150
Materials Handling Equipment: By the end of this course Student will understand identification, use and basic maintenance of warehousing equipment.			37
Industrial Forklift: Student will be able to safely operate and maintain various types of industrial forklifts. <i>OSHA Forklift Certification is obtained if this module is successfully passed.</i>			75
Shipping Operations: Student will be trained in order picking; preparation of materials for shipping; proper packaging; shipping terminology; methods of shipping; selection of carriers; shipping forms and applying bar coding technology.			75
Receiving Operations: Student will be able to use proper receiving terminology; receive documents; bar codes; inspect received materials and deal with discrepancies and damage; distribute paperwork; store received materials and deal with hazardous materials.			75
Inventory Control: Student will be able to use Inventory terminology; part numbers and descriptions; bar codes; inventory reports; data entry; report production; unit costs and quantity calculations; able to physically locate and rotate materials; record physical inventory and cross reference.			126
Job Seeking and Retention Skill: Student will have the ability to locate and apply for job opportunities; set up and handle job interviews; on-the-job social skills and handle employer expectations.			24
TOTAL CLOCK HOURS			600

Program Name:	SPANISH LITERACY	O'Net Code:	None
Total Training Time:	128 Clock Hours, 4 weeks	ETPL Code:	43010912490601
Educational and Occupational Objectives:	At the end of the course Student will be able to engage in basic speaking, reading and writing in Spanish.		
Pre-requisites:	None.		
Physical Abilities Required:	Student must possess the ability to learn.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Oral Communication: Student will be able to express her/his own ideas and understanding the others' ideas.			8
Writing and Reading Vowels: Student will be able to identify and write vowels.			8
Reading Syllables, Words and Phrases: Student will be able to read and write syllables and words to build phrases finally.			32
Advanced Writing and Reading: Student will be able to write down short paragraphs, by using the grammar basic rules.			50
Reading Understanding and Expression of Written Ideas: Student will be able to understand a written story, express her/his ideas and take dictation.			30
TOTAL CLOCK HOURS			128

Program Name:	TELECOMMUNICATIONS LINE INSTALLER	O'Net Code:	49-2022.00
Total Training Time:	660 Clock Hours, 8 weeks	ETPL Code:	36010512490000
Educational and Occupational Objectives:	Our objective is to train Students to install telecommunications lines and cables, burglar and fire alarms, and CATV lines.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.		
Physical Abilities Required:	Student must be able to lift bundles of cable, to climb ladders and poles/rungs, to reach above the head, to crawl, stoop, bend, squat, sit on the floor/ground, to have finger/hand dexterity and full mobility of all limbs, to see dials and gauges clearly and to hear tones and voices clearly.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Occupational & Personal Safety: Student will learn job site safety, use of protective gear, electricity hazards, proper use of hand and power tools, safe use of ladders and pole climbing, CPR and First Aid.			44
Occupational Math: Student will learn basic math, decimals & fractions, weights & measures, estimating shortcuts, percentages, decibel theory & calculations, charts & tables, terminology.			44
Low-Voltage (C-7) Systems: General principles, basic electricity, circuits, power sources, safe installations, protective devices.			88
Low-Voltage Systems Materials: Terminology, uses, characteristics and applications of low-voltage systems materials.			66
Low-Voltage Systems Tools & Equipment: Student will learn terminology, functions, care & operation of hand & power tools and electrical equipment & mobile equipment.			54
Plans, Specifications, & Building Codes: Student will be able to read plans, specifications, and applicable building codes, and understand them and their applications to the installations involved. Blueprints are used to install telephone & computer networks, symbols & codes, basics of the National Electrical Code, FCC regulations, & local codes.			76
Behavioral Skills: Student will learn proper workplace behavior, customer service, proper grooming, and public demeanor, how to work under supervision as well as independently, report to supervisors, and work as part of a partnership or team of installers. Skills include communication, problem solving, conflict prevention and resolution.			44
Computer Networking & Cable Installing: Student will be able to perform residential, multi-unit dwellings, customer installations, cable routing and terminal device installations.			44
Instrument Reading Procedures: Student will be trained in converters, decoders, signal level meters, digital multi-meter, as well as signal troubleshooting.			66
Troubleshooting Systems: Student will be able to identify & troubleshoot various copper wires, coaxial wires, & fiber optic cable systems, detecting network faults and document repairs.			110
Job Seeking and Retention Skills: Student will be able to perform license testing, licensing, job seeking, job retention, and advancement. Students will also be able to locate and apply for job opportunities; set up and handle job interviews; understand on the job social skills and handle employer expectations.			24
TOTAL CLOCK HOURS			660

Program Name:	TRUCK DRIVER	O'Net Code:	53-3032.01
Total Training Time:	300 Clock Hours, 8 weeks	ETPL Code:	36010212580000
Educational and Occupational Objectives:	At the end of this training, the student will be able to basic control of all trucks to safely maneuver; traffic and delivery locations, as well as pass the DMV Commercial Driver test.		
Pre-requisites:	Student must pass a DOT physical, have a clean DMV printout (H-6), and must have held a class C driver's license for at least one year (exceptions can be made at Managers discretion). Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test. Student must communicate in English.		
Physical Abilities Required:	Far vision, reaction time, static strength, response orientation, spatial orientation, near vision, depth perception, extent flexibility, multi-limb coordination, manual dexterity.		
Graduation Requirement:	Obtaining the Commercial Driver License.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Basic Operation: Student will learn transportation orientation, control systems, vehicle inspection, basic control, as well as to shift, back and turn. Students will know proficiency development, simulation equipment, and work development.			140
Safe Operating Practices: Student will learn visual search, communication, speed management, space management, extreme driving conditions, and proficiency development.			40
Advanced Operating Procedures: Students will learn hazard perception, emergency maneuvers, skid control and recovery.			16
Vehicle Maintenance: Student will know vehicle systems, preventative maintenance, diagnosing & reporting; diesel fuel systems, diesel air systems; diesel cooling systems; diesel electrical systems and diesel lubricating systems.			54
Non-Vehicle Activities: Student will know how to handle cargo, cargo documentation, hours of service, trip planning and forklift safety.			26
Job Seeking and Retention Skills: Student will possess the ability to locate and apply for job opportunities, set up and handle job interviews, on-the-job social skills and handling employer expectations.			24
TOTAL CLOCK HOURS			300

Program Name:	VOCATIONAL ENGLISH AS A SECOND LANGUAGE LEVEL I	O'Net Code:	None
Total Training Time:	250 Clock Hours, 7 weeks	ETPL Code:	None
Educational and Occupational Objectives:	At the end of training, Student will obtain a Basic English vocabulary oriented to the workplace, which she/he can manage both written and orally.		
Pre-requisites:	None.		
Physical Abilities Required:	Student must possess the ability to learn.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Introducing: Student will be able to provide written and oral personal information.			20
Physical Distribution of a Work Place: Student will be able to provide directions to different areas or places and create an activity list, by using several different English verbs.			20
Using Technological Devices in the Workplace: Student will be able to identify technological devices, their parts and use.			20
Time Management: Student will be able to understand and use language relating to time, dates and planning.			20
Customer Service: Student will be able to use the most common phrases to handle different situations in customer service, as well as the filling out of certain forms.			20
Finances: Student will be able to count money and present amounts, as well as fill out some forms related to money in English.			20
Protection Against Accidents and Injuries: Student will be able to take the correct measures in case of an accident, as well as be able to prevent them using the English language.			20
Performance in the Workplace: Student will be able to identify different responsibilities, identify activities manuals and fill out labor questionnaires in English.			20
English oriented to the Career: Student will be able to use the basic vocabulary related to the industry in which she/he will develop her/his career.			35
Labor Environment: Student will be able to identify the established rules and all other related issues in order to create a good labor environment.			20
Finding a Job: Student will be able to look for a job, according to their established job skills using the English language.			35
TOTAL CLOCK HOURS			250

Program Name:	VOCATIONAL ENGLISH AS A SECOND LANGUAGE LEVEL II	O'Net Code:	None
Total Training Time:	250 Clock Hours, 7 weeks	ETPL Code:	None
Educational and Occupational Objectives:	At the end of training, Student will obtain and utilize a more advanced English vocabulary oriented to the workplace, which she/he can manage both written and orally.		
Pre-requisites:	Satisfactory score on ESL test or completion of Vocational English as a Second Language Level I.		
Physical Abilities Required:	Student must possess the ability to learn.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Telephone Conversation: Student will be able to participate in a telephone conversation in English.			20
Using work Materials: Student will be able to identify the different supplies which are necessary to accomplish her/his tasks in the workplace, as well as learning how to fill out requests for work materials.			20
Using Workplace's machines: Student will be able to identify different kinds of machines which are used in the workplace, as well as the use of machine manuals and to complete reports related to these matters, in English.			20
Activities Planning: Student will be able to plan an activities program.			20
Customer Service: Student will be able to take down client requests, as well as handle item returns.			20
Finances: Identify and understand the function of every part of a paycheck, the social security card and the W-2 form.			20
Working with Others: Identify different responsibilities, identify activities manuals and fill out labor surveys in English.			20
English Oriented to the Career: Student will be able to speak with a more specialized vocabulary, according to the industry where she/he will develop professionally.			35
Labor Environment: Student will be able to identify the most important issues to create a good work environment.			20
Security in the Workplace: Student will be able to identify security measures and be able to prevent accidents.			20
Looking for a Job: Student will be able to look for a job and will be prepared for a job interview.			35
TOTAL CLOCK HOURS			250

Program Name:	WELDING (Option A or Option B)	O'Net Code:	51-4121.00 and 51-4121.02
Total Training Time:	660 Clock Hours, 18 weeks	ETPL Code:	36010112390000
Educational and Occupational Objectives:	Preparation for occupations such as Welding Machine Operator, Arc Welder, Combination Welder, Welder Apprentice, Cutter, Brazer and Ironworker.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a US Department of Education Ability to Benefit Test.		
Physical Abilities Required:	Far vision, reaction time, static strength, response orientation, spatial orientation, near vision, depth perception, extent flexibility, multi-limb coordination, manual dexterity, ability to lift at least 50 lbs, freedom from allergic reaction to dust and fumes.		
Graduation Requirements:	Obtaining at least two of the offered certifications (SMAW, GMAW, GTAW, FCAW).		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Orientation & Safety: Hazards of welding, accident prevention, safe shop techniques and practices, policies, procedures in welding shops. Covers employer expectations and an overview of various types of welding in the labor market.			38
Metal Preparation and Cutting: Utilizing measuring devices and layout, torches and gases, cutting and beveling, equipment use such as oxyacetylene torch, plasma cutter, cut-off saw, and band saw.			37
Shielded Metal Arc Welding (SMAW): Terminology, shielded metal arc welding and other types of arc welding, setup and shutdown of welding machines, techniques for the operation of welding machines with a variety of welding electrodes.			188
Gas Metal Arc Welding (GMAW): Terminology associated with gas metal arc welding, set-up and shutdown of welding machines, techniques for operating with a variety of wire sizes in a variety of positions to achieve a variety of weld joints.			150
<i>(Option A)</i> Gas Tungsten Arc Welding (GTAW): Terminology, machine set-up and shutdown associated with GTAW, proper techniques for machine operation, use of stainless steel and aluminum, and how to construct a variety of weld joints.			112
<i>(Or Option B)</i> Fluxcored Welding (FCAW): Terminology, machine set-up and shutdown associated with FCAW, techniques for operation using different wire diameters, with and without shielded gas, producing a variety of joints in all positions and a variety of fillet weld sizes.			112
Measuring Practices & Blueprint Reading: Terminology associated with measuring, identification and accurate use of measuring devices including rulers and micrometers. Also covers fractions, terminology, purpose, and basic elements of blueprints, dimensions, tolerances, scales, thread specifications structural shapes, standard gauges, wires and sheets, abbreviations, welding symbols and a variety of views of drawn objects. Student will produce sample objects from blueprints.			75
Introduction to Metalworking Machines: Terminology, components, set-up, and safe operation of metalworking equipment including ironworker, drill press, band saw pedestal and hand grinders.			36
Job Seeking & Retention Skills: Student will be able to look for a job and will be prepared for a job interview			24
TOTAL CLOCK HOURS			660

(Please complete this page and give it to your enrollment agent.)

RECEIPT OF CATALOG AND POLICIES

Upon inquiring about enrollment in training courses at the Anthony Soto Employment Training Centers, operated by California Human Development Corporation, I have received a copy of the school catalog containing their current course information as well as student and veteran policies, and a copy of the school's most recent Performance Fact Sheet.

Student Name (signature): _____ **Date:** _____

Student Name (print): _____